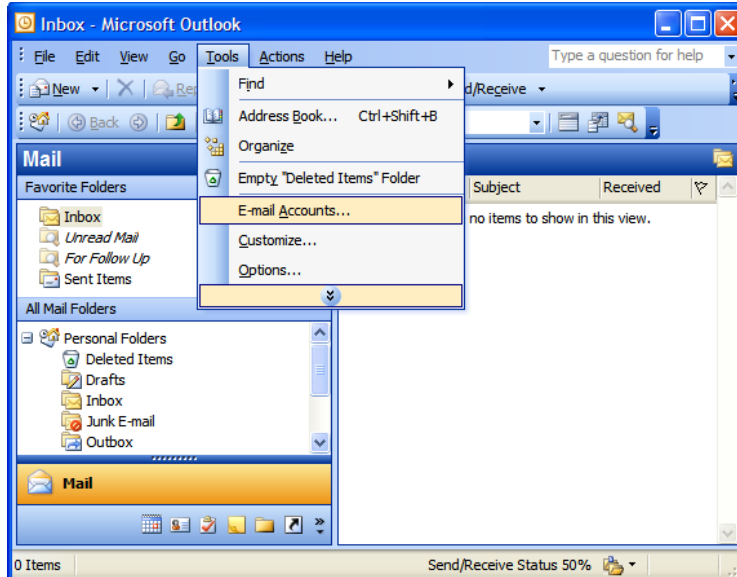


Configure IGRC email account

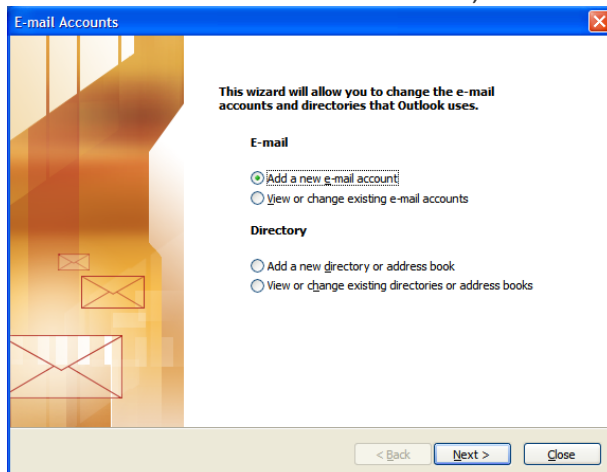
Your IGRC email account can be configured to work with Microsoft Outlook, Outlook Express or Windows Mail (for Vista users). Even if you already have another email account using these applications, the IGRC email can also be received this way, enabling one to have “one-stop shopping” when it comes to receiving your email. Use the following directions to configure your account.

Microsoft Outlook

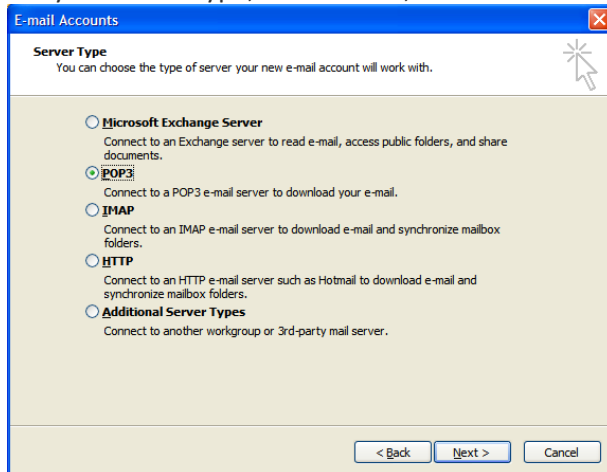
1. From the **E-mail Accounts** menu, select **Tools**.



2. On the E-mail Accounts wizard window, select **Add a new e-mail account**, and then click **Next**.



3. For your server type, select **POP3**, and then click Next.



4. On the Internet E-mail Settings (POP3/IMAP) window, enter your information as follows:

Your Name

Your first and last name.

E-mail Address

yourname@igrc.org

User Name

Your email address, again.

Password

Your email account password.

Check Remember password

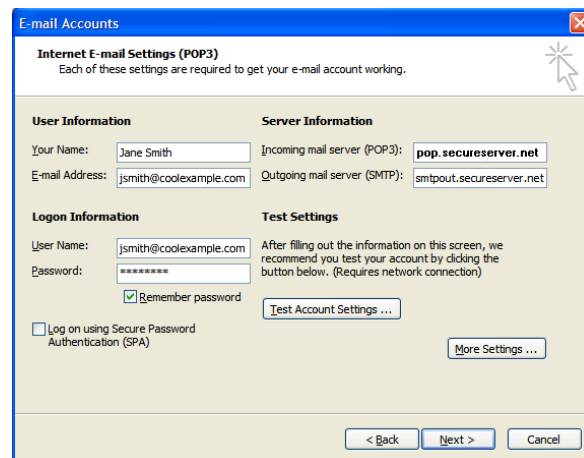
Incoming mail server (POP3)

mail1.igrc.org

Outgoing mail server (SMTP)

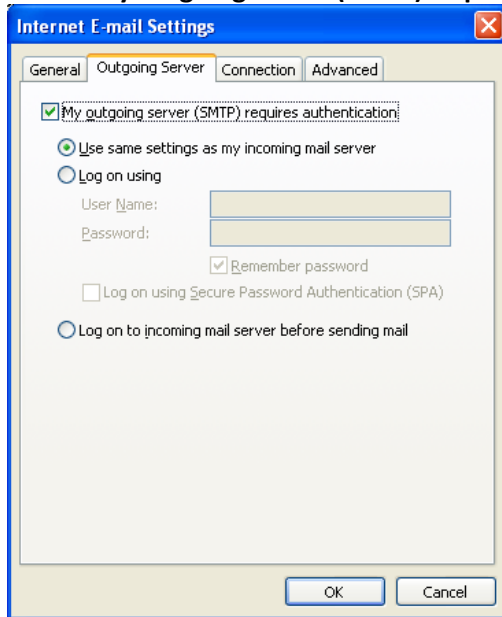
Please refer to the sheet of **Outgoing Mail Server** addresses. You will need to locate your **Internet Service provider** or look in the **Account settings** for the information used by your **primary account** for outgoing mail server.

Click **More Settings**.

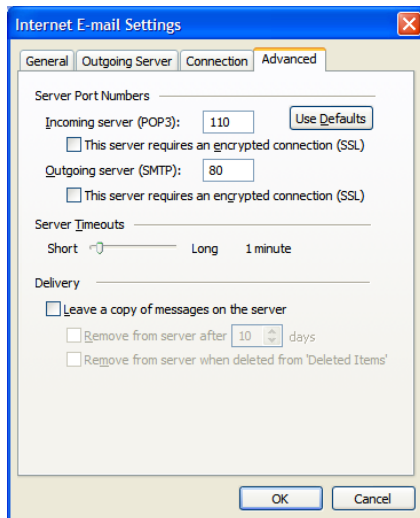


5. On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.

6. Select **My outgoing server (SMTP) requires authentication.**

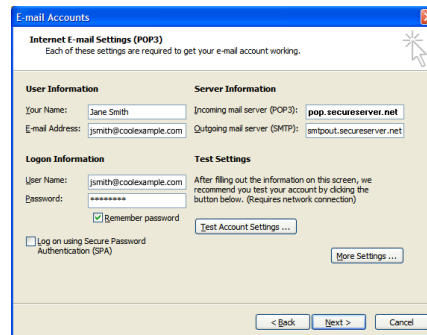


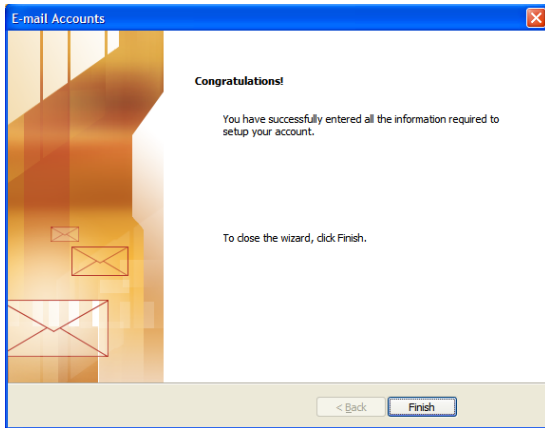
7. Go to the **Advanced** tab, and then change the Outgoing server (SMTP) port to **80** or **3535**.



8. Click **OK**.

9. Click **Next**.



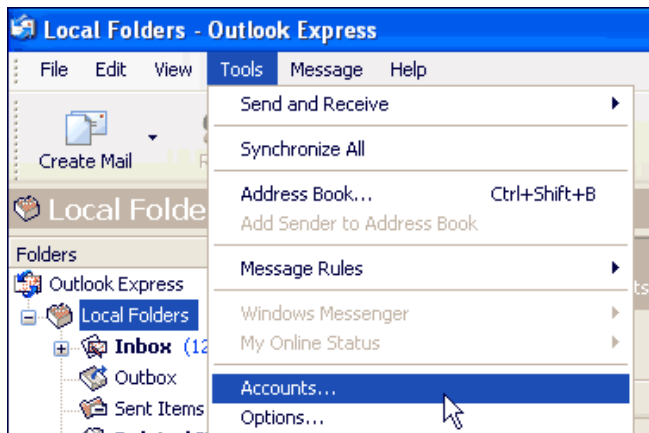


10. Click **Finish**.

Outlook Express

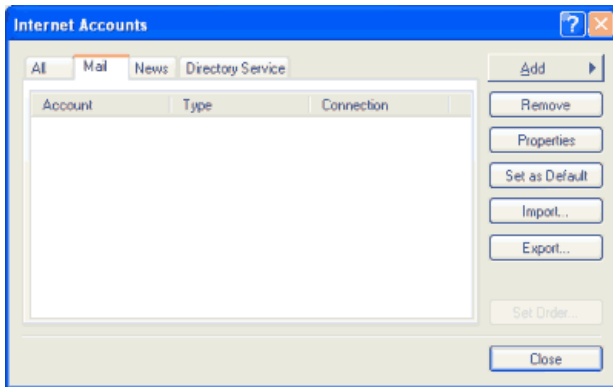
Note: When you open Outlook Express for the first time, you might be asked if you want to set it as a default email client on your system. Make sure you answer in the affirmative.

1. Start Outlook Express. Click on **Tools** in the menu bar and then go to **Accounts**

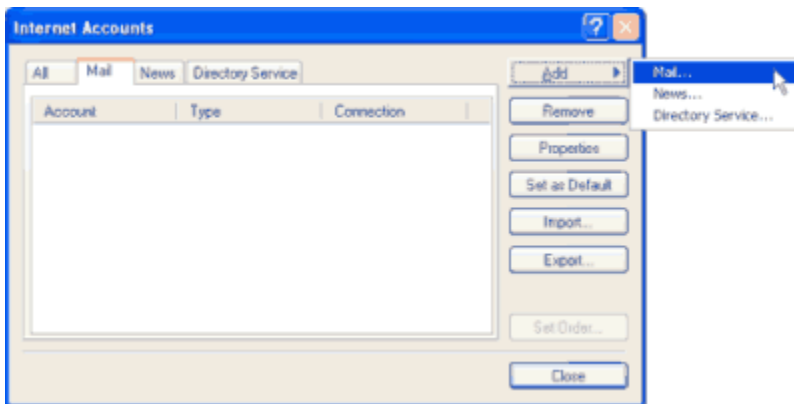


2. This brings up the **Internet Accounts** pop-up window. Click on the **Mail** tab, to bring it to the front if it is not already so. If you are starting Outlook Express for the first time, there would not

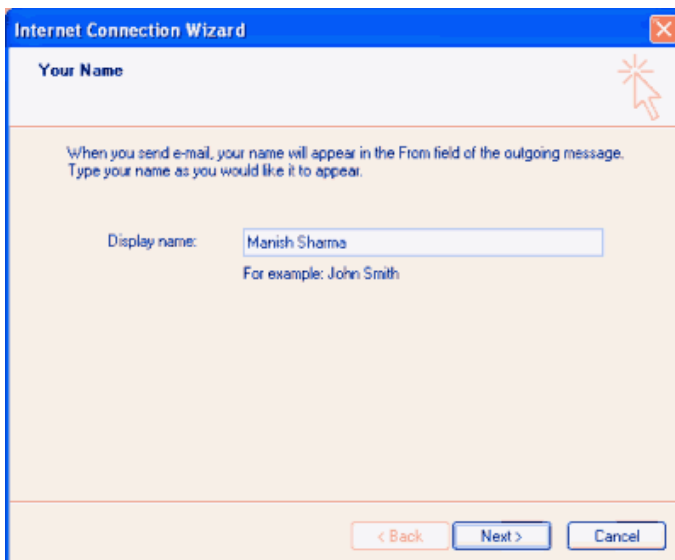
be any email accounts listed on this window.



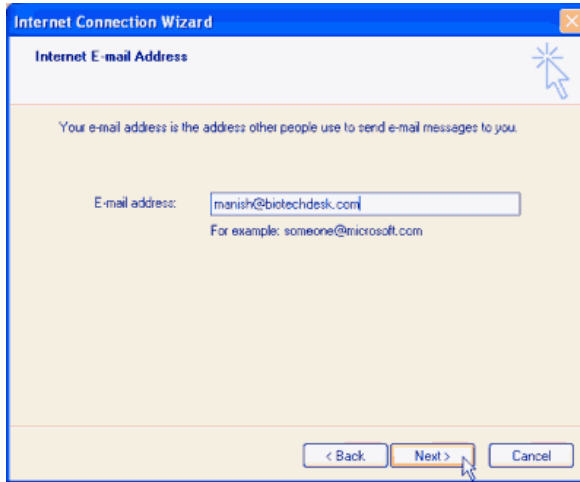
3. To add a new mail account, click on the **Add** button and then on **Mail** as shown in the image below.



4. This brings up the Internet Connection Wizard pop-up window. Enter your name in the **Display Name** field and click on the **Next** button.



5. The wizard now asks for your email address. Enter the full email address (ex. sjones@igrc.org) and click on the **Next** button.

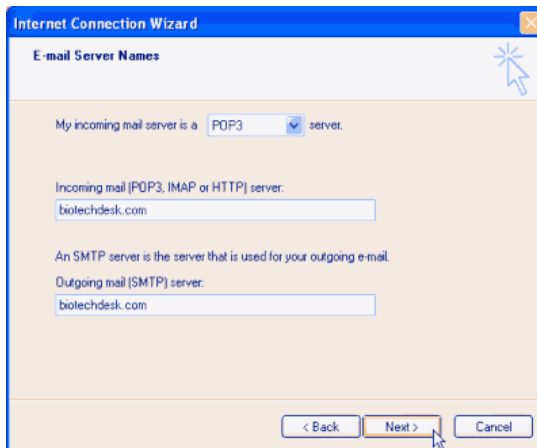


The screenshot shows the 'Internet Connection Wizard' window with the 'Internet E-mail Address' step. The title bar reads 'Internet Connection Wizard' and the window title is 'Internet E-mail Address'. The main text says 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this, there is a text box labeled 'E-mail address:' containing 'manish@biotechdesk.com'. A smaller text box below it says 'For example: someone@microsoft.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

6. In the next window, you need to feed in three important bits of information - the *incoming* and *outgoing email servers* and the *type of the incoming email server*.

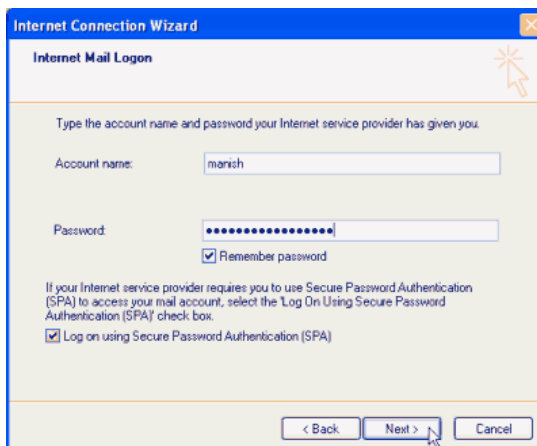
The incoming email server is POP3. The incoming email servers is **mail1.igrc.org**

The outgoing email server may be found by looking at the outgoing mail server list included in this mailing or by contacting your internet server provider. If you already have your primary account using Outlook Express, locate at its properties and write down the address for the outgoing mail server if it is not listed on the enclosed sheet.



The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' step. The title bar reads 'Internet Connection Wizard' and the window title is 'E-mail Server Names'. The main text says 'My incoming mail server is a POP3 server.' Below this, there is a text box labeled 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'biotechdesk.com'. Another text box below it says 'An SMTP server is the server that is used for your outgoing e-mail. Outgoing mail (SMTP) server:' containing 'biotechdesk.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

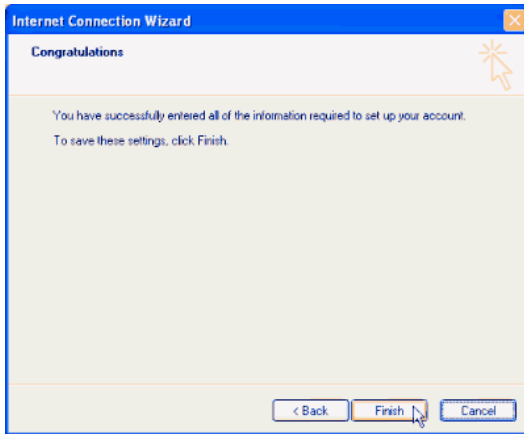
7. The last information that you need to enter to complete the setup of the new account is the username and password for that email account. Use the full email address for account name (ex. sjones@igrc.org) and enter the password in the password box. **Uncheck** the Log On using Secure Password Authentication (SPA) as it is not used with IGRC accounts.



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' step. The title bar reads 'Internet Connection Wizard' and the window title is 'Internet Mail Logon'. The main text says 'Type the account name and password your Internet service provider has given you.' Below this, there is a text box labeled 'Account name:' containing 'manish'. Another text box below it is labeled 'Password:' and contains a masked password. Below the password box is a checked checkbox labeled 'Remember password'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

After completing the fields for **Account Name** and **Password**, click on the **Next** button.

8. In the following window, click on the **Finish** button to complete the process of setting up a new



email account in Outlook Express.

You will now see the new email account has been added to the **Accounts** list. The account is referred by its server name.

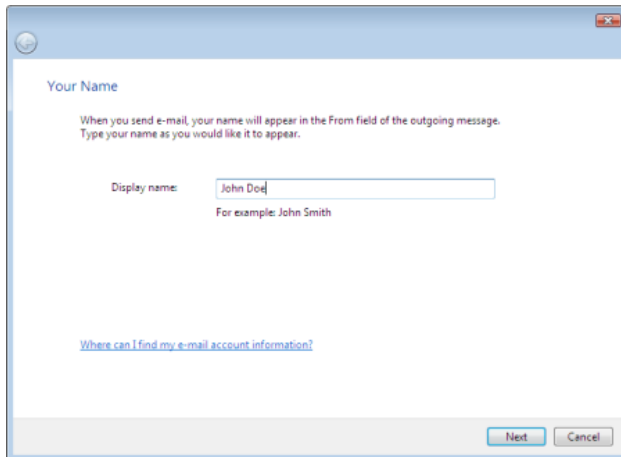
9. To compose a new email click on the **Create Mail** button or click on **Messages - New Message**.

This opens a blank email for you. Enter the senders email address, subject and the matter.

When you have composed your email, click on

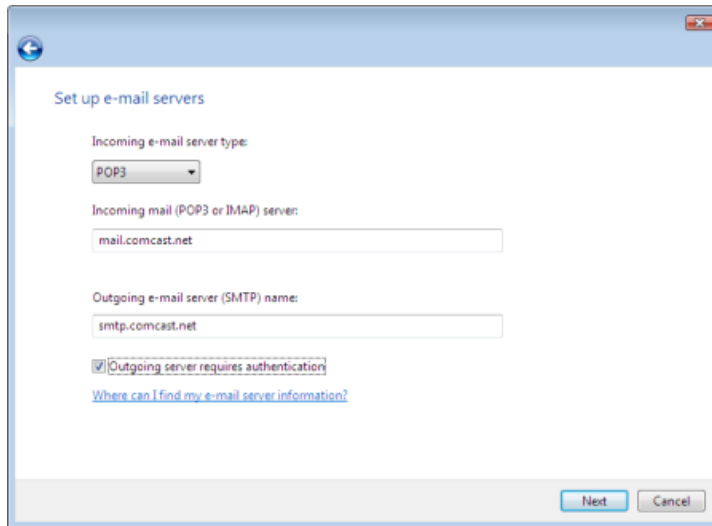
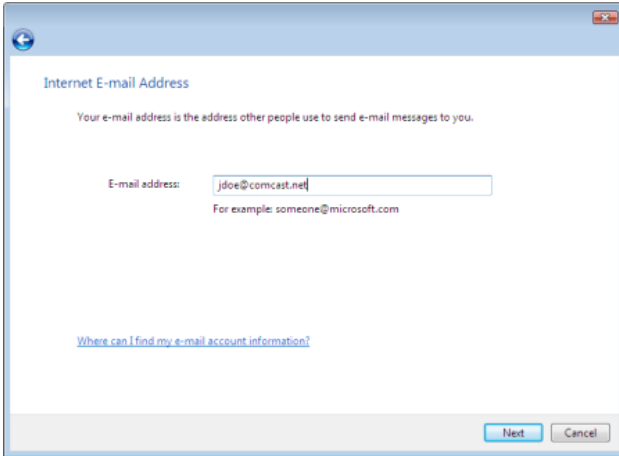
the **File - Send Message**. The email will be sent and a copy stored in the **Sent Items** folder.

Windows Mail



1. The setup wizard will launch on its own the first time you open Windows Mail. On the first screen, enter your name as you wish it to appear on your outgoing email messages. Click **Next** to continue.

2. Enter your email address in the space provided, and then click **Next** to continue.



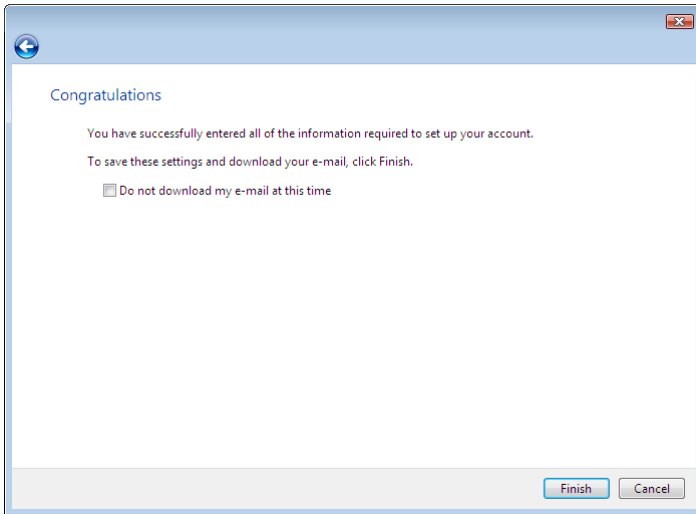
3. Select POP3 for the incoming email server type.

Incoming mail server is:
mail1.igrc.org

Outgoing email server (SMTP):
Refer to the enclosed sheet of outgoing email servers for your primary email account (your Internet Service Provider). If not listed, contact your ISP for this information and enter this information in the box provided.

Click **Next** to continue.

4. Enter your complete email address (ex. sjones@igrc.org) in the email user name box. Enter your password in the password box and check the Remember Password option if you don't want to enter your password each time you check your email. Click Next.



5. Click Finish.