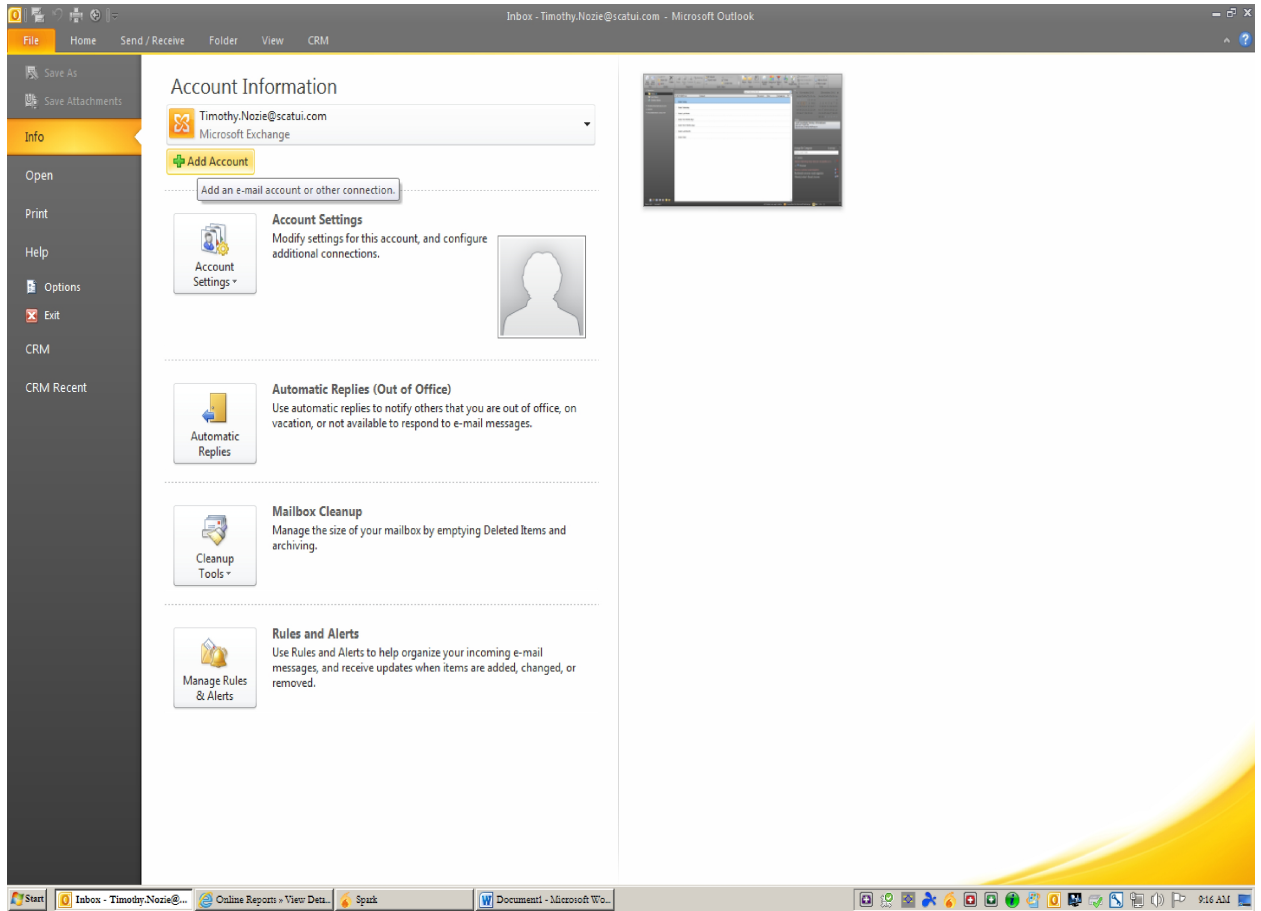
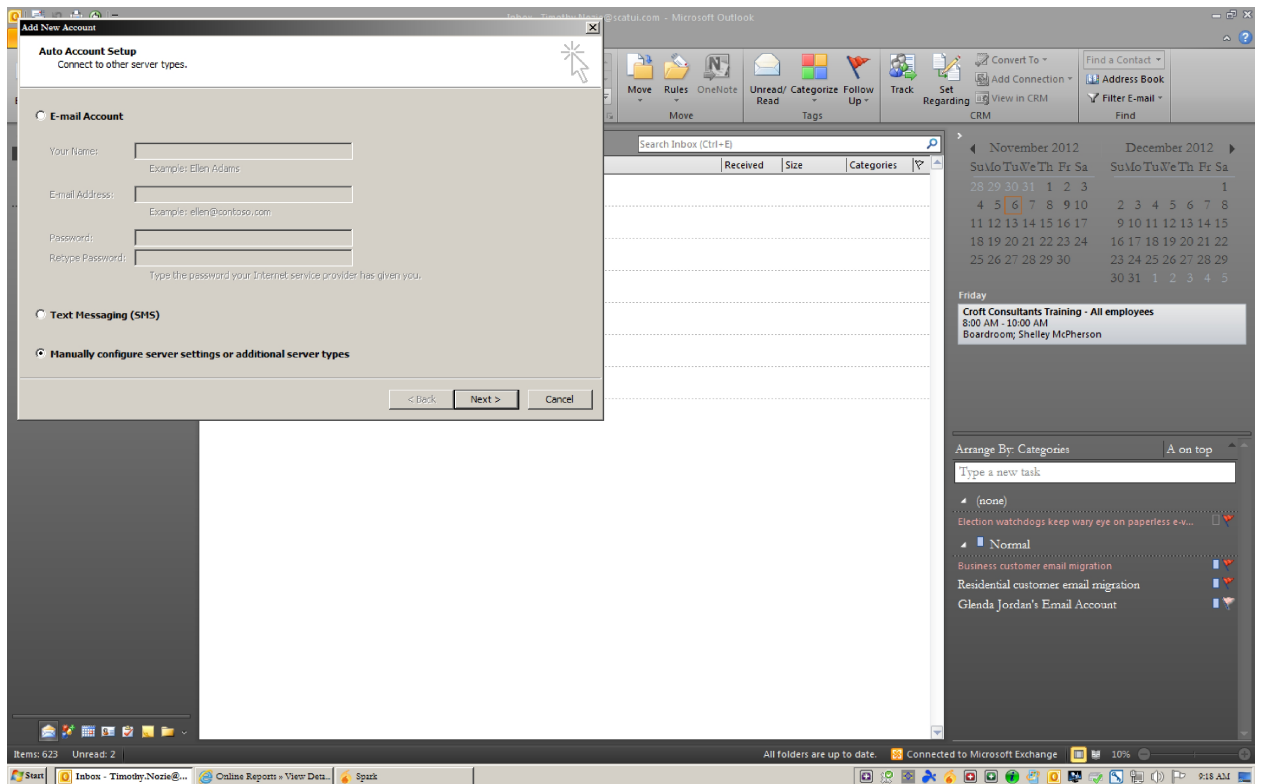


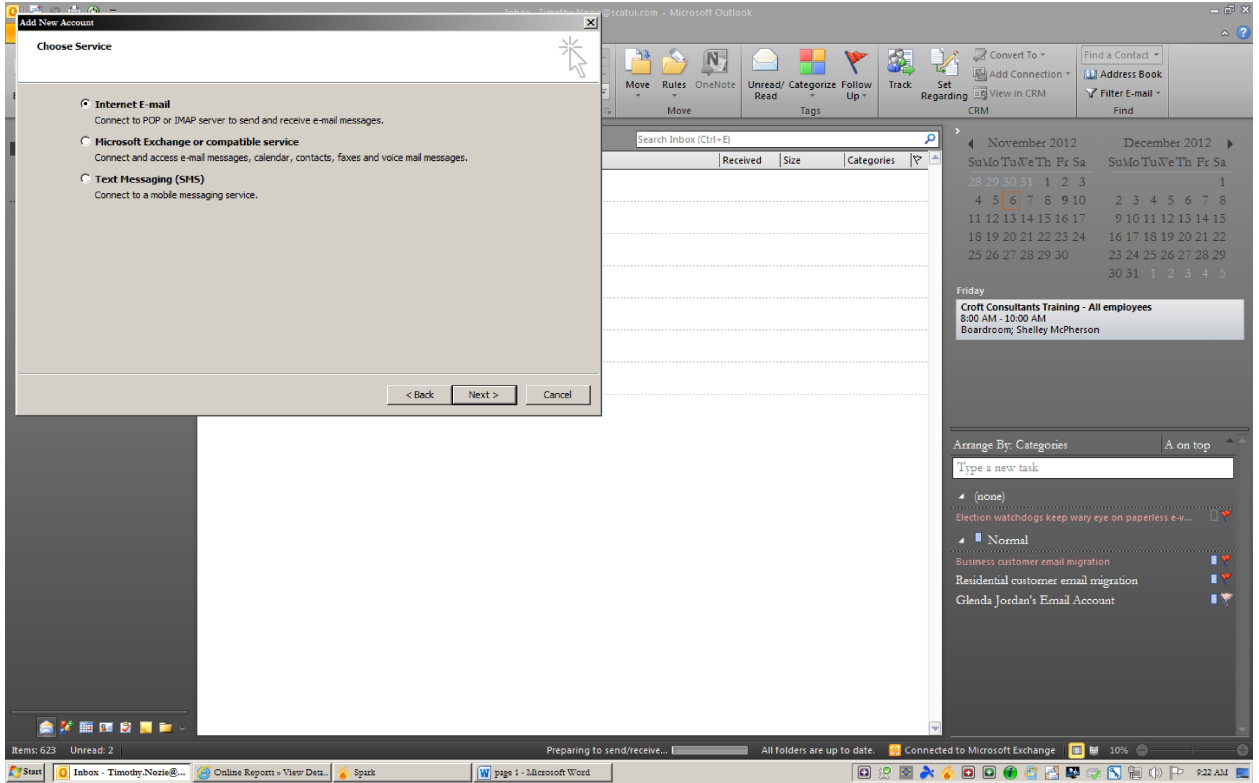
1. Open Outlook
2. Select “File”, “Add Account”



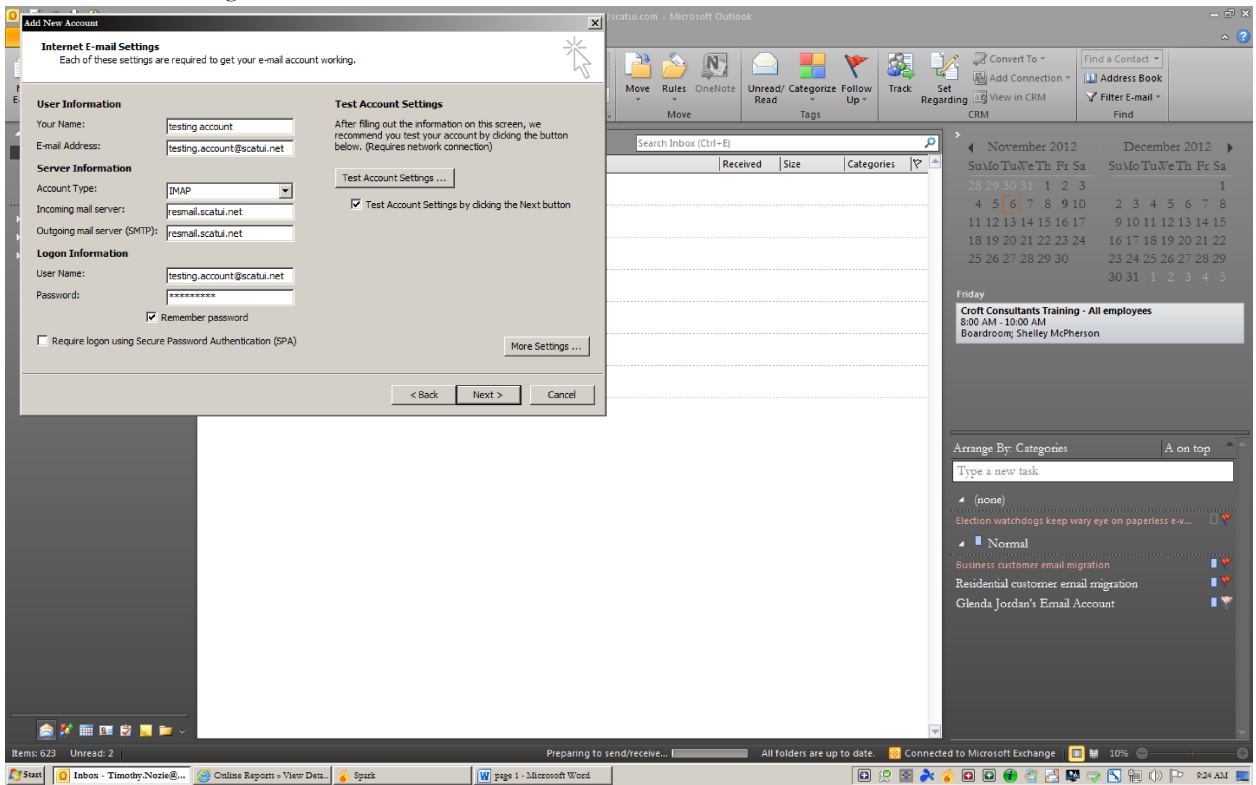
3. Select “Manually configure server settings or additional server types”
4. Select “Next”



5. Select "Internet E-Mail"
6. Select "Next"

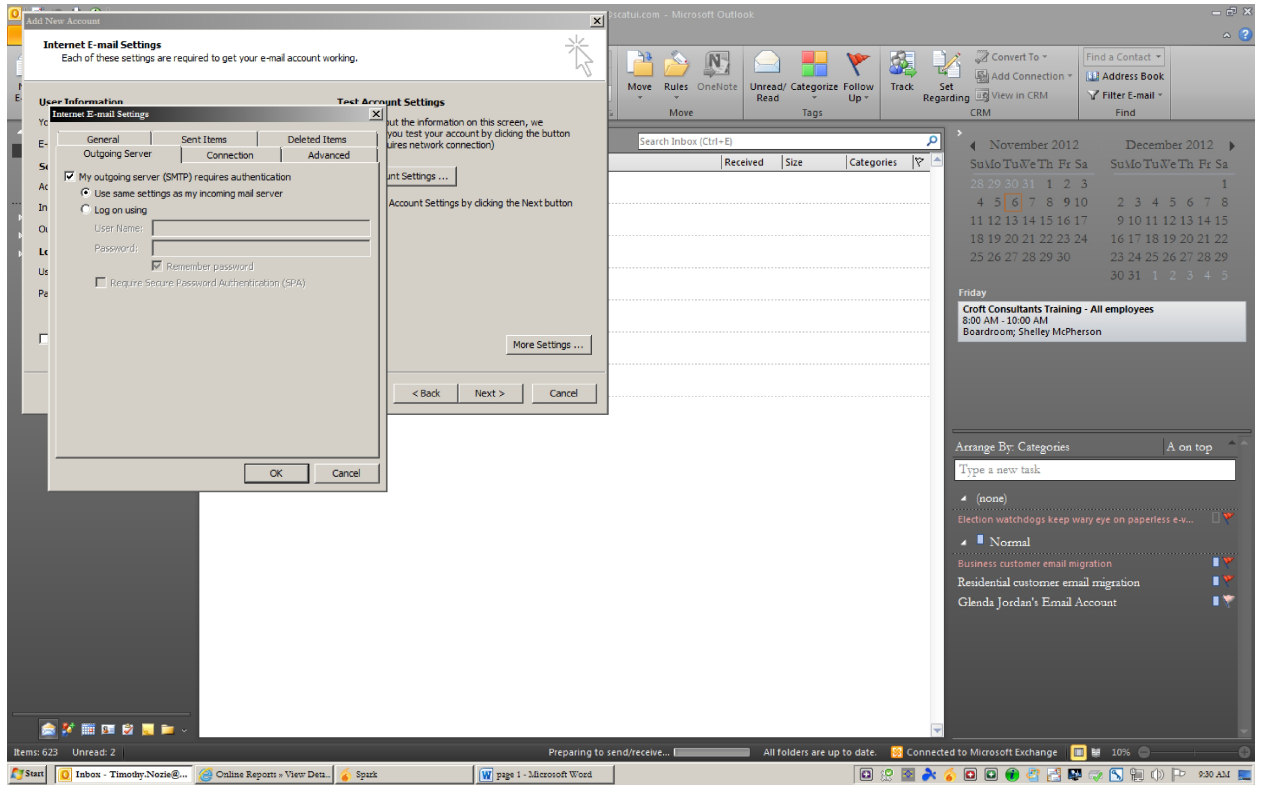


7. Enter fields for “User Information”, “Server Information” and “Logon Information”
8. “User Information”
 - a. Your Name: First and Last Name
 - b. E-mail Address: email address
9. “Server Information”
 - a. Account Type: “IMAP”
 - b. Incoming mail server: “resmail.scatusi.net”
 - c. Outgoing mail server (SMTP): “resmail.scatusi.net”
10. “Logon Information”
 - a. User Name: email address
 - b. Password: user’s password
11. Select “More Settings...”

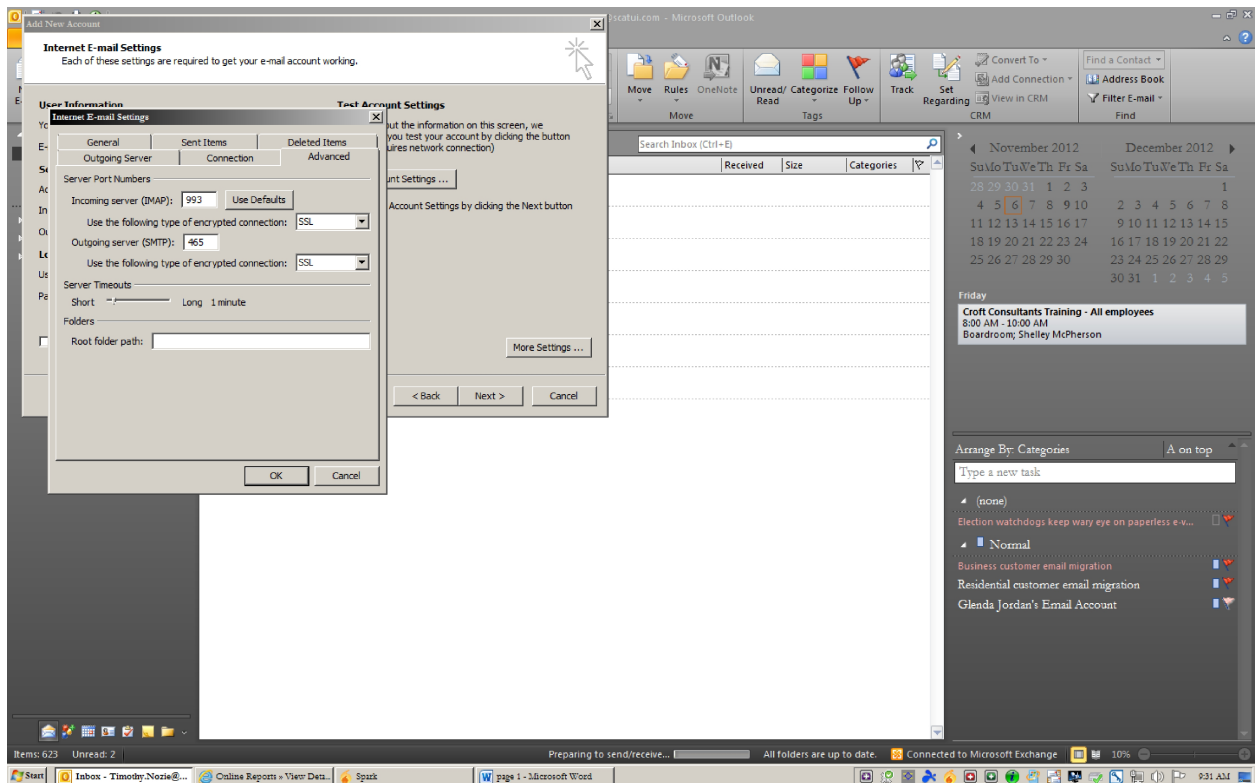


12. Select "Outgoing Server" Tab

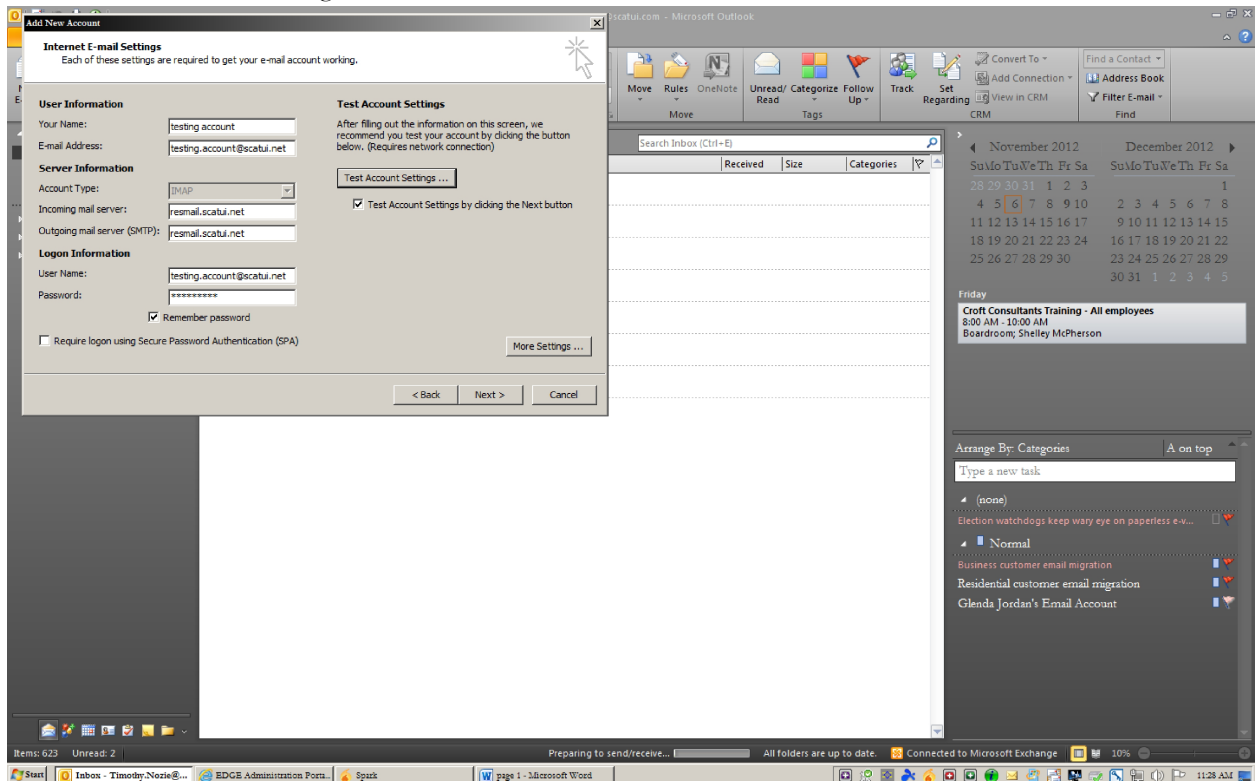
13. Select "My outgoing server (SMTP) requires authentication"



14. Select "Advance" Tab
15. Under Incoming Server (IMAP)
 - a. Use the following type of encrypted connection
 - b. Select "SSL" (this will automatically change the port # to 993)
16. Under Outgoing server (SMTP)
 - a. Use the following type of encrypted connection
 - b. Select "SSL" (will need to manually change the port # to 465)
17. Select "OK"

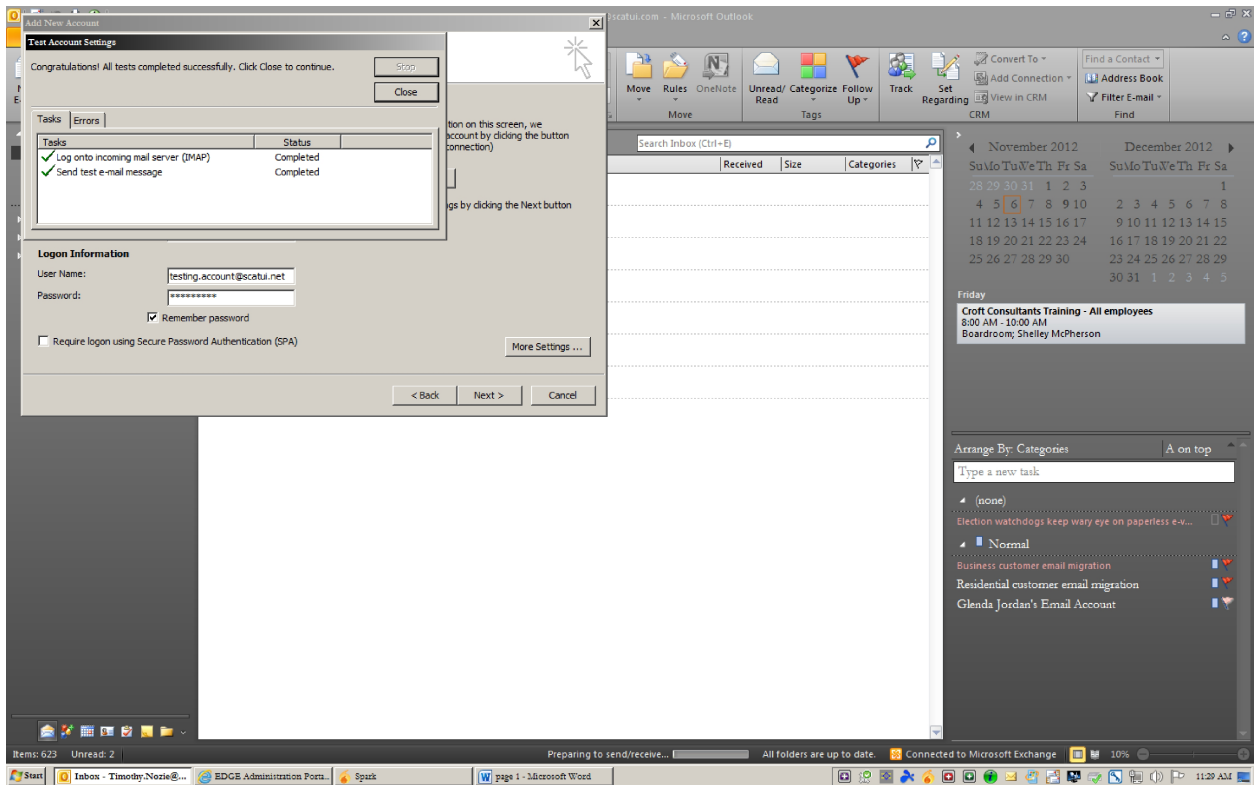


18. Select "Test Account Settings..."



19. Testing Account Settings...if properly configured, Tasks will be successfully completed.

20. Select "Close"

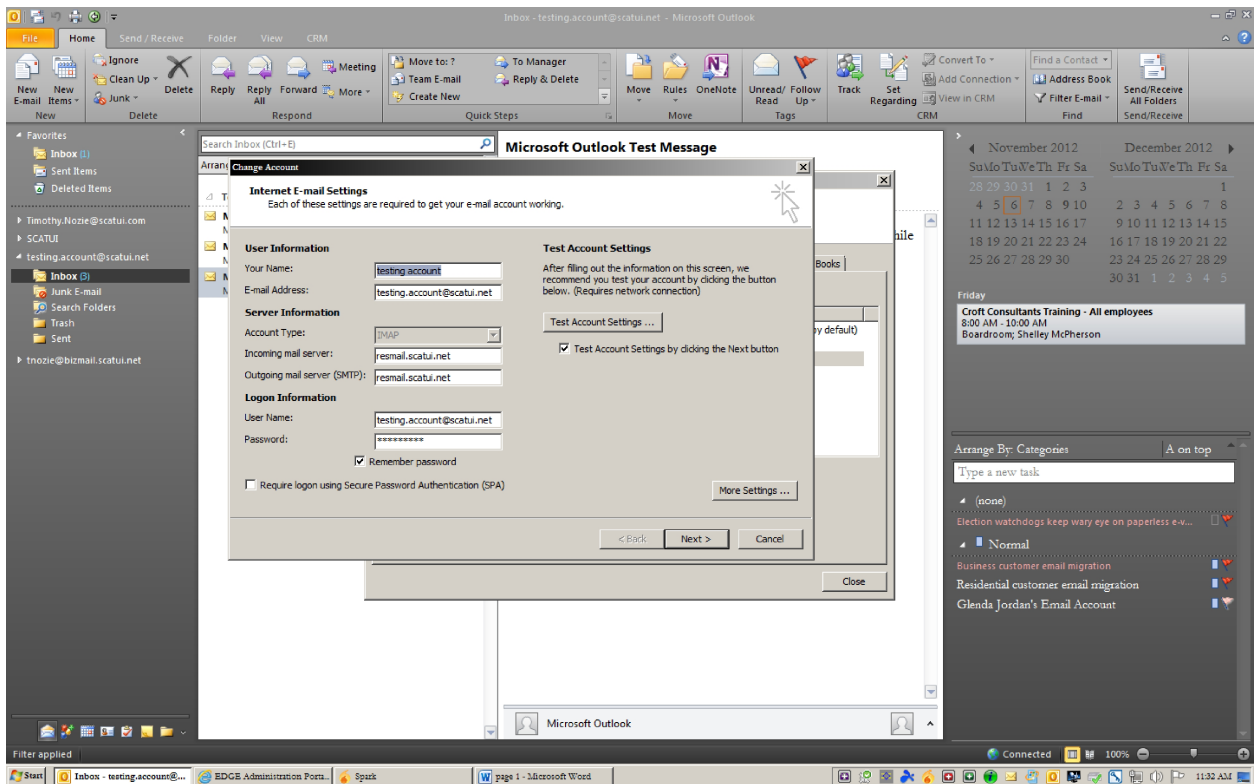


21. If "Testing Account Settings by clicking the Next button" is selected. Outlook will test account settings again.

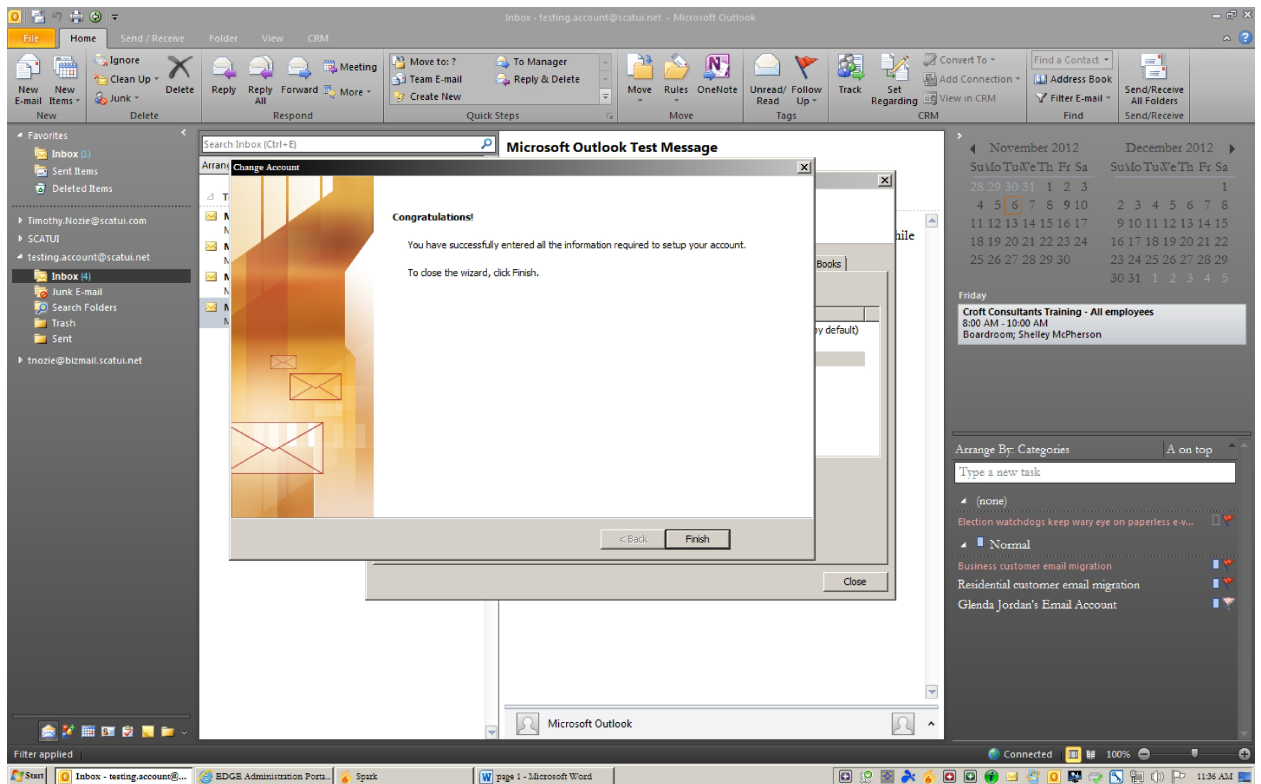
22. Select "Next"

23. Testing Account Settings...if properly configured, Tasks will be successfully completed.

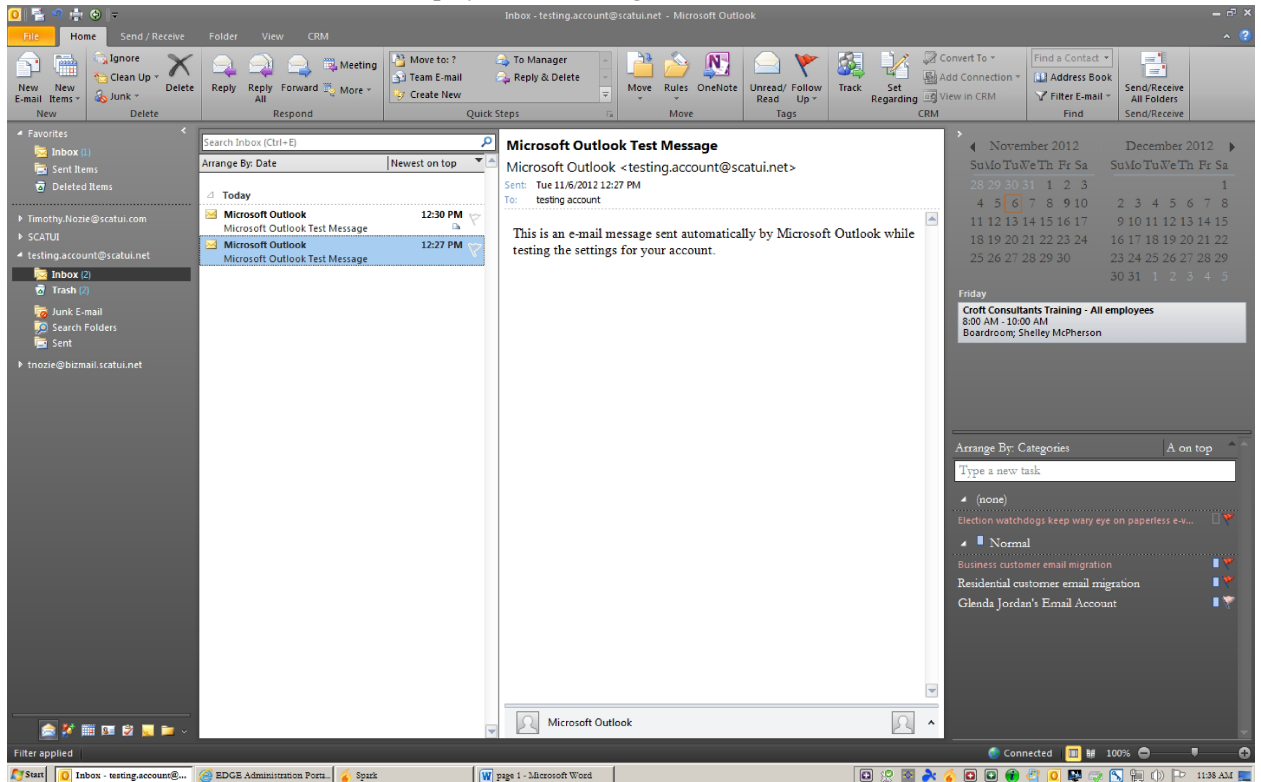
24. Select "Close"



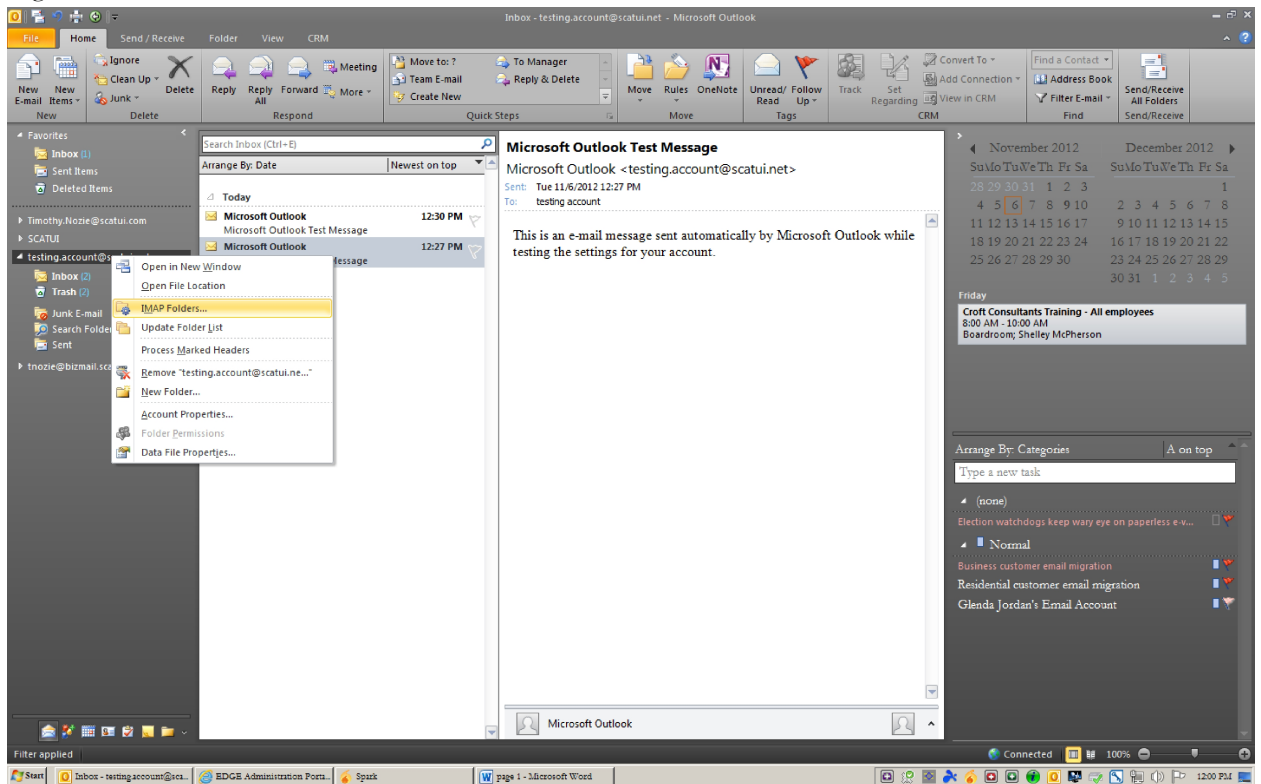
25. Select "Finish"



26. Left column, Account created will display with a message from Microsoft Outlook in the Inbox.



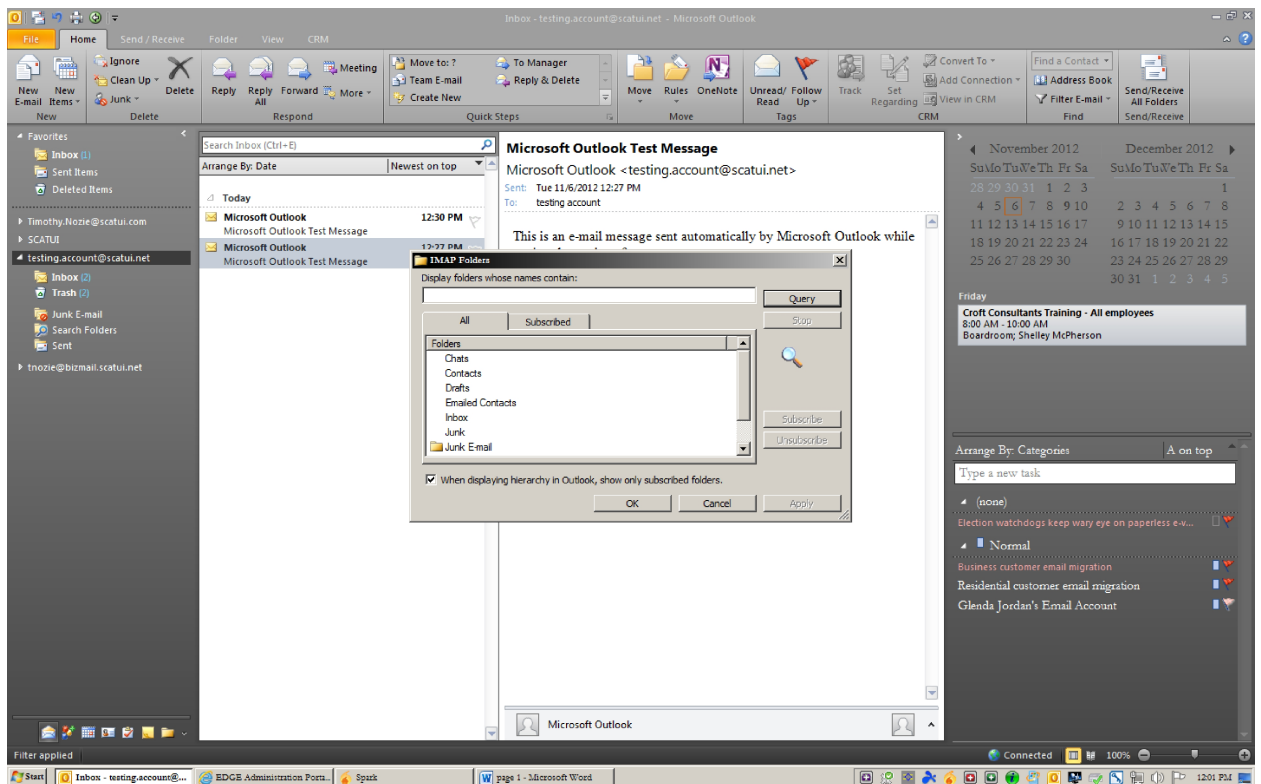
27. Right Mouse Click on Account that was created and selected “IMAP Folders.....”



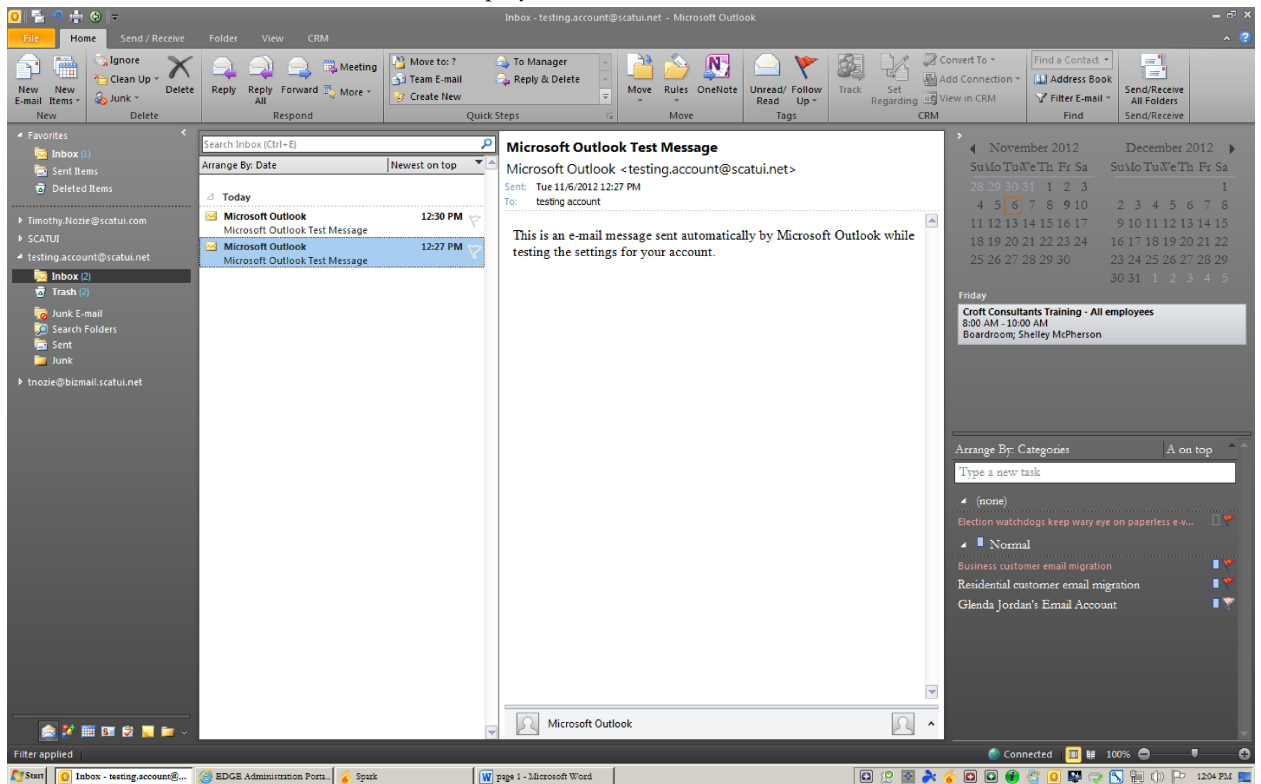
28. Select “Query” and individually select a folder that you want to subscribe to. After selecting a folder.

Select “Subscribe”. This will create a folder under the Account that was created.

29. Select “OK”



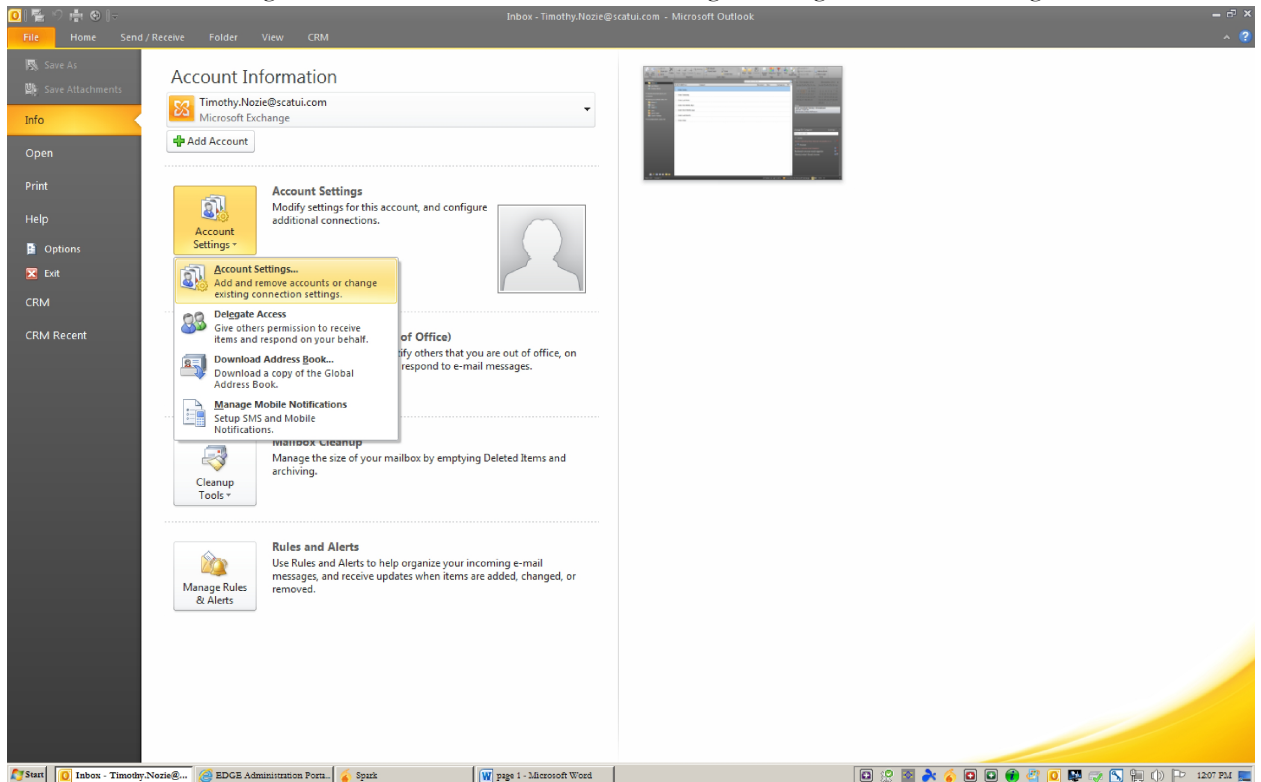
30. Folders that were subscribed to will be displayed under Account



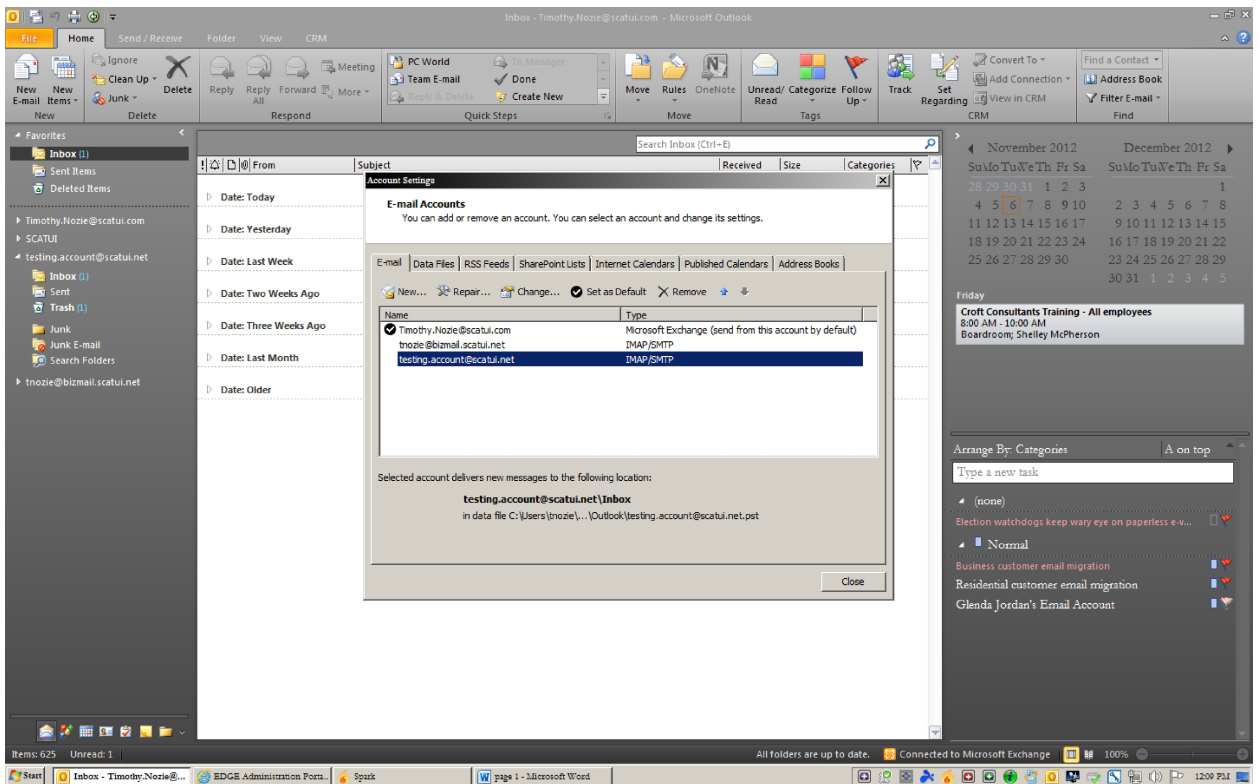
31. Select "File"

32. Select "Account Settings"

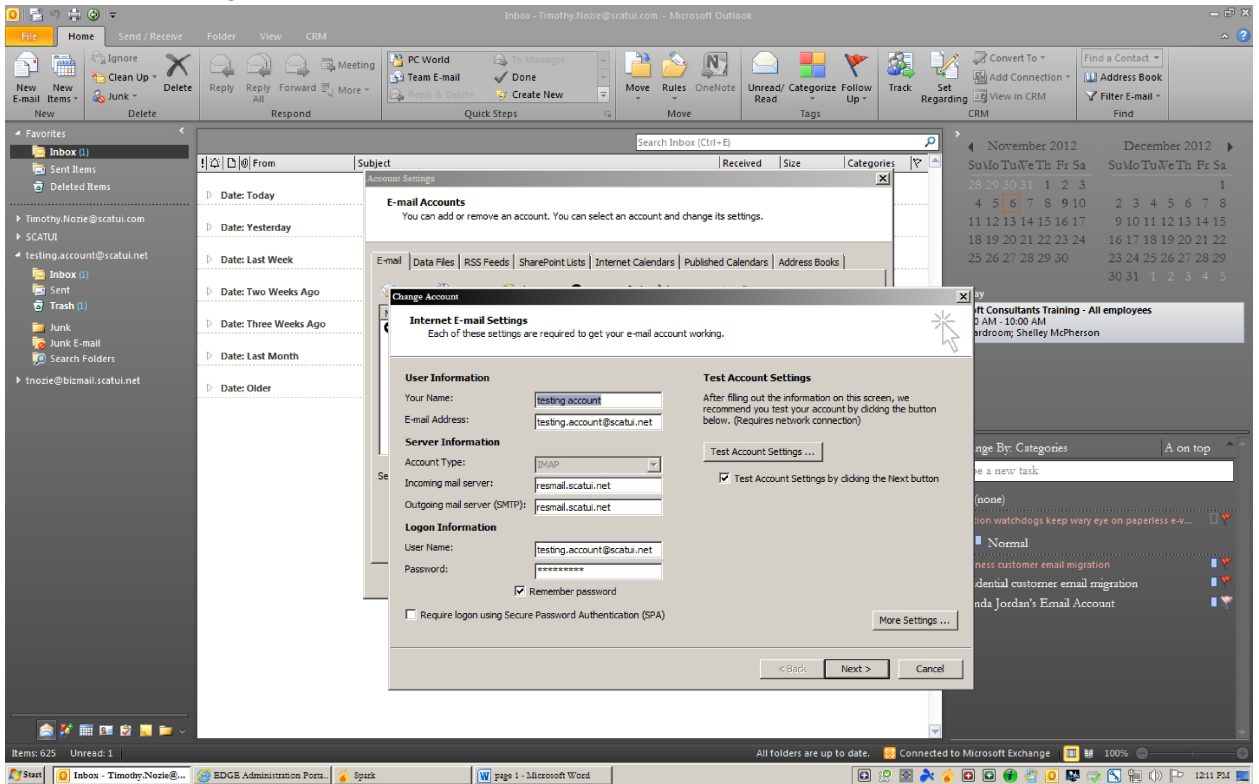
33. Select "Account Settings...Add and remove accounts or change existing connection settings"



34. Double-click the Account that was created

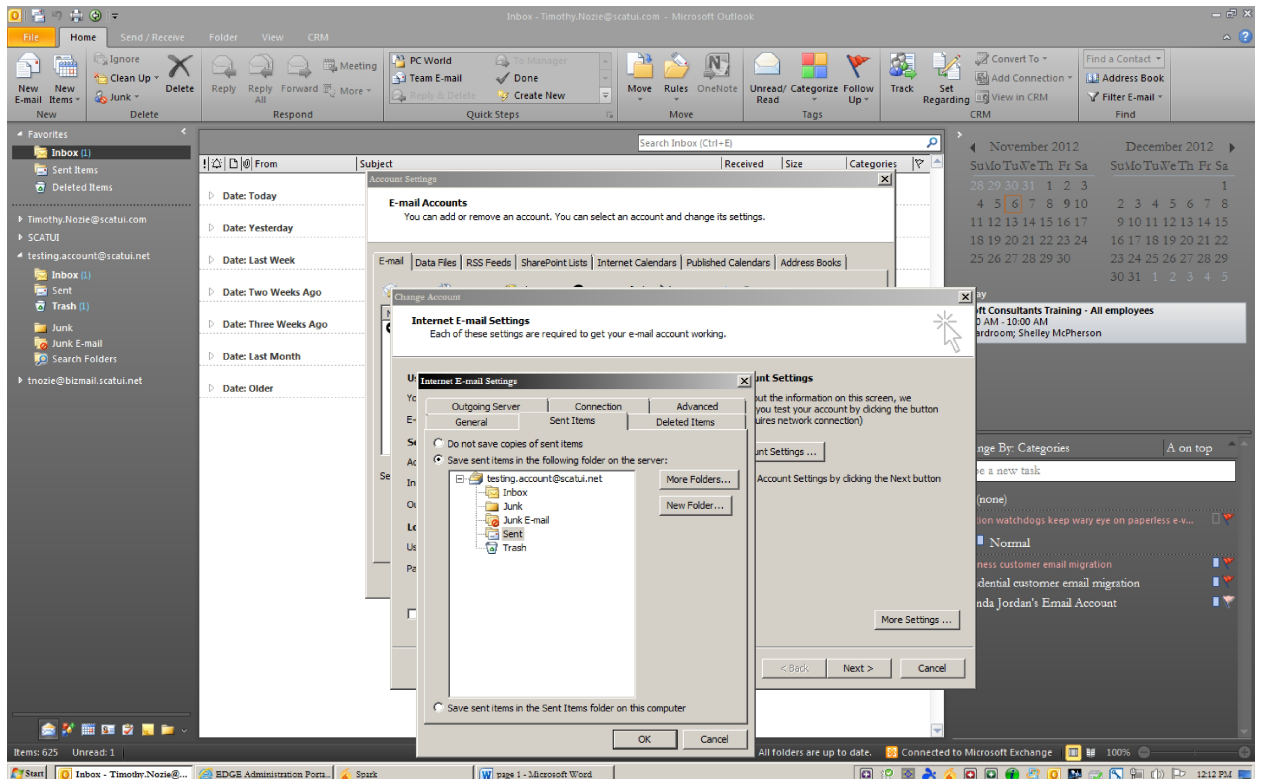


35. Select “More Settings...”

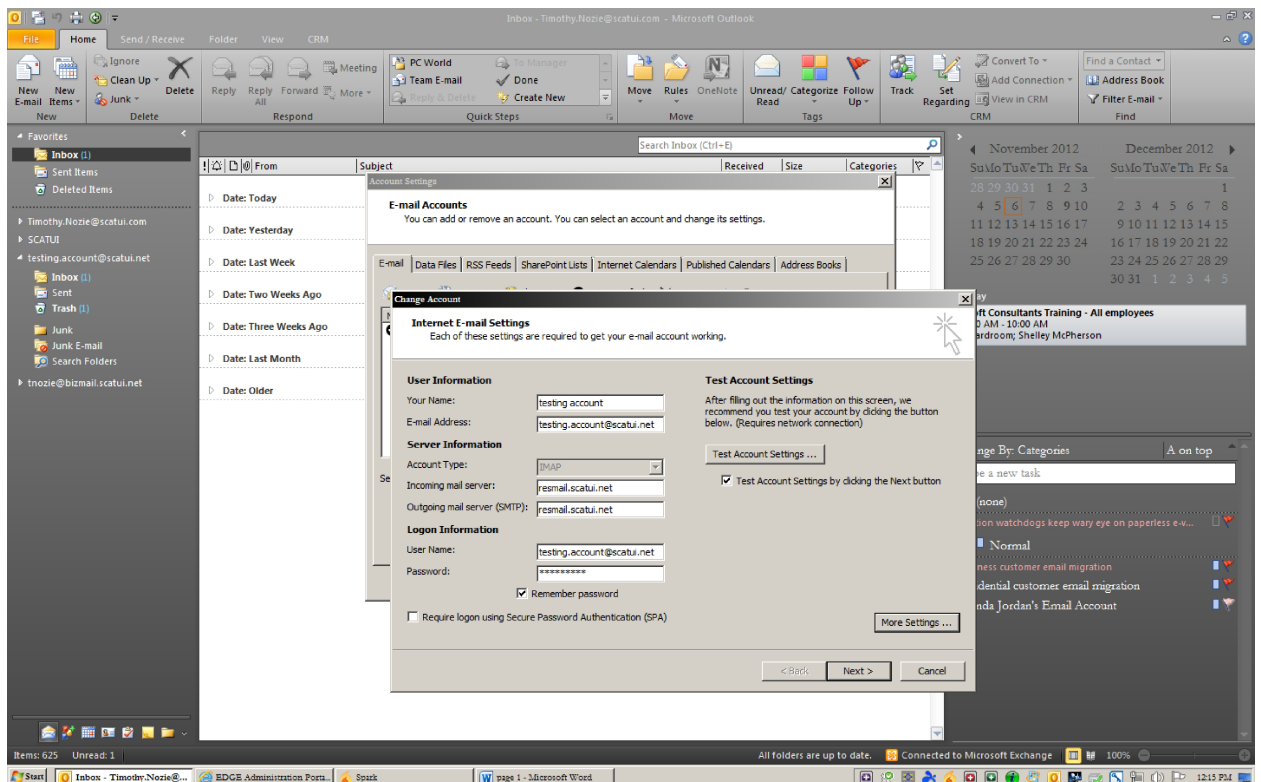


36. Select the “Sent Items” Tab and select “Save sent items in the following folder on the server:” and select “Sent” folder under Account.

37. Select “OK”

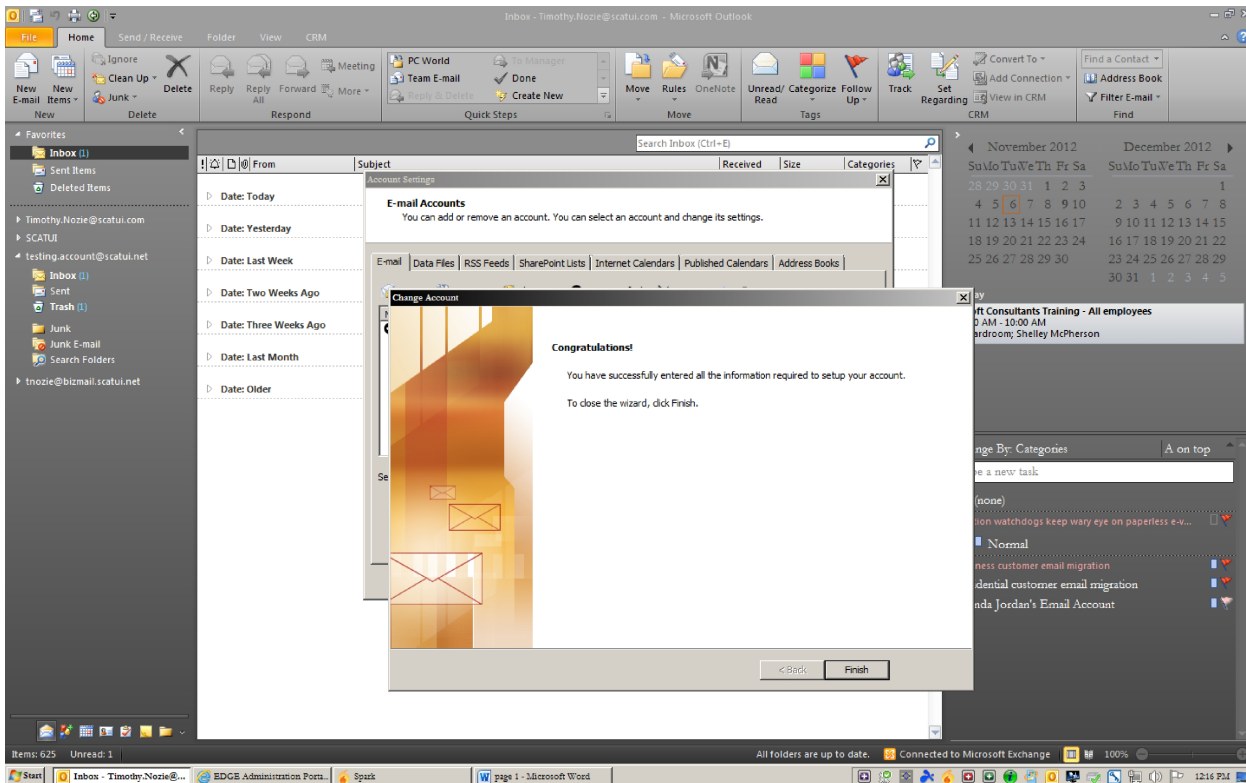


38. Select “Next”



39. Account Settings will be tested again. If successful, Select “Close”

40. Select “Finish”



41. Select “Close”

