How to Setup Microsoft Outlook

The first time you open Microsoft Outlook it will start a wizard that will take you through the process of setting up a new eMail account.
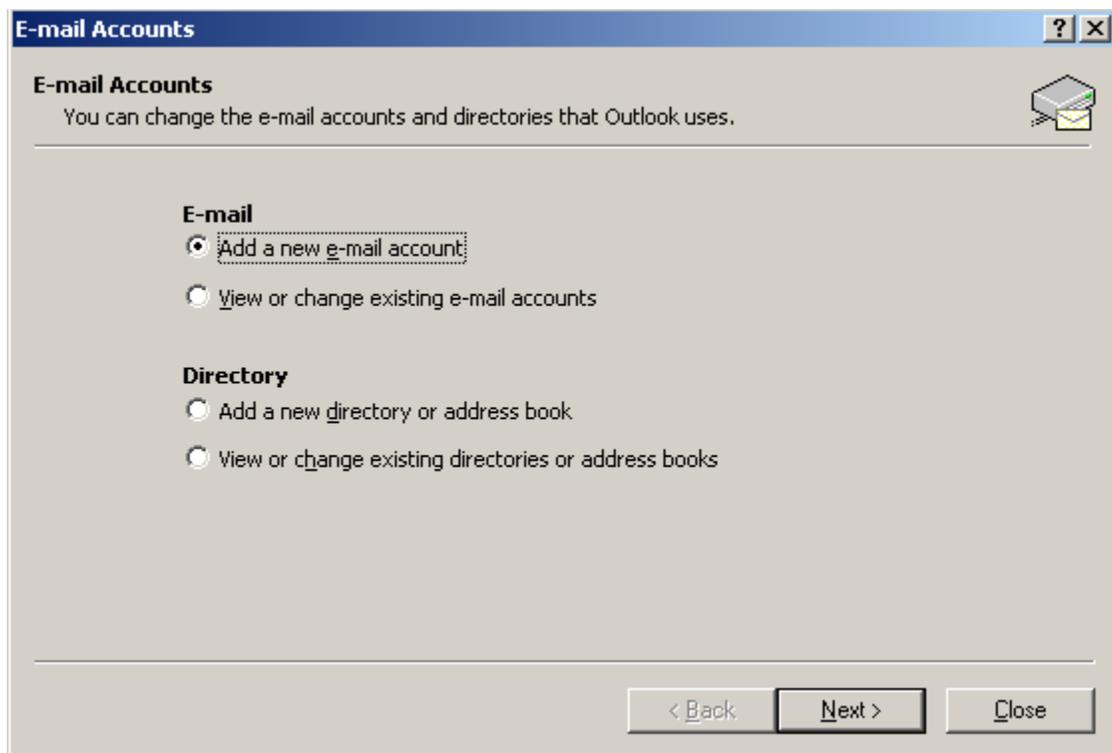
Click "Add a new e-mail account" and click "Next"
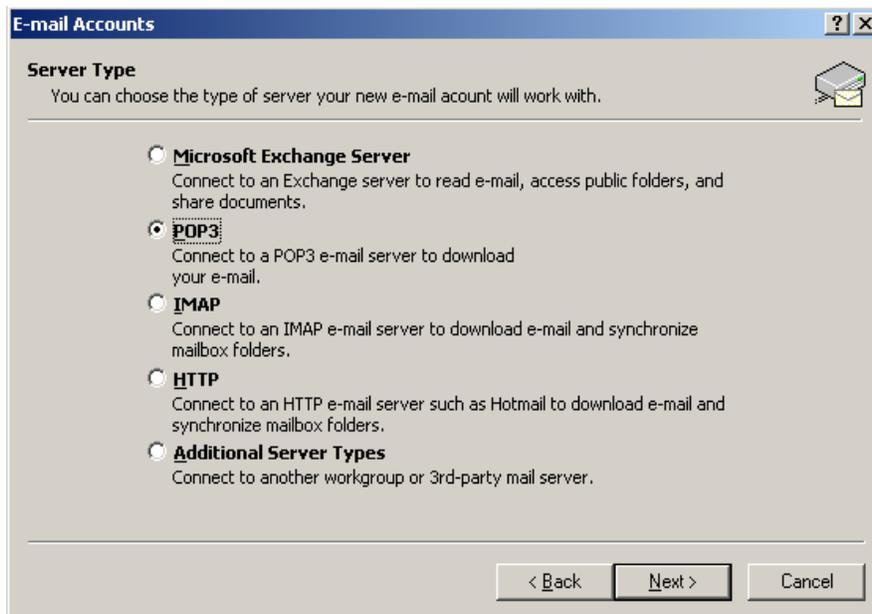
Click "POP3" and click "Next"

Enter The "User Information", "Login Information", and "Server Information" "mail.ipinc.net.net" for the incoming and "atlas.ipinc.net" outgoing server boxes and click "More Settings . . ."
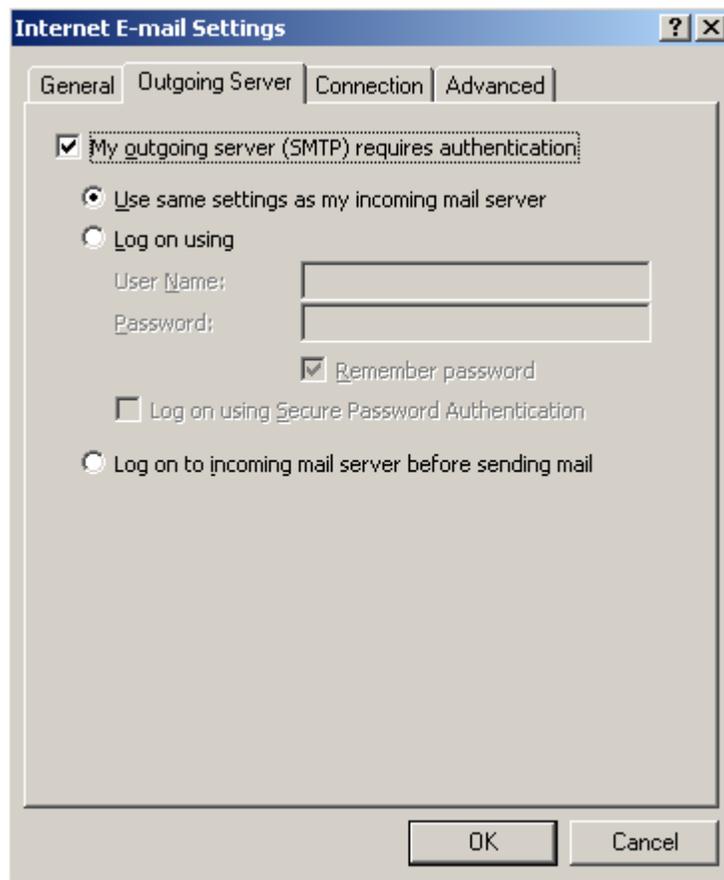
Click on the "Outgoing Server" tab and click in the "My outgoing server (SMTP) requires authentication"
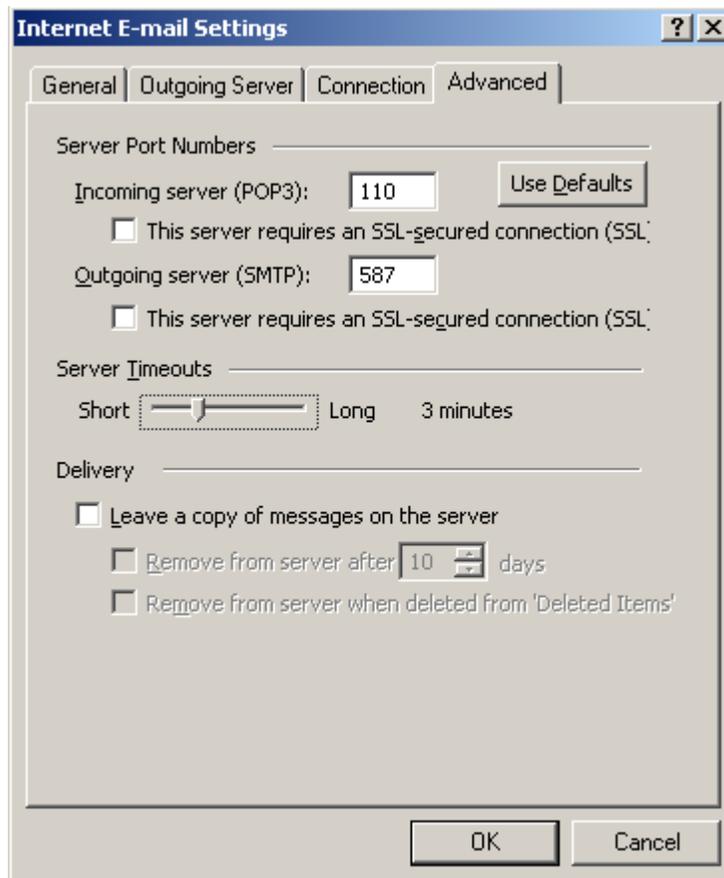
Click on the "Advanced" tab change "Outgoing server (SMTP):" to 587, and "Server Timeouts" to 3 minutes, and then click the "OK" button

If your computer does not show the above screen then click "Next' button, and then for this screen click the "Finish" button and you are done