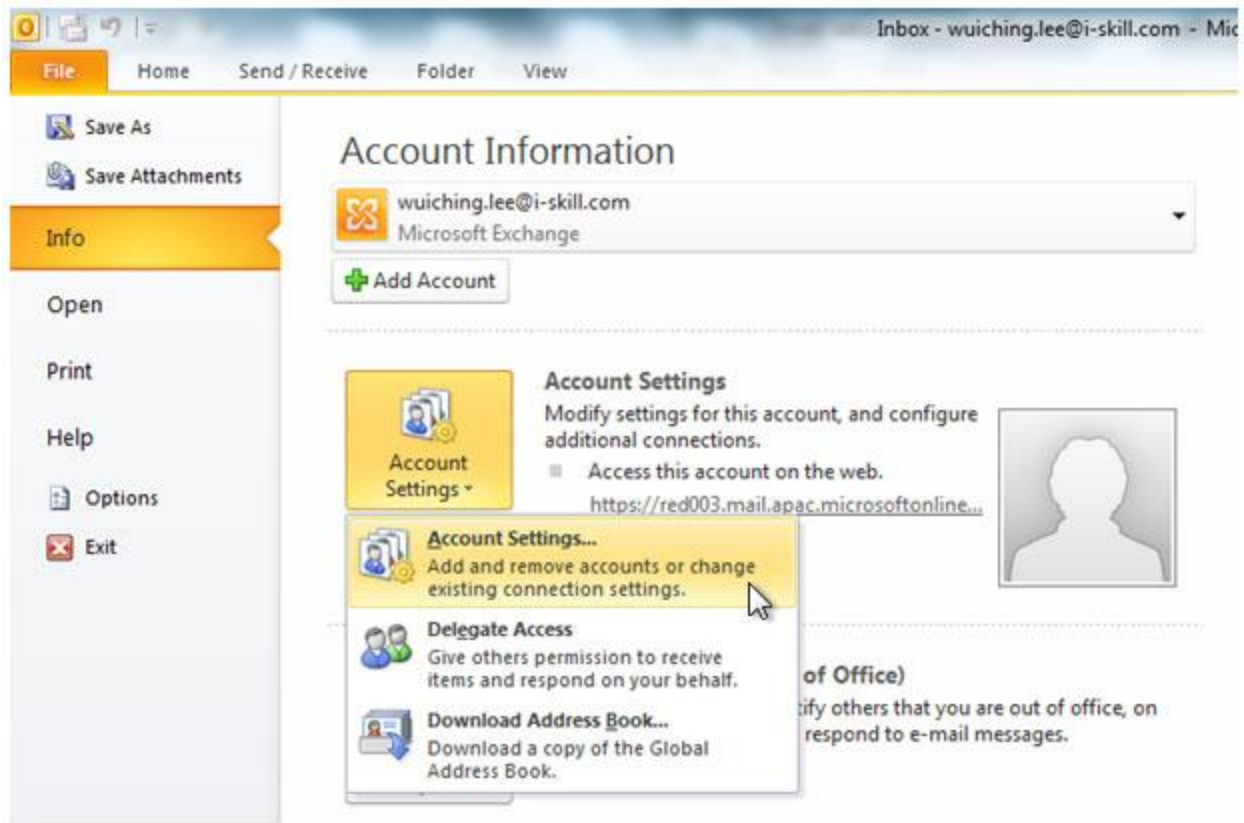


Quick Steps:

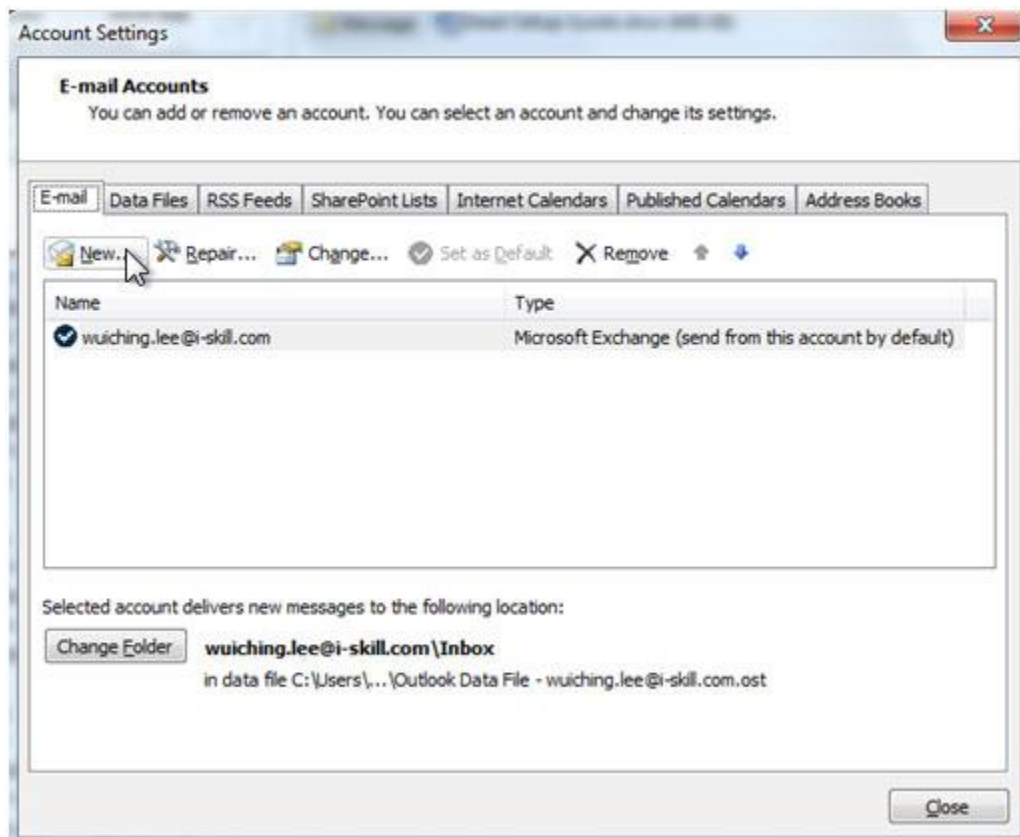
1. Open Outlook. Go to **File > Info**, under **Account Settings**, clicks **Account Settings...**
2. On the E-mail tab, click **New**.
3. Select "Manually configure server settings or additional server types" and click **Next >**.
4. Select **Internet E-mail** and click **Next >**.
5. Enter the following 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**.
10. Open Outlook. Go to **File > Info**, under **Account Settings**, clicks **Account Settings...**

Steps with screenshots:

1. Open Outlook. Go to **File > Info**, under **Account Settings**, clicks **Account Settings...**



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 Account' window with the 'Auto Account Setup' tab selected. The window title is 'Add New Account'. The subtitle is 'Auto Account Setup' with the instruction 'Connect to other server types.' Below this, there are three radio button options: 'E-mail Account', 'Text Messaging (SMS)', and 'Manually configure server settings or additional server types'. The 'E-mail Account' option is selected. Below it, there are four text input fields: 'Your Name:' (with example 'Ellen Adams'), 'E-mail Address:' (with example 'ellen@contoso.com'), 'Password:', and 'Retype Password:'. A note below the password fields says 'Type the password your Internet service provider has given you.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

Add New Account

Auto Account Setup
Connect to other server types.

☐ **E-mail Account**

Your Name:
Example: Ellen Adams

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

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

☐ **Text Messaging (SMS)**

☒ **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 Account' window with the 'Choose Service' tab selected. The window title is 'Add New Account'. The subtitle is 'Choose Service'. Below this, there are three radio button options: 'Internet E-mail', 'Microsoft Exchange or compatible service', and 'Text Messaging (SMS)'. The 'Internet E-mail' option is selected. Below it, there are three text descriptions: 'Connect to POP or IMAP server to send and receive e-mail messages.', 'Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.', and 'Connect to a mobile messaging service.' At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

Add New Account

Choose Service

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

☐ **Microsoft Exchange or compatible service**
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

☐ **Text Messaging (SMS)**
Connect to a mobile messaging service.

< 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 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

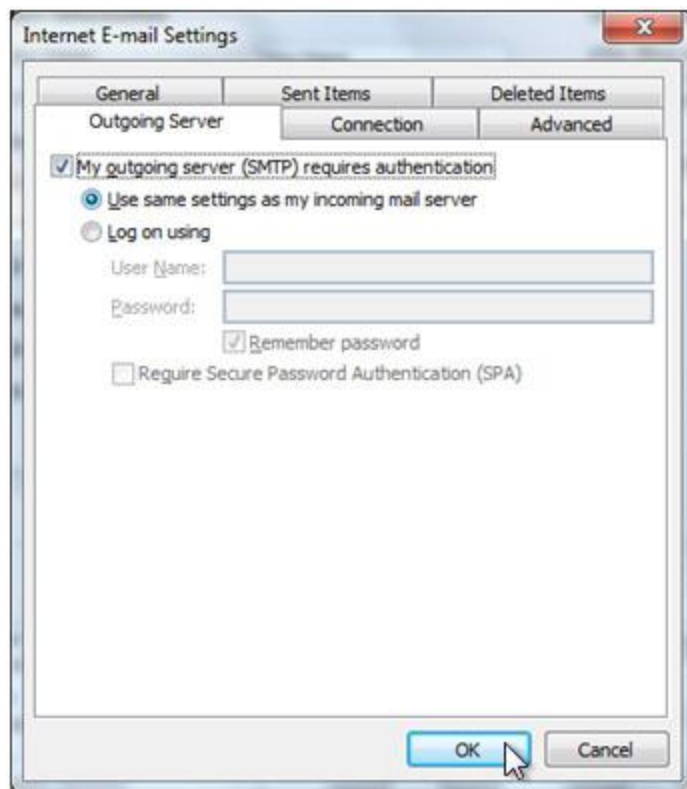
☐ Require logon using Secure Password Authentication (SPA)

Test Account Settings

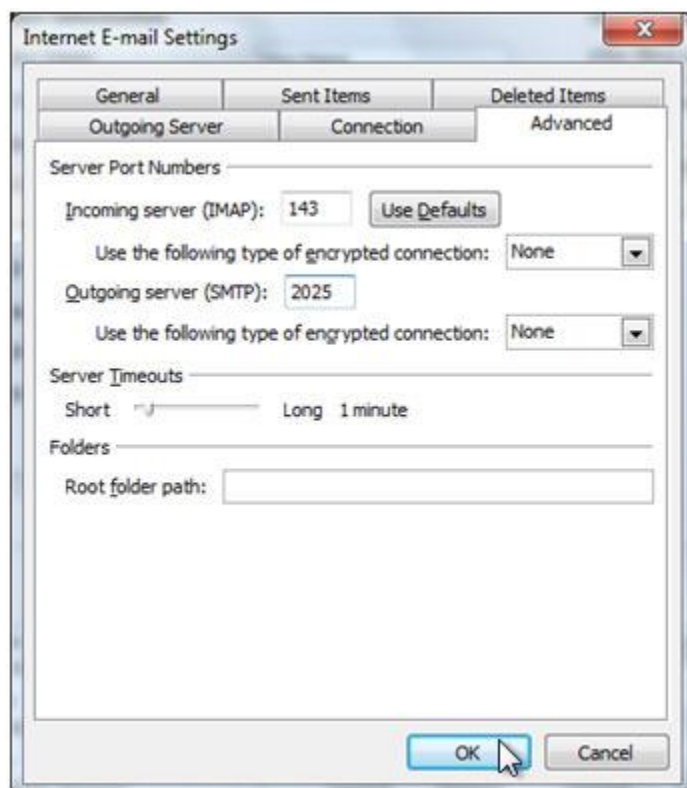
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

☒ Test Account Settings by clicking the Next button

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**.