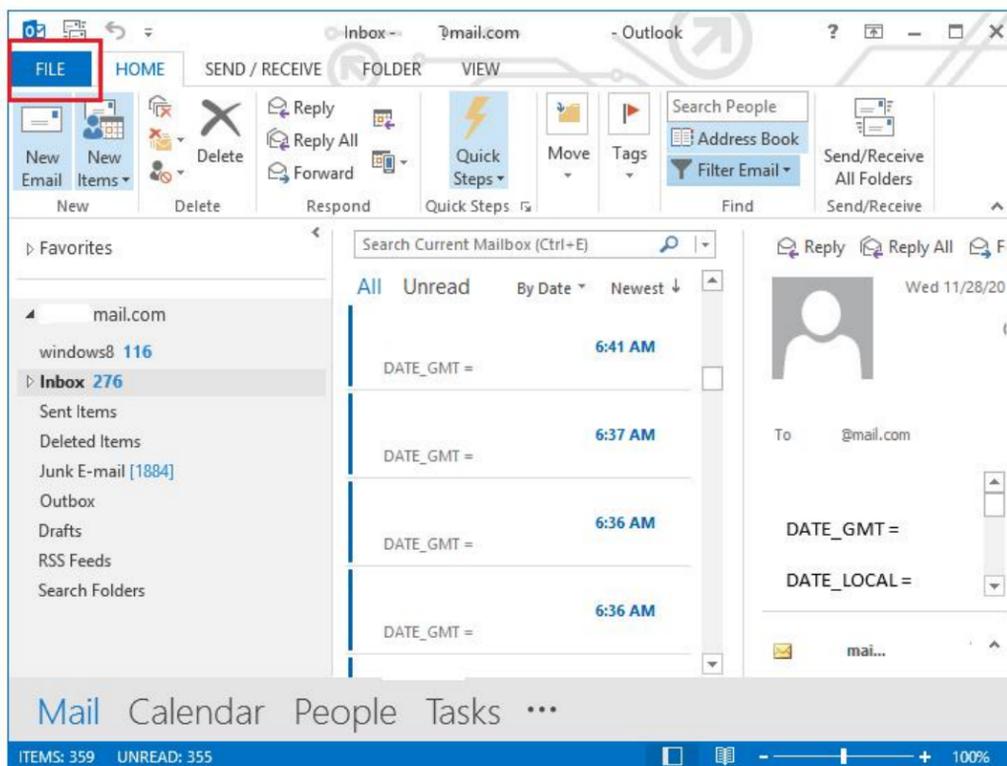
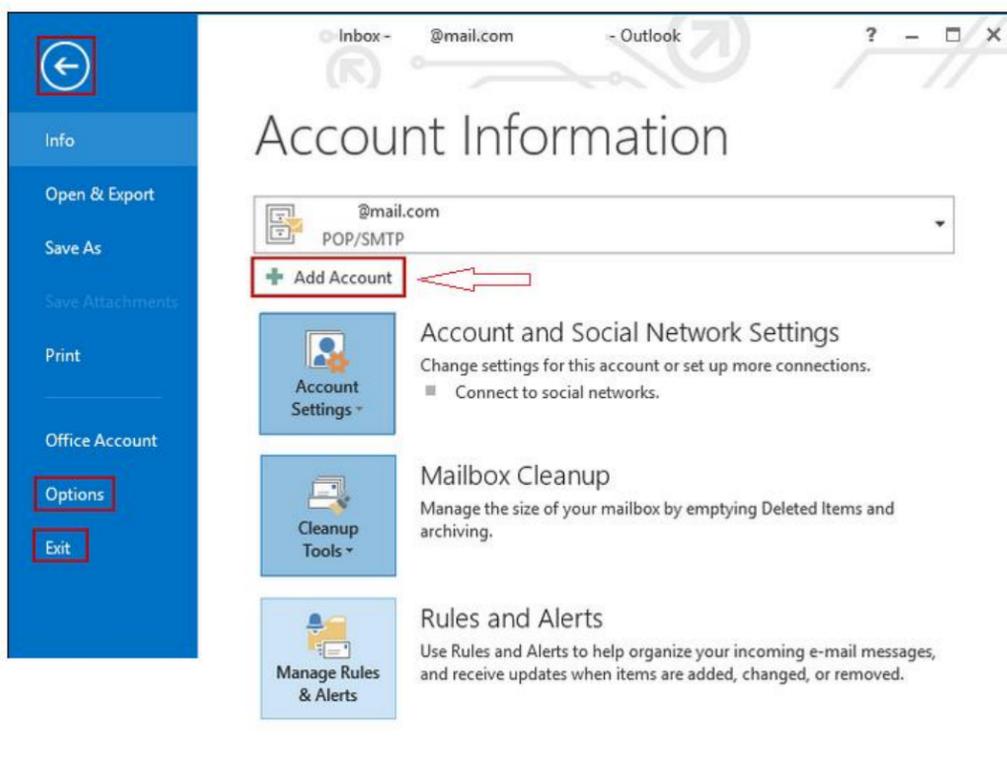


EMAIL CONFIGURATION FOR OUTLOOK 2013

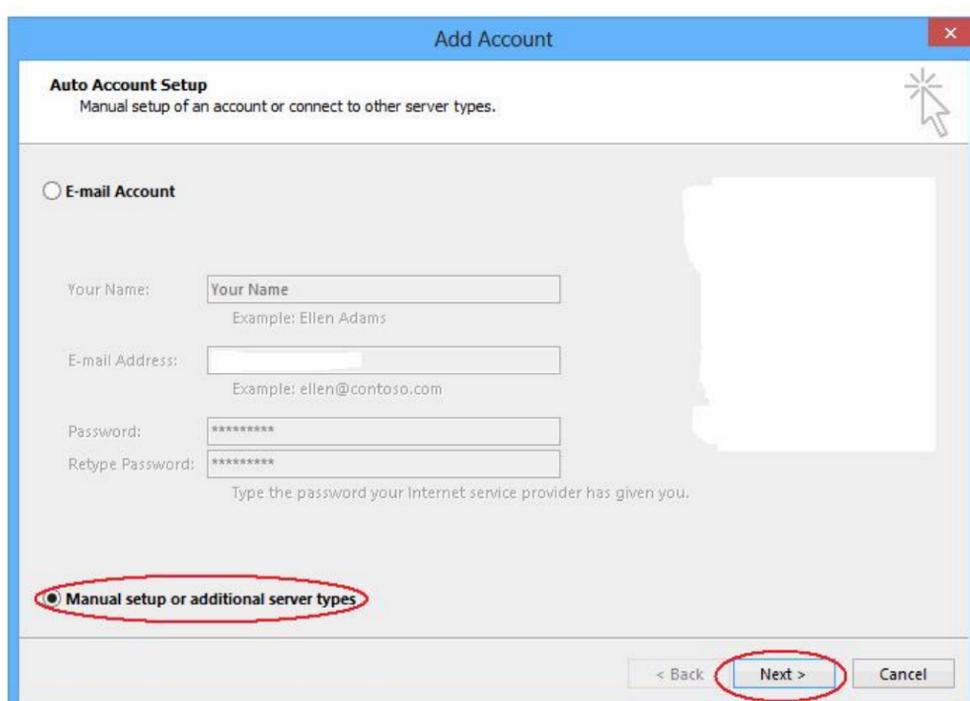
1. Once you have Outlook open, click “File” on the top left.



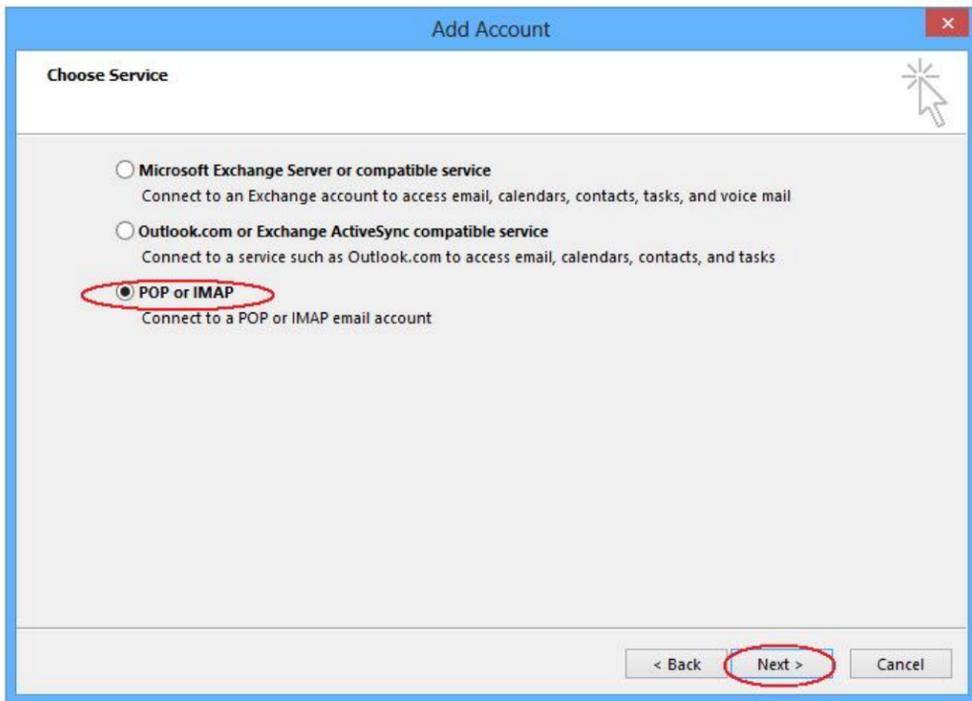
2. Under the “Info” tab, click “Add Account”.



3. Select “Manual setup or additional server types”, and then click “Next”.



4. Select "POP or IMAP", and then click "Next".



5. -Enter your name and BWIG email address.

-Under "Account Type", select "IMAP".

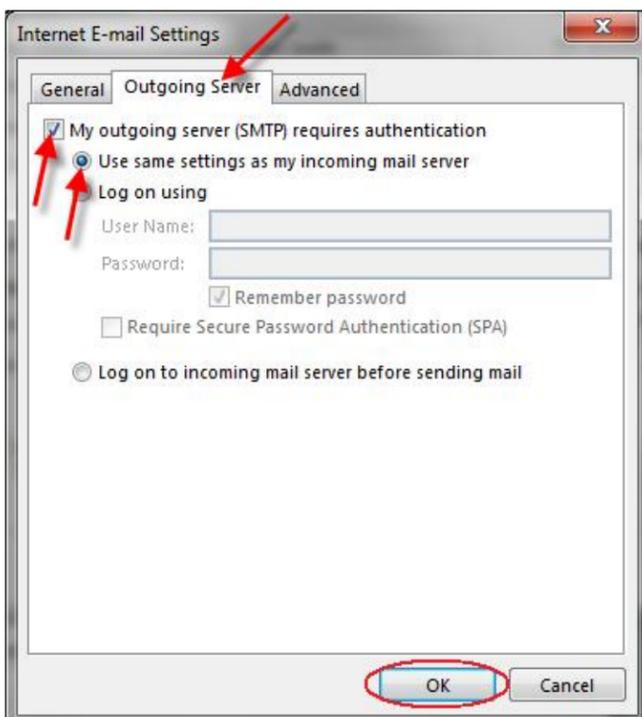
-For "Incoming" and "Outgoing mail servers, enter: mail.bwig.net

-Under "Logon Information", enter your BWIG email address and your BWIG email password.

-Then click "More Settings".



6. Under the "Outgoing Server" tab, select "My outgoing server (SMTP) requires authentication" and "Use same settings as my incoming mail server". Click "OK".



7. Click "Next".

The screenshot shows the 'Add Account' dialog box with the 'POP and IMAP Account Settings' tab selected. The dialog is titled 'Add Account' and contains the following sections:

- User Information:** Fields for 'Your Name' (containing 'Your Name') and 'Email Address' (containing 'example@bwig.net').
- Server Information:** 'Account Type' dropdown set to 'IMAP', 'Incoming mail server' (containing 'mail.bwig.net'), and 'Outgoing mail server (SMTP)' (containing 'mail.bwig.net').
- Logon Information:** 'User Name' (containing 'example@bwig.net') and 'Password' (containing '*****'). A 'Remember password' checkbox is checked.
- Test Account Settings:** A message: 'We recommend that you test your account to ensure that the entries are correct.' Below it is a 'Test Account Settings ...' button and a checked checkbox 'Automatically test account settings when Next is clicked'.
- Deliver new messages to:** Radio buttons for 'New Outlook Data File' (selected) and 'Existing Outlook Data File'. A 'Browse' button is next to the 'Existing Outlook Data File' option.
- Other options:** 'Require logon using Secure Password Authentication (SPA)' checkbox is unchecked. A 'More Settings ...' button is at the bottom right.
- Navigation:** '< Back', 'Next >', and 'Cancel' buttons are at the bottom. The 'Next >' button is circled in red.

8. After the test completes, click "Close".

The screenshot shows the 'Test Account Settings' dialog box. It displays a success message: 'Congratulations! All tests completed successfully. Click Close to continue.' There are 'Stop' and 'Close' buttons. The 'Close' button is circled in red. Below the message is a 'Tasks' tab with a table showing the results of the tests.

Tasks	Status
✓ Log onto incoming mail server (POPS)	Completed
✓ Send test e-mail message	Completed

9. Click "Finish".

The screenshot shows the 'Add Account' dialog box with the 'You're all set!' screen. The dialog is titled 'Add Account' and contains the following text:

You're all set!
We have all the information we need to set up your account.

At the bottom right, there is an 'Add another account...' button. At the bottom center, there are '< Back' and 'Finish' buttons. The 'Finish' button is circled in red.