

# BIG RIG MEDIA®

## To Change An Existing Outlook Account

Click Tools > Account Settings...

Select your email address

Click the Change button

Click More Settings...

**Add New E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name: Big Rig Help  
E-mail Address: help@bigrigmedia.com

**Server Information**

Account Type: POP3  
Incoming mail server: mail.bigrigmedia.com  
Outgoing mail server (SMTP): mail.bigrigmedia.com

**Logon Information**

User Name: help@bigrigmedia.com  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

**Internet E-mail Settings**

General Outgoing Server Connection Advanced

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

OK Cancel

On the window that opens, click the Outgoing Server tab Check My outgoing server (SMTP) requires authentication. Make sure the Use same settings as my incoming mail server is filled in .

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The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (POP3)' set to 110 and 'Outgoing server (SMTP)' set to 587. The 'Server Timeouts' section shows 'Short' and 'Long' both set to 1 minute. The 'Delivery' section has 'Leave a copy of messages on the server' checked, and 'Remove from server after' set to 10 days. The 'OK' button is highlighted.

Click the Advanced Tab.

Change Outgoing server (SMTP) to 587.

Click OK.

The screenshot shows the 'Add New E-mail Account' dialog box. It has a title bar 'Add New E-mail Account' and a subtitle 'Internet E-mail Settings'. Below the subtitle is a note: 'Each of these settings are required to get your e-mail account working.' The dialog is divided into three sections: 'User Information' (Your Name: Big Rig Help, E-mail Address: help@bigrigmedia.com), 'Server Information' (Account Type: POP3, Incoming mail server: mail.bigrigmedia.com, Outgoing mail server (SMTP): mail.bigrigmedia.com), and 'Logon Information' (User Name: help@bigrigmedia.com, Password: \*\*\*\*\*). There are buttons for 'Test Account Settings ...', 'More Settings ...', '< Back', 'Next >', and 'Cancel'.

Back on the Change E-mail Account window,

Click Next.

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**Add New E-mail Account**

**Auto Account Setup**

Your Name:   
Example: Barbara Sankovic

E-mail Address:   
Example: barbara@contoso.com

Password:   
Retype Password:   
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back   Next >   Cancel

## To Create A New Outlook Account

Click Tools > Account Settings...

Click the New button at the top.

Check Manually configure server settings or additional server types and click Next.

**Add New E-mail Account**

**Choose E-mail Service**

**Internet E-mail**  
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

**Microsoft Exchange**  
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

**Other**  
Connect to a server type shown below.

Fax Mail Transport  
Outlook Mobile Service (Text Messaging)

< Back   Next >   Cancel

Fill in the Internet E-mail radio button and click Next.

**Add New E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:   
E-mail Address:

**Server Information**

Account Type:   
Incoming mail server:   
Outgoing mail server (SMTP):

**Logon Information**

User Name:   
Password:   
 Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

Fill in your information as shown in the image.

Substitute your email address and password.

# BIG RIG MEDIA®

**Add New E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name: Big Rig Help  
E-mail Address: help@bigrigmedia.com

**Server Information**  
Account Type: POP3  
Incoming mail server: mail.bigrigmedia.com  
Outgoing mail server (SMTP): mail.bigrigmedia.com

**Logon Information**  
User Name: help@bigrigmedia.com  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

Test Account Settings  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)  
Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

Click More Settings ...

**Internet E-mail Settings**

General   Outgoing Server   Connection   Advanced

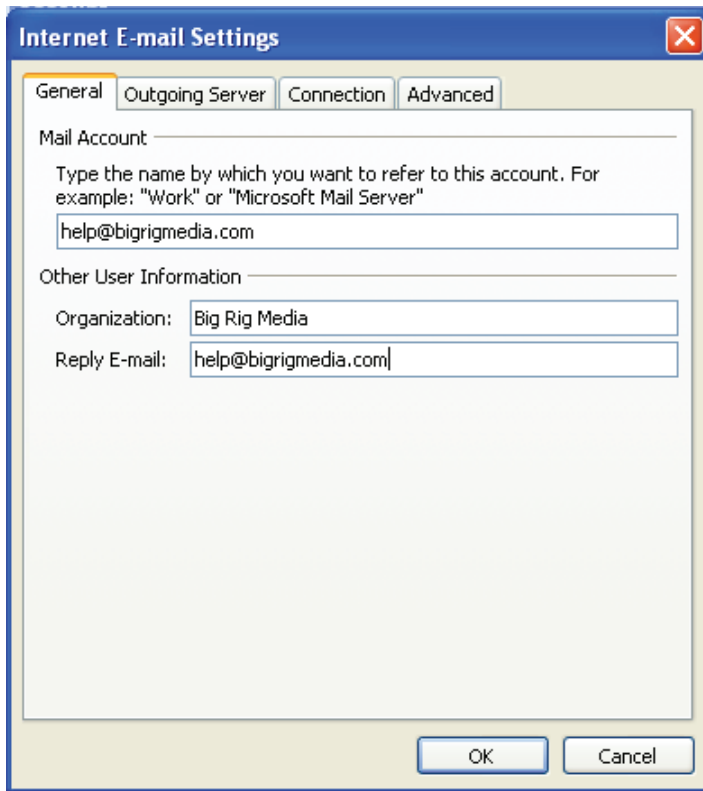
Mail Account  
Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"  
help@bigrigmedia.com

Other User Information  
Organization: Big Rig Media  
Reply E-mail: help@bigrigmedia.com

OK   Cancel

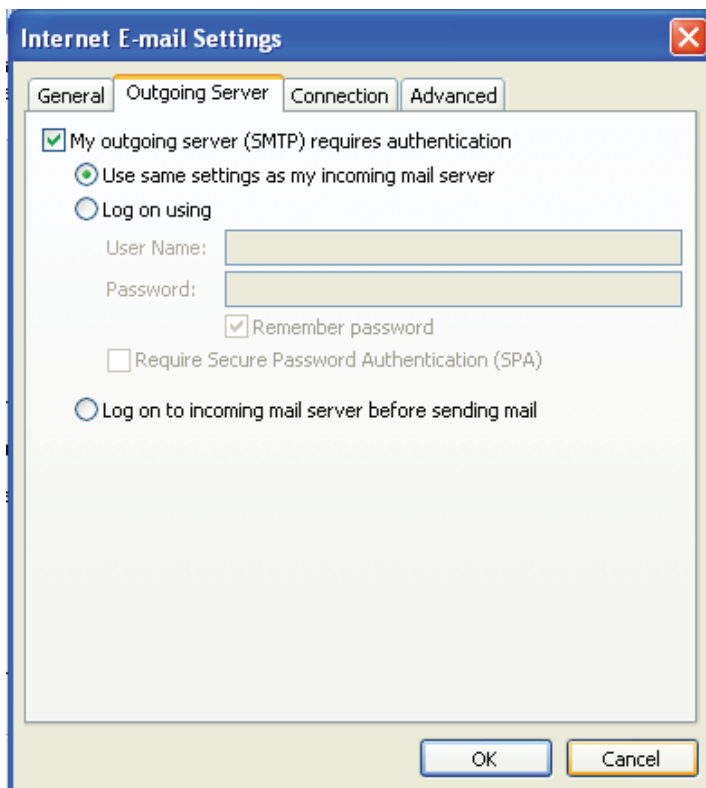
Fill in your organization and Reply E-mail fields

# BIG RIG MEDIA®



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'General' tab selected. The 'Mail Account' field contains 'help@bigrigmedia.com'. The 'Other User Information' section has 'Organization' set to 'Big Rig Media' and 'Reply E-mail' set to 'help@bigrigmedia.com'. There are 'OK' and 'Cancel' buttons at the bottom.

Fill in your organization and Reply E-mail fields.



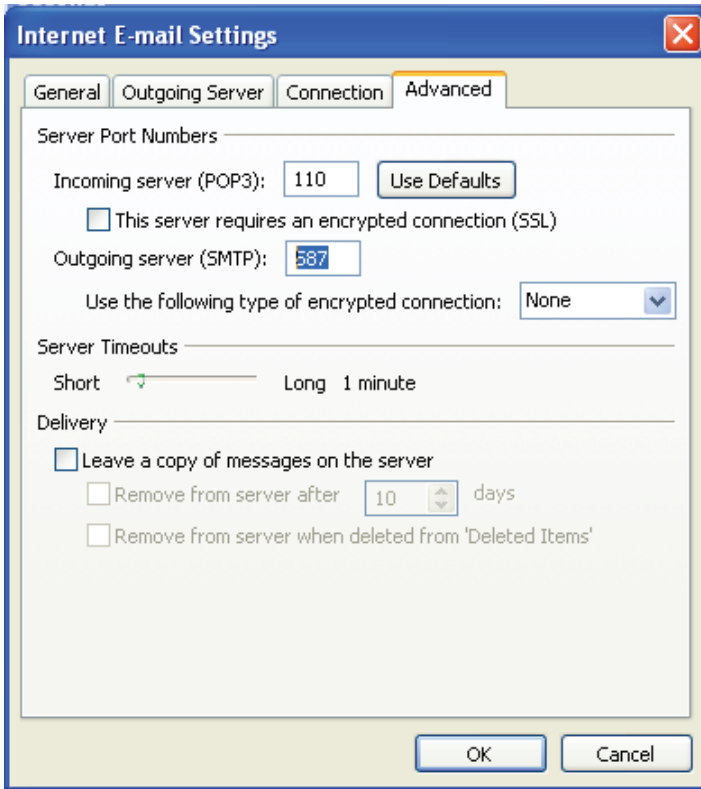
The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. The 'Use same settings as my incoming mail server' radio button is selected. There are 'OK' and 'Cancel' buttons at the bottom.

Click the Outgoing Server Tab.

Check My outgoing server (SMTP) requires authentication.

Fill in the Use same settings as my incoming mail server radio button.

# BIG RIG MEDIA®

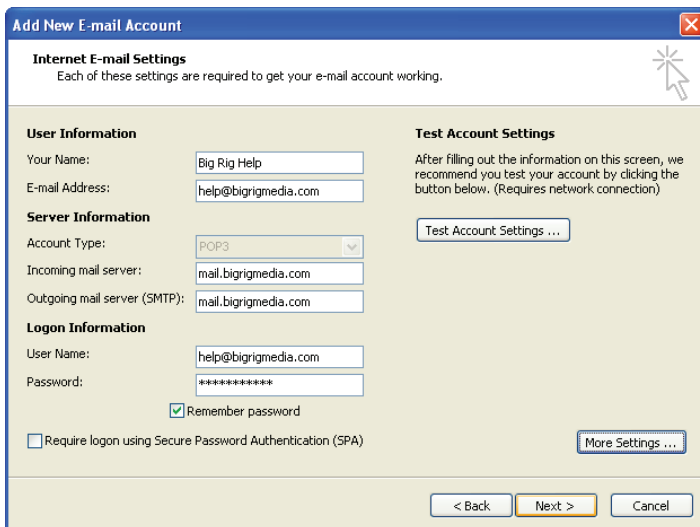


The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (POP3)' set to 110 and 'Outgoing server (SMTP)' set to 587. The 'Server Timeouts' section shows 'Short' and 'Long' both set to 1 minute. The 'Delivery' section has 'Leave a copy of messages on the server' checked, with 'Remove from server after' set to 10 days. The 'OK' and 'Cancel' buttons are at the bottom.

Click the Advanced tab.

Change Outgoing server (SMTP) to 587.

Click OK.



The screenshot shows the 'Add New E-mail Account' dialog box. It contains sections for 'User Information', 'Server Information', and 'Logon Information'. The 'User Information' section has 'Your Name' as 'Big Rig Help' and 'E-mail Address' as 'help@bigrigmedia.com'. The 'Server Information' section has 'Account Type' as POP3, 'Incoming mail server' as 'mail.bigrigmedia.com', and 'Outgoing mail server (SMTP)' as 'mail.bigrigmedia.com'. The 'Logon Information' section has 'User Name' as 'help@bigrigmedia.com' and 'Password' as '\*\*\*\*\*'. There are 'Test Account Settings ...' and 'More Settings ...' buttons. The '< Back', 'Next >', and 'Cancel' buttons are at the bottom.

Back on the Change E-mail Account window,

Click Next.

Click Finished.