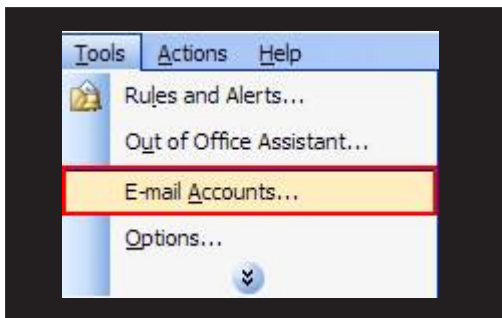


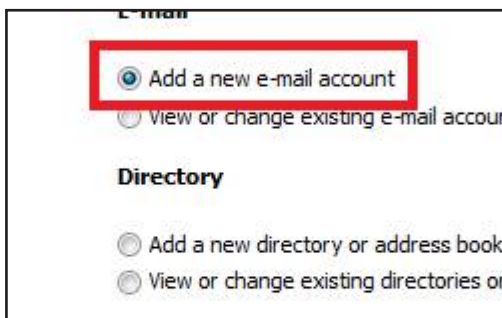
Setting Up Your E-mail Outlook



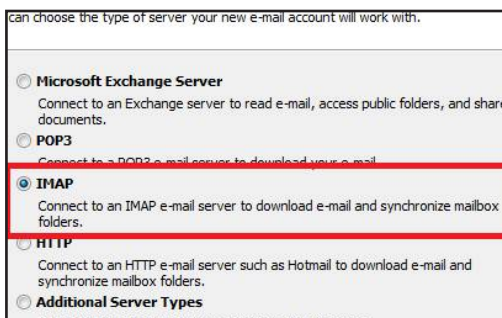
1. Click on **Tools**.



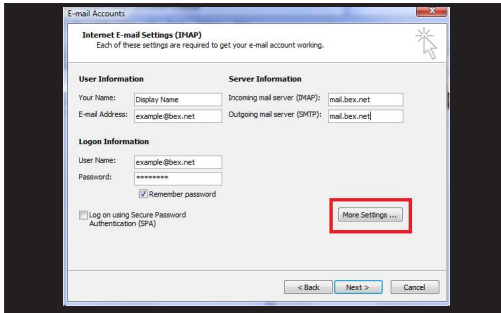
2. Click on **E-Mail Accounts...** (this may say Settings as well).



3. Make sure **Add a new email account** is selected and click Next.



4. Choose **IMAP** and then click Next.



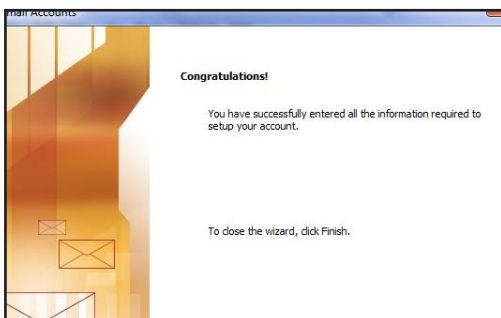
5. You will need to type your information into each field.

1. Your Name: Display Name
2. E-Mail Address: Your E-Mail Address
3. User Name: Full E-Mail Address
4. Password: Your E-Mail Password
5. Incoming mail server: mail.bex.net or mail.buckeye-access.com
6. Outgoing mail server: mail.bex.net or mail.buckeye-access.com

and then click **More Settings**.



6. Go to the **Outgoing Server** tab and check the box for **My outgoing server (SMTP) requires authentication** then click **OK**.



7. Click Next then Finish