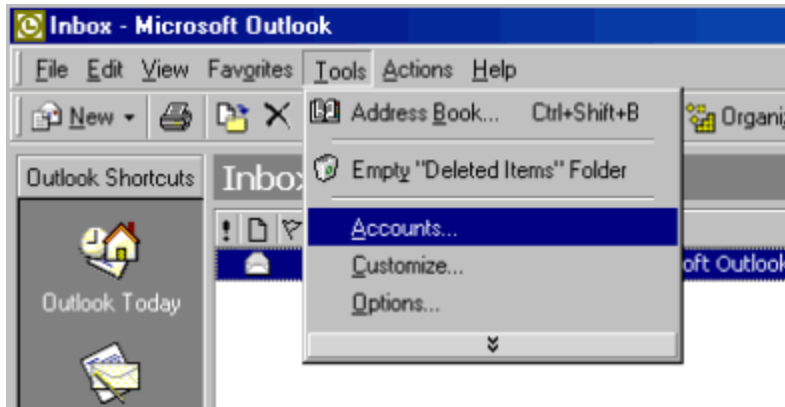
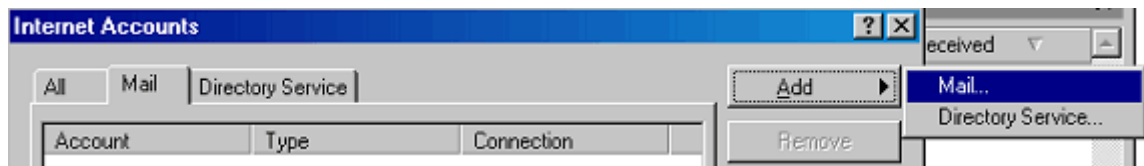


Configuring Outlook

1. Open Outlook.
2. Click on the "Tools" option at the top.
3. Select "Accounts" from the list.



4. On the screen that comes up, click on the "Add" button, and choose "Mail."



5. When asked for the following information, fill in the required fields and click on the "Next" button to proceed through the Outlook Wizard.

Display Name – This is the name that recipients of your email will see. It can be set as your name, company name, or any other identifiable line that you wish.

E-mail Address – Enter in your TrueNet or Domain e-mail address. It should be in the format of *username@dplus.net*, or *username@truenet.com* or *username@yourdomain.com*.

My incoming mail server – POP3

Incoming Mail Server – pop.dplus.net for @dplus.net accounts;
pop.truenet.com for @truenet.com or domain accounts

Outgoing Mail Server - smtp.dplus.net for @dplus.net accounts;
smtp.truenet.com for @truenet.com or domain accounts

Account Name – first part of your email address for @dplus.net users; Full email address for @truenet.com or domain email users

Account Password – Your password

Method To Connect To The Internet – Select option number 3, "Establish internet connection manually"

Once you have entered in all the information, you will be presented with a screen that has a "**Finish**" button. Once you click this, you will be brought back to the window that will have a "**Close**" button on it. Click this, and you will be ready to use your new TrueNet account with Outlook!

*Due to some recent security changes you may need to set up your mail to use smtp authentication. (for @truenet.com or domain email accounts only)

Click on tools->accounts->click mail tab -> highlight your mail account and click properties

Choose the server tab- under the smtp server check the box for My Server Requires Authentication

Click the button that says Settings

Then choose Use same settings as incoming server.

Click okay, apply, okay, close and you will be able to send email.