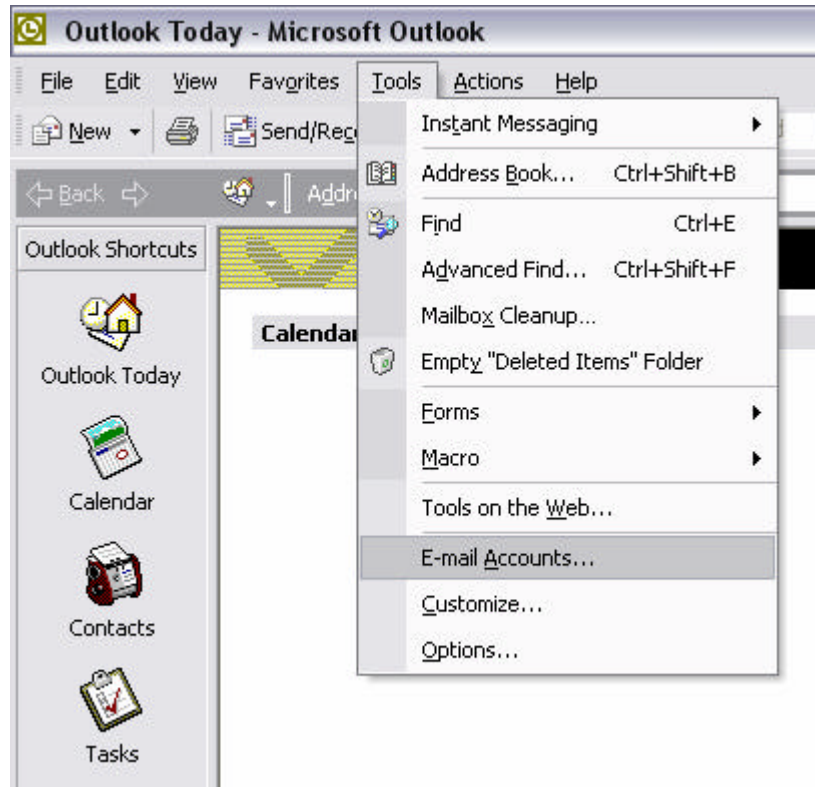


## SETTING UP EMAIL ACCOUNTS IN OUTLOOK

Settings for accessing an email account at Presto Information Services within Outlook.

Select Tools from the top menu when Outlook has started.

Then select E-mail Accounts. (You may have to press the down arrows to show further selections available).



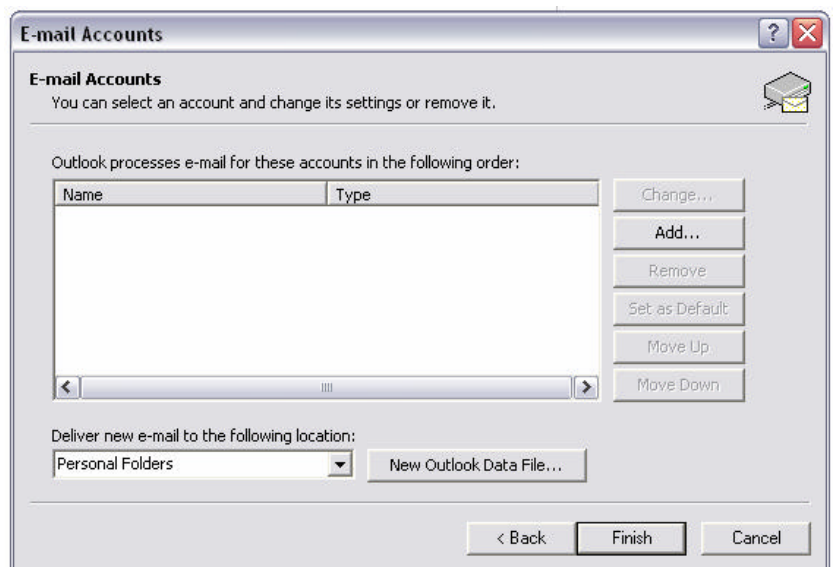
Selecting E-mail Accounts displays the E-mail accounts screen shown here.

We will add a new Presto email account.

Click on the Add button on the right.

Existing Accounts can be

- Updated (Change Option) or
  - Deleted (Remove option)
- by selecting the account shown in the window then selecting the action required.



If you select Add a new Email account you get the screen shown here. The options indicate the types of Email servers available.

**Microsoft Exchange Server –**  
This is a local Server dedicated to managing Emails (incoming and/or outgoing) for a business.

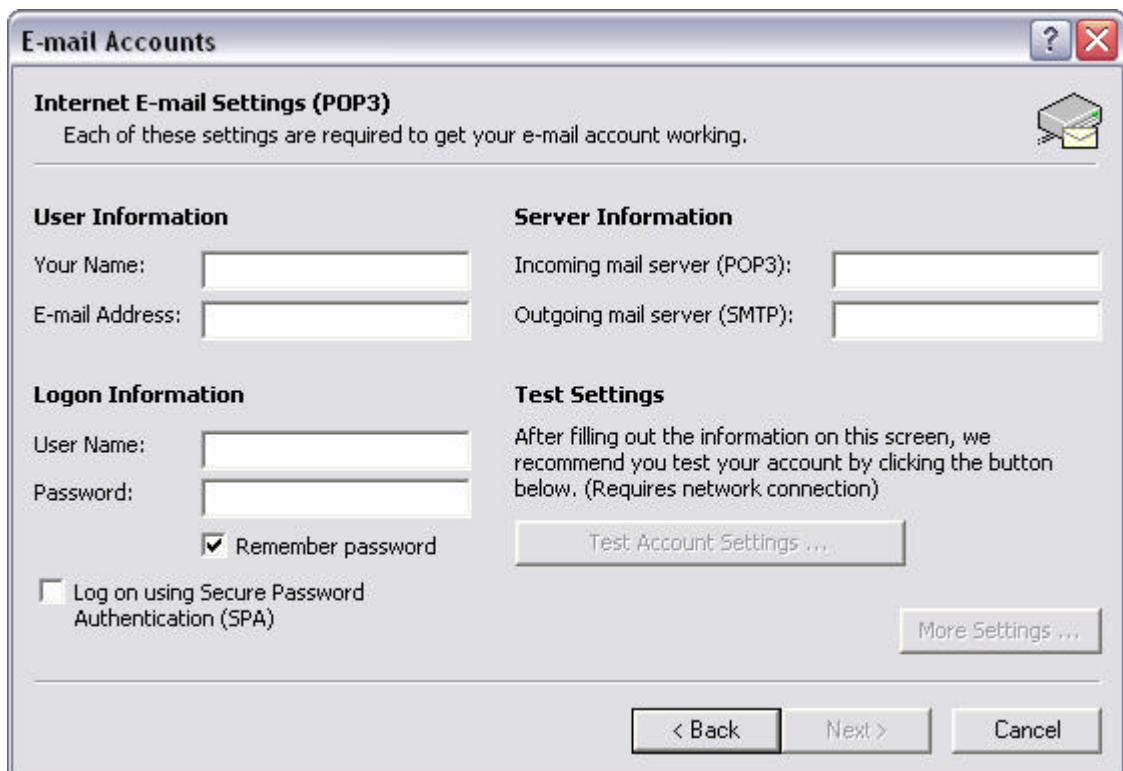
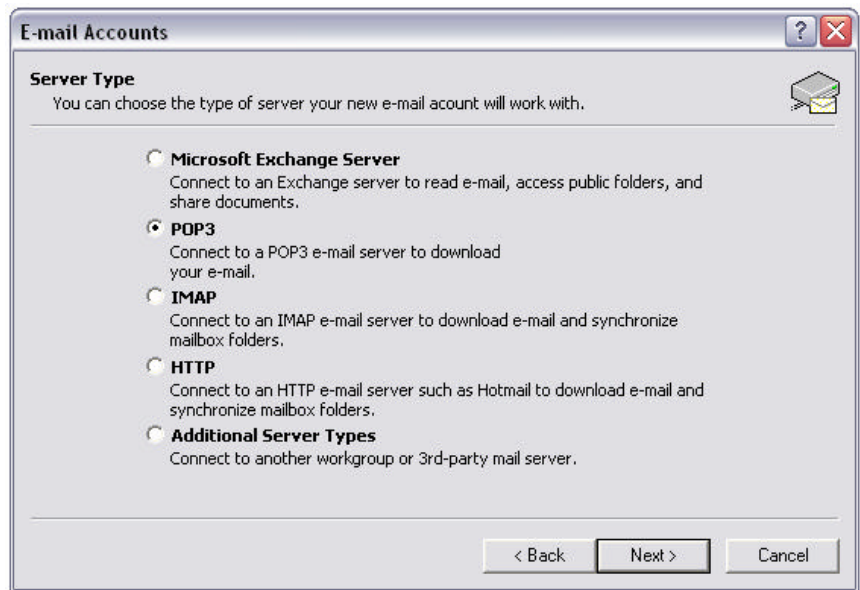
**POP3 –** This is the most common Email server for an ISP (Internet Service Provider, such as Presto, Bigpond or Optus). Email messages are downloaded to the local email client.

**IMAP –** Emails are stored and managed on a remote server not downloaded to the local client.

**HTTP –** This is a web mail service where messages are sent and received on the Internet only. No local email client is required.

For Presto Emails select POP3.

The next screen to come up is shown below and details the user entry information.



The details for the form are shown here.

**User Information**

Your Name: Your Name  
E-Mail Address: [Username@presto.net.au](mailto:Username@presto.net.au)

**Server Information**

Incoming mail server (POP3) mail.presto.net.au  
Outgoing mail server (SMTP) mail.presto.net.au

Note: If you are using a broadband connection with another Internet Service Provider you can still connect to your Presto Email service – but you must use the Broadband Service Provider for Outgoing messages (for example mail.bigpond.com, mail.optusnet.com.au, etc).

**Logon Information**

User Name: Username  
Password: Your Password

Note: Please ensure that the “**Remember Password**” checkbox is ticked (this avoids having to re-enter the password every time Outlook checks for emails).

To ensure that these settings are working you can click on the “**Test Settings**” button on the right of this screen.

Support,  
Presto Information Services