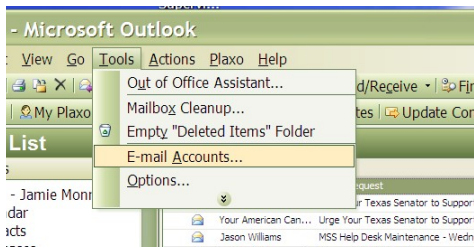
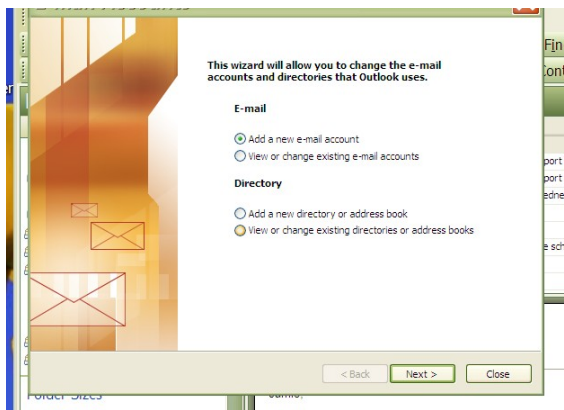


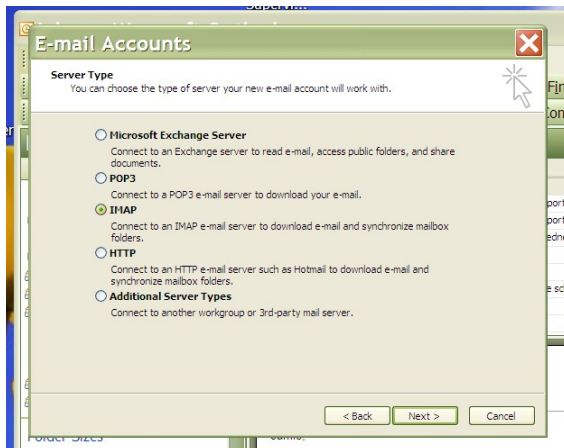
Open your Outlook and go to the Tools Menu and click Email Accounts.



Under Email, click the radio button for Add a new e-mail account and then click next at the bottom of the screen.



For Server type, click the radio button for IMAP and click next at the bottom of the screen.



For Internet E-mail Settings (IMAP), Fill in the screen with the following information and then click next at the bottom of the screen.

User Information

Your Name – Jane Doe

Email Address – jdoe@ipt.lamar.edu

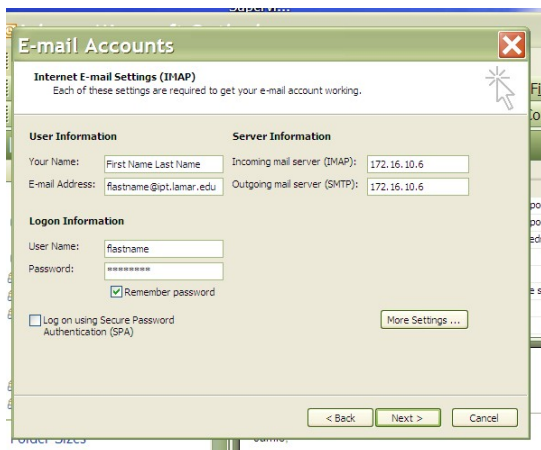
Server Information

Incoming and Outgoing mail server will have the same IP Address
172.16.10.6

Login Information

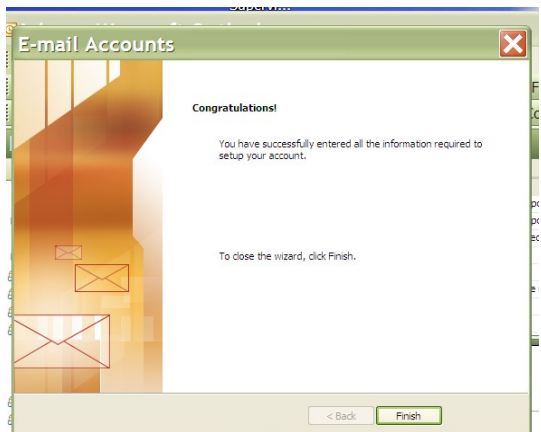
User Name – jdoe

Password - changeme



The screenshot shows the 'E-mail Accounts' wizard window. The title bar says 'E-mail Accounts'. Below the title bar, it says 'Internet E-mail Settings (IMAP)' and 'Each of these settings are required to get your e-mail account working.' The window is divided into three sections: 'User Information', 'Server Information', and 'Logon Information'. In 'User Information', 'Your Name' is 'First Name Last Name' and 'E-mail Address' is 'fastname@ipt.lamar.edu'. In 'Server Information', 'Incoming mail server (IMAP)' and 'Outgoing mail server (SMTP)' are both '172.16.10.6'. In 'Logon Information', 'User Name' is 'fastname', 'Password' is masked with asterisks, and 'Remember password' is checked. There is a 'More Settings...' button and a 'Log on using Secure Password Authentication (SPA)' checkbox. At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons.

When you click finish, you will have setup your connection to view your voicemails in your Outlook.



The screenshot shows the 'E-mail Accounts' wizard window at the 'Congratulations!' screen. The title bar says 'E-mail Accounts'. The main text says 'Congratulations!' and 'You have successfully entered all the information required to setup your account.' Below that, it says 'To close the wizard, click Finish.' At the bottom, there are '< Back' and 'Finish' buttons.