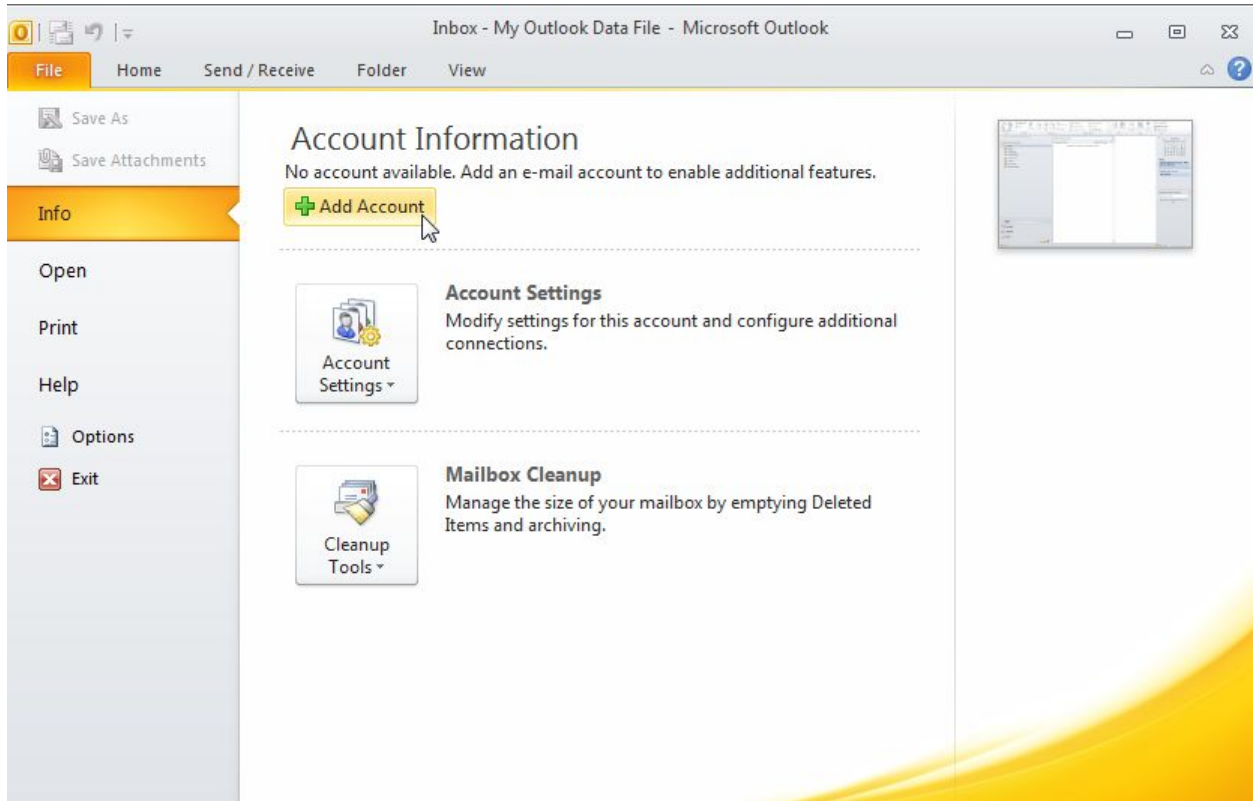


Stap 1:


Open outlook, kies het "File" tabblad en kies "Add account":



Stap 2:

Vink “Manually configure server settings or additional server types” aan en kies “Next”

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

Stap 3:

Kies het accounttype "Internet E-mail" en kies Next:

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.

Other
Connect to a server type shown below.

Fax Mail Transport
Microsoft Outlook Hotmail Connector
Zarafa Server

< Back Next > Cancel

Stap 4:

Vul de account- en servergegevens in en kies "More Settings":

Internet E-mail Settings

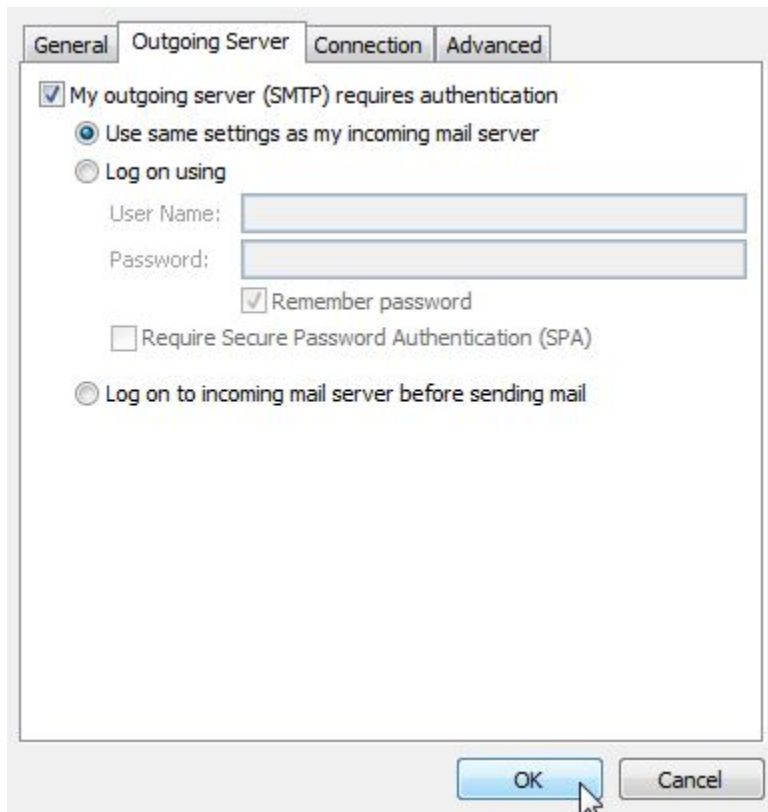
Each of these settings are required to get your e-mail account working.



User Information		Test Account Settings
Your Name:	<input type="text" value="Uw Naam"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
E-mail Address:	<input type="text" value="uwnaam@uwdomein.com"/>	<input type="button" value="Test Account Settings ..."/>
Server Information		<input checked="" type="checkbox"/> Test Account Settings by clicking the Next button
Account Type:	<input type="text" value="POP3"/>	Deliver new messages to:
Incoming mail server:	<input type="text" value="pop3.procolix.com"/>	<input checked="" type="radio"/> New Outlook Data File
Outgoing mail server (SMTP):	<input type="text" value="smtp.procolix.com"/>	<input type="radio"/> Existing Outlook Data File
Logon Information		<input type="text" value=""/> <input type="button" value="Browse"/>
User Name:	<input type="text" value="uwnaam@uwdomein.com"/>	
Password:	<input type="password" value="*****"/>	<input type="button" value="More Settings ..."/>
<input checked="" type="checkbox"/> Remember password		
<input type="checkbox"/> Require logon using Secure Password Authentication (SPA)		
		<input type="button" value=" < Back"/> <input style="background-color: #00a0e3; color: white;" type="button" value=" Next > "/> <input type="button" value=" Cancel"/>

Stap 5:

Stel de instellingen voor de uitgaande server in in de tab "Outgoing server":

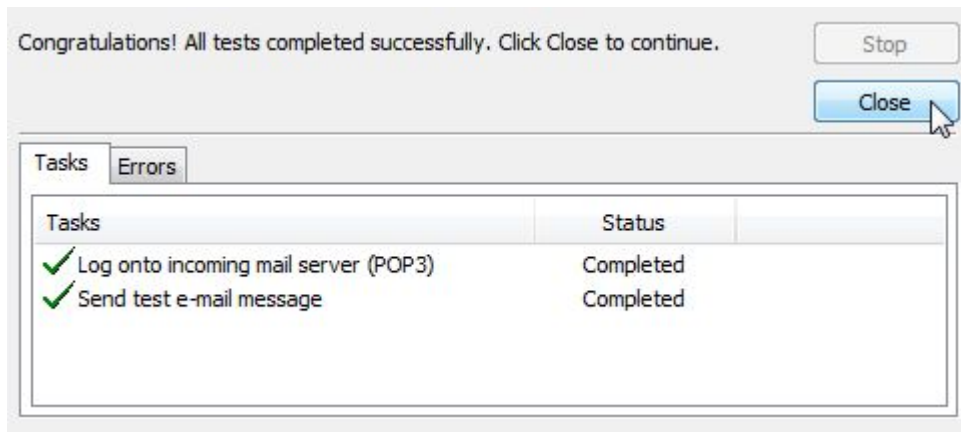


The screenshot shows a settings window with four tabs: "General", "Outgoing Server", "Connection", and "Advanced". The "Outgoing Server" tab is selected. The settings are as follows:

- My outgoing server (SMTP) requires authentication
 - Use same settings as my incoming mail server
 - Log on using
 - User Name:
 - Password:
 - Remember password
 - Require Secure Password Authentication (SPA)
- Log on to incoming mail server before sending mail

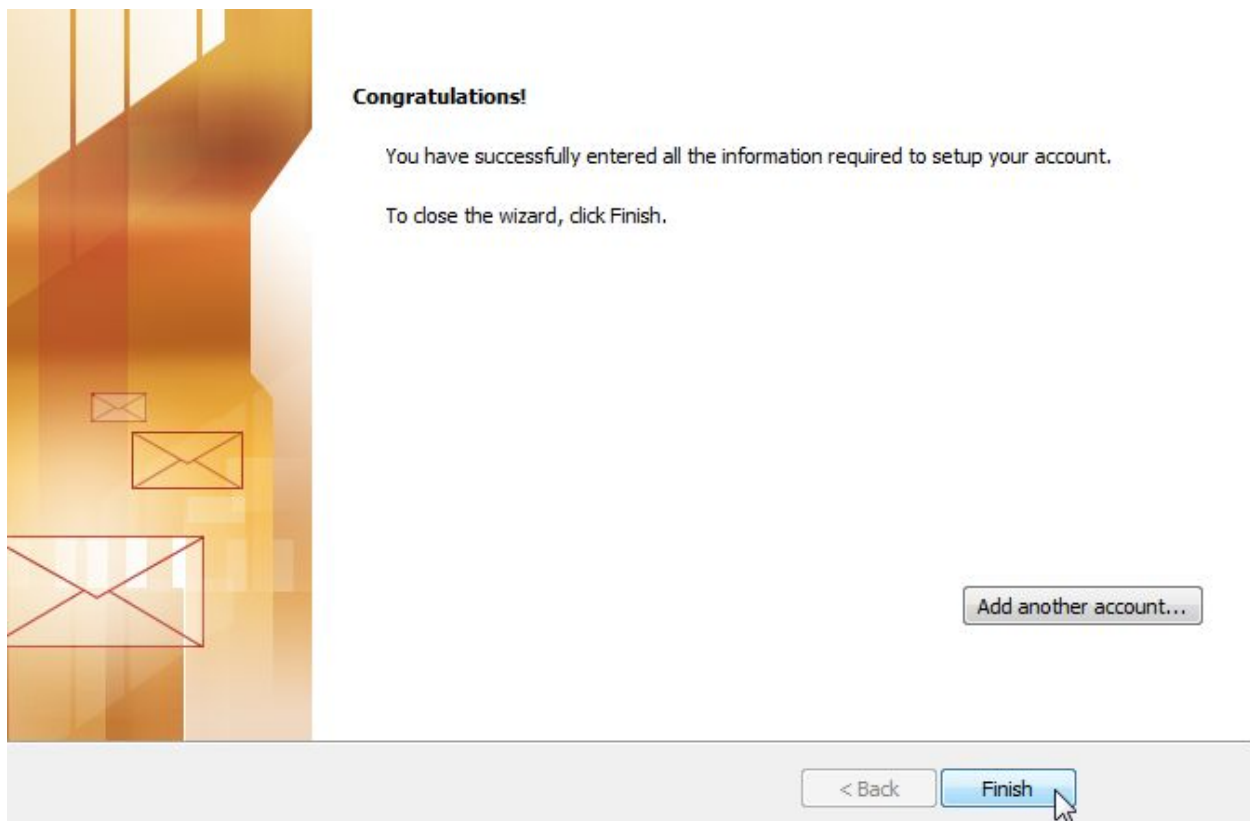
At the bottom of the window, there are two buttons: "OK" and "Cancel". A mouse cursor is pointing at the "OK" button.

Kies hierna "Next" als u terugkomt in het vorige window. Er verschijnt een pop-up die aangeeft dat het testen van de serverinstellingen gelukt zijn. Kies door "Close"



Stap 6:

Rond het aanmaken van de account af:



U bent klaar en heeft nu een e-mail account ingesteld. Let op: als u uw e-mail programma opstart, wordt gezocht naar nieuwe e-mail. Als deze

gevonden worden ziet u deze in uw inbox staan. Hierna ziet u de e-mail niet meer in uw web-account.