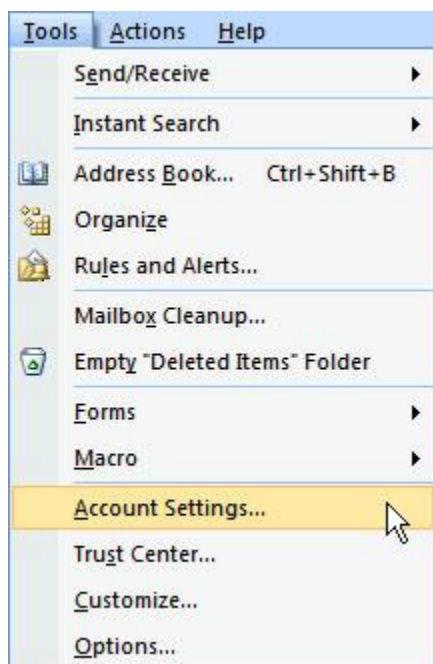


Quick Steps:

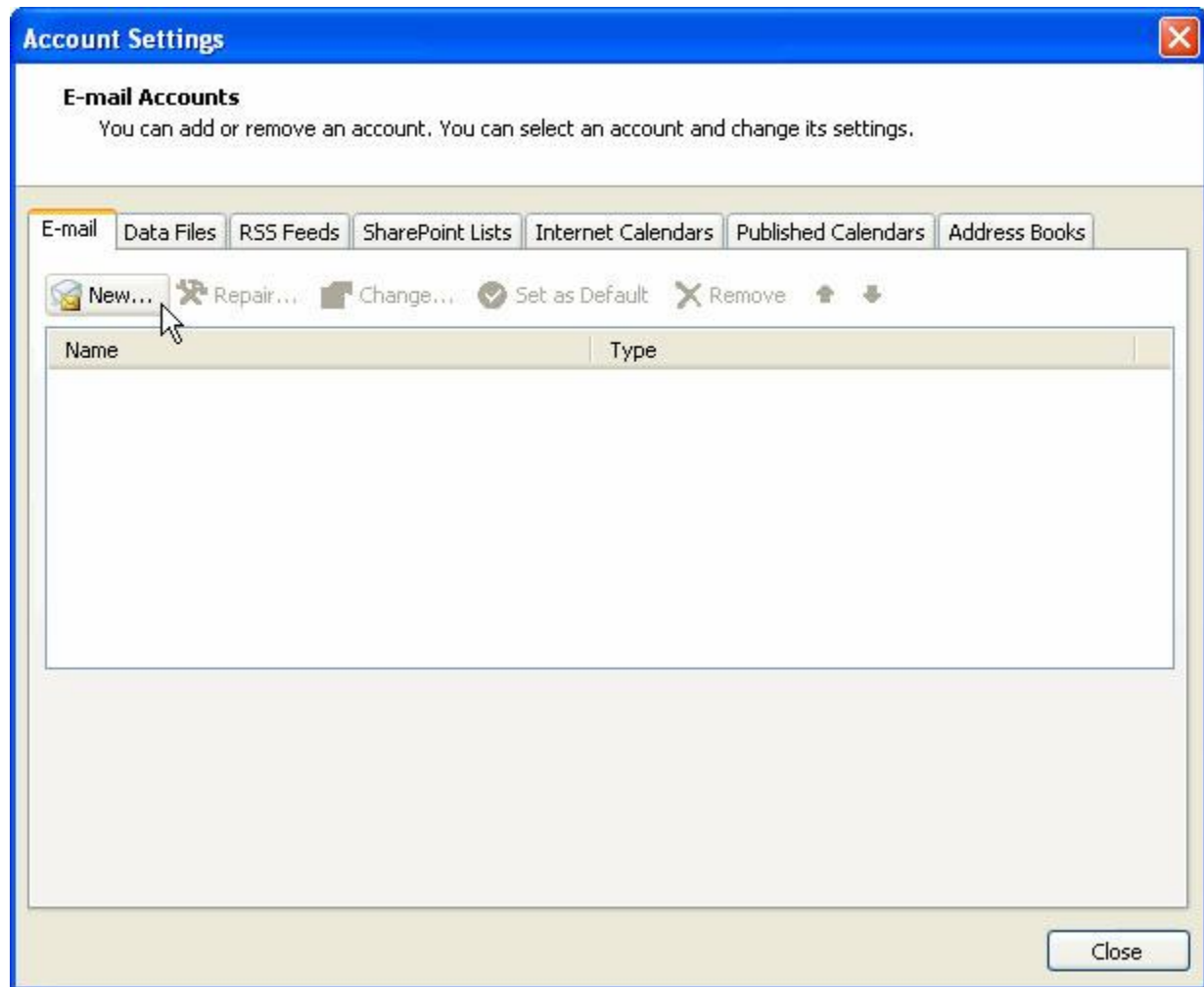
1. Open Outlook. Select **Account Settings...** from the **Tools** menu.
2. On the E-mail tab, click **New**.
3. Select "Manually configure server settings or additional server types" and click **Next >**.
4. Select **Internet E-mail** and click **Next >**.
5. Enter the following information for E-mail Accounts.
 - **Your Name:** Enter the name you wish recipients to see when they receive your message.
 - **Email Address:** This is the address that your contacts' email program will reply to your messages. This is also the address that will get recorded in your contacts' address book if they add you as a contact.
 - **Account Type:** IMAP
 - **Incoming mail server:** Enter mail.max.com.my
 - **Outgoing mail server (SMTP):** Enter mail.max.com.my
 - **User Name:** Enter your full e-mail address
 - **Password:** If you wish for Outlook to save your password, check the box labeled **Remember Password** and enter your password in the text field.
 - Click **More Settings...**
6. Click on the Outgoing Server tab, and check the box labeled **My outgoing server (SMTP) requires authentication**. Then choose to **Use same settings as my incoming mail server**
7. Click on the Advanced tab.
 - Under **Incoming Server (POP3)**, enter **143** or port number specified by your email provider.
 - Under **Outgoing Server (SMTP)**, enter **2025** or port number specified by your email provider.
8. Click **OK**
9. Click **Next**. Click **Finish**.

Steps with screenshots:

1. Open Outlook. Select **Account Settings...** from the **Tools** menu.



2. On the E-mail tab, click **New**.



3. Select "Manually configure server settings or additional server types" and click **Next >**.

The screenshot shows the 'Add New E-mail Account' window with the 'Auto Account Setup' tab selected. The window has a blue title bar and a close button in the top right corner. The main area is light beige. At the top right of the main area is a help icon (a star with an arrow). Below the title bar, the text 'Auto Account Setup' is displayed. There are four input fields: 'Your Name:' with an example 'Barbara Sankovic', 'E-mail Address:' with an example 'barbara@contoso.com', 'Password:', and 'Retype Password:'. Below the password fields is a note: 'Type the password your Internet service provider has given you.' At the bottom left, there is a checkbox labeled 'Manually configure server settings or additional server types' which is checked. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

☒ Manually configure server settings or additional server types

< Back **Next >** Cancel

4. Select **Internet E-mail** and click **Next >**.

The screenshot shows the 'Add New E-mail Account' window with the 'Choose E-mail Service' tab selected. The window has a blue title bar and a close button in the top right corner. The main area is light beige. At the top right of the main area is a help icon (a star with an arrow). Below the title bar, the text 'Choose E-mail Service' is displayed. There are three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Each option has a description. Under 'Other', there is a text box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

Add New E-mail Account

Choose E-mail Service

☒ **Internet E-mail**
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

☐ **Microsoft Exchange**
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

☐ **Other**
Connect to a server type shown below.
Outlook Mobile Service (Text Messaging)

< Back **Next >** Cancel

5. Enter the following information for E-mail Accounts.

- **Your Name:** Enter the name you wish recipients to see when they receive your message.
- **Email Address:** This is the address that your contacts' email program will reply to your messages. This is also the address that will get recorded in your contacts' address book if they add you as a contact.
- **Account Type:** IMAP
- **Incoming mail server:** Enter mail.max.com.my
- **Outgoing mail server (SMTP):** Enter mail.max.com.my
- **User Name:** Enter your full e-mail address
- **Password:** If you wish for Outlook to save your password, check the box labeled **Remember Password** and enter your password in the text field.
- Click **More Settings...**

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type: ▼

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

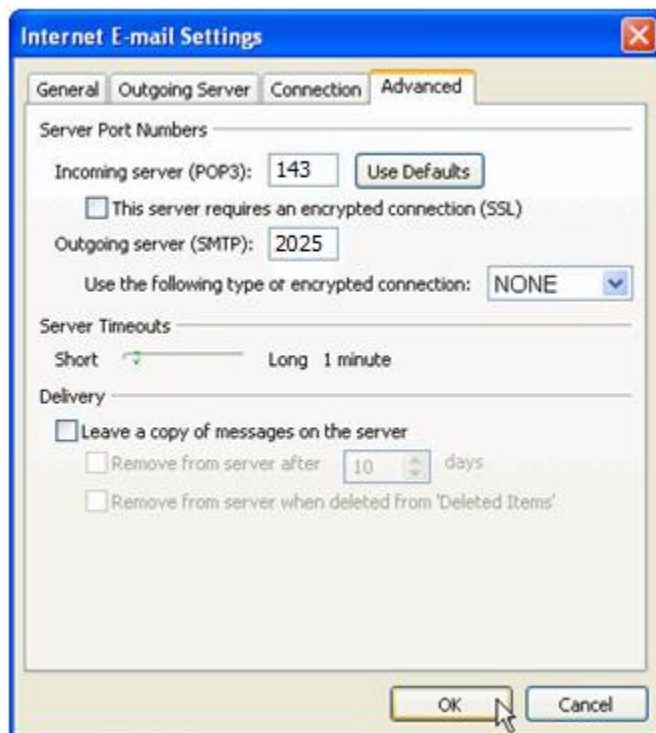
Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

6. Click on the Outgoing Server tab, and check the box labeled **My outgoing server (SMTP) requires authentication**. Then choose to **Use same settings as my incoming mail server**



7. Click on the Advanced tab.
 - Under **Incoming Server (POP3)**, enter **143** or port number specified by your email provider.
 - Under **Outgoing Server (SMTP)**, enter **2025** or port number specified by your email provider.



8. Click **OK**
9. Click **Next**. Click **Finish**.