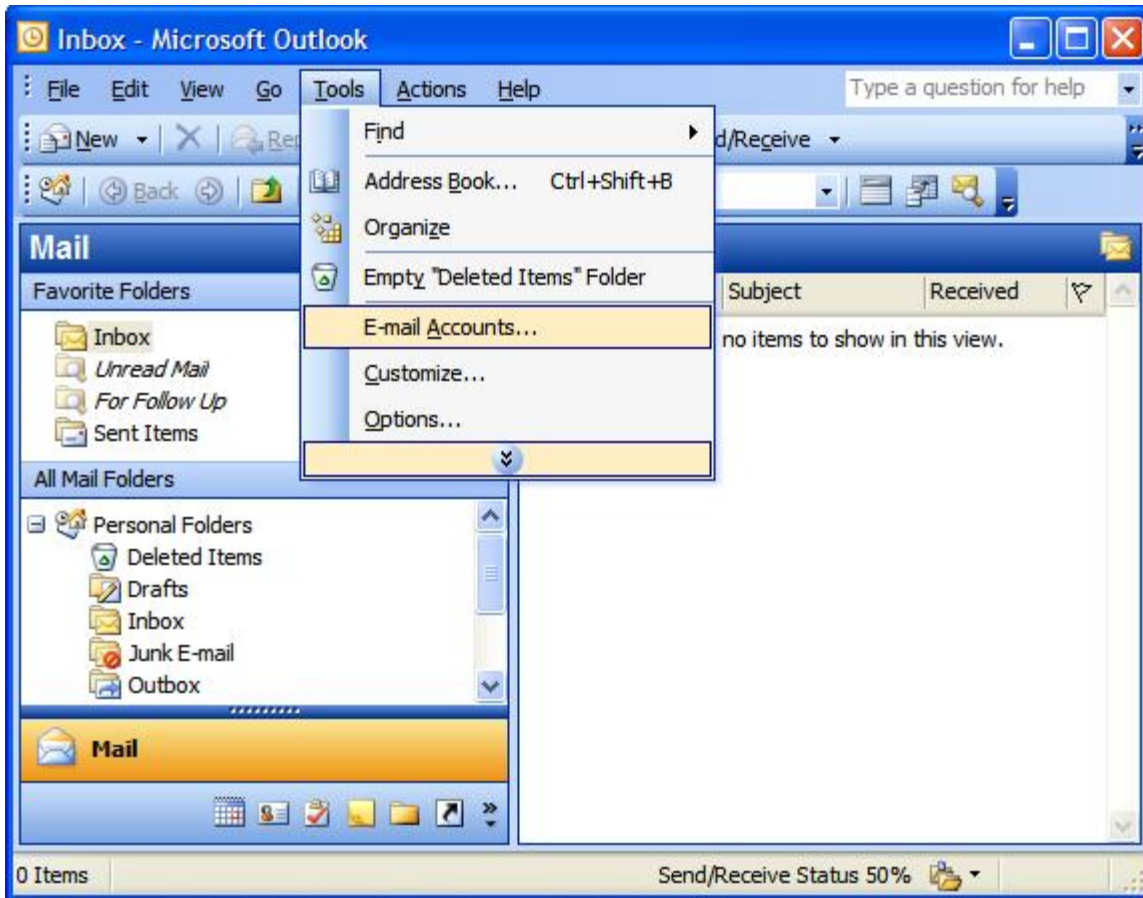
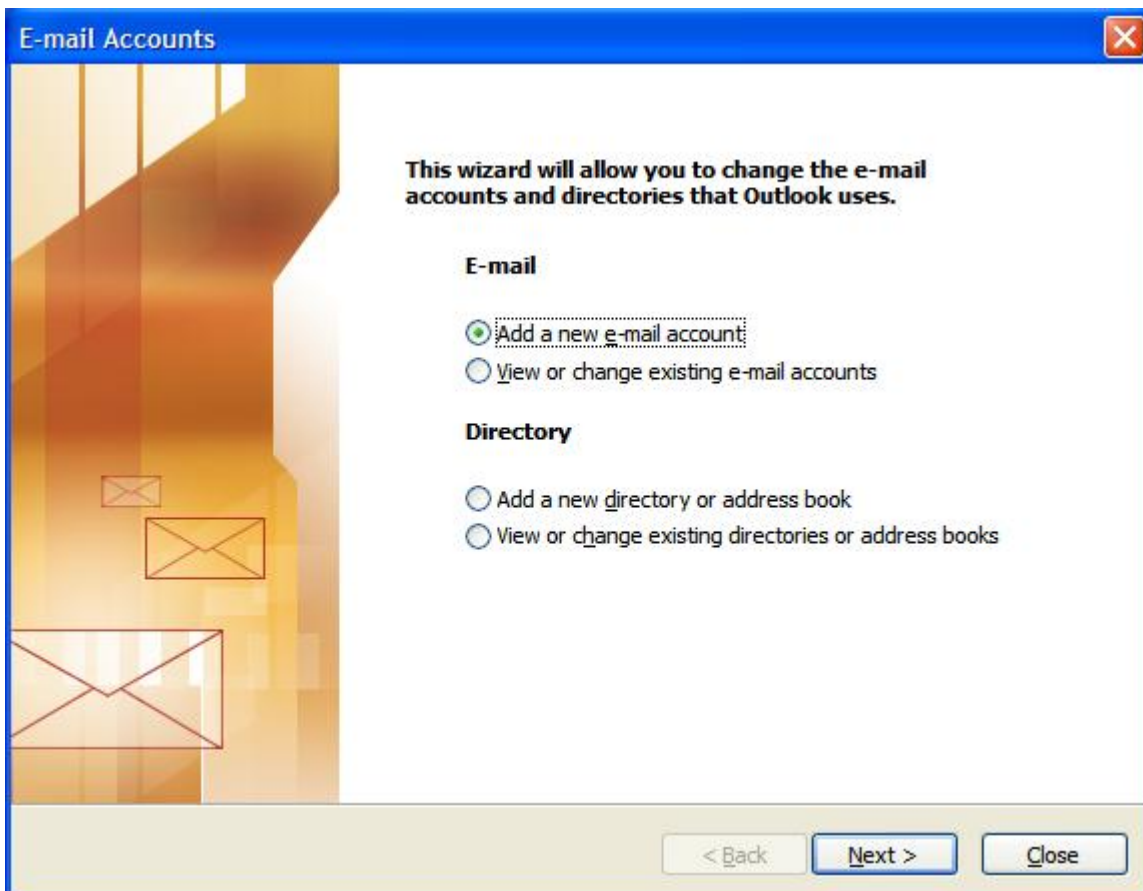


To Set Up Your E-mail Account in Microsoft Outlook

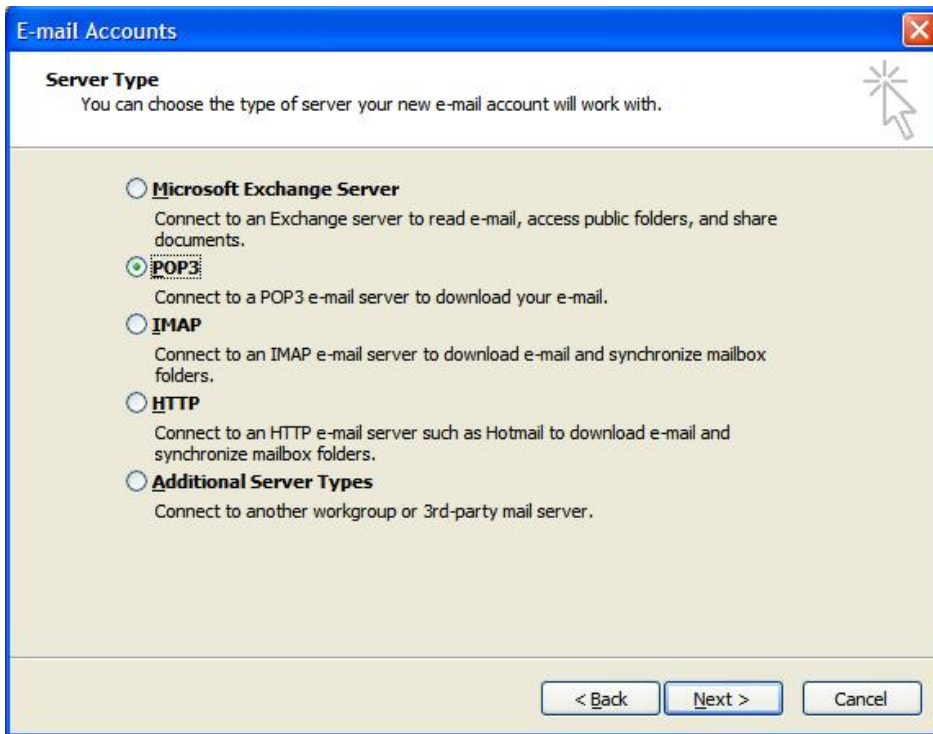
- In Microsoft Outlook, select Tools > E-mail Accounts.



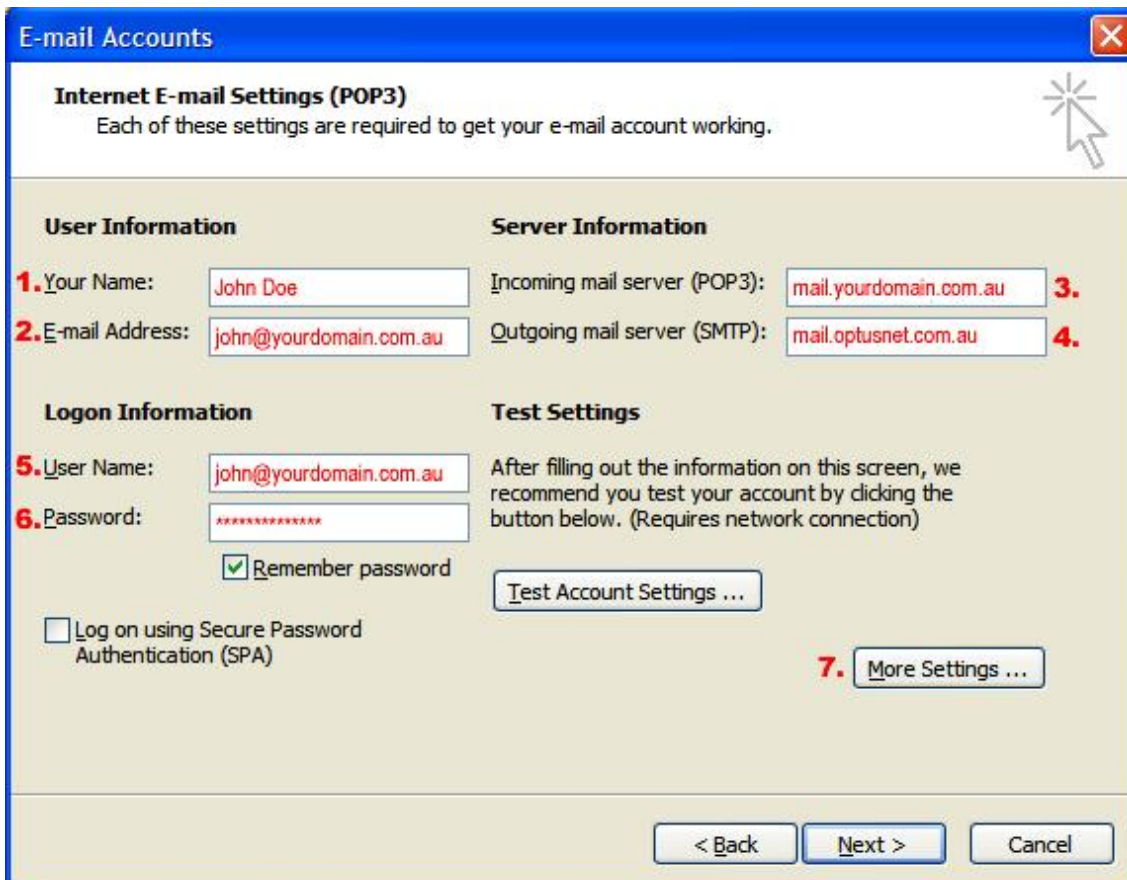
- On the E-mail Accounts screen, select "Add a new e-mail account" and click "Next".



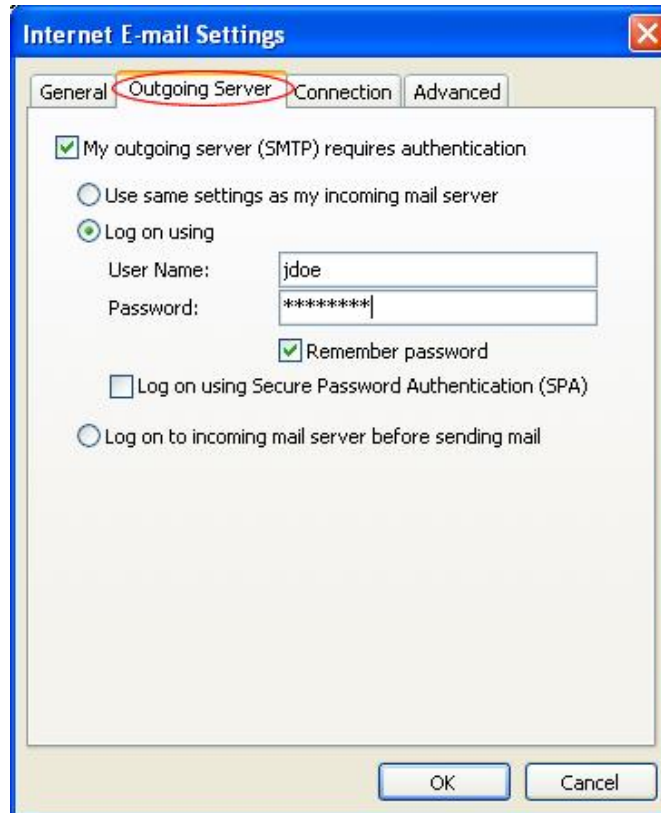
- For your server type, select "POP3" and click "Next"



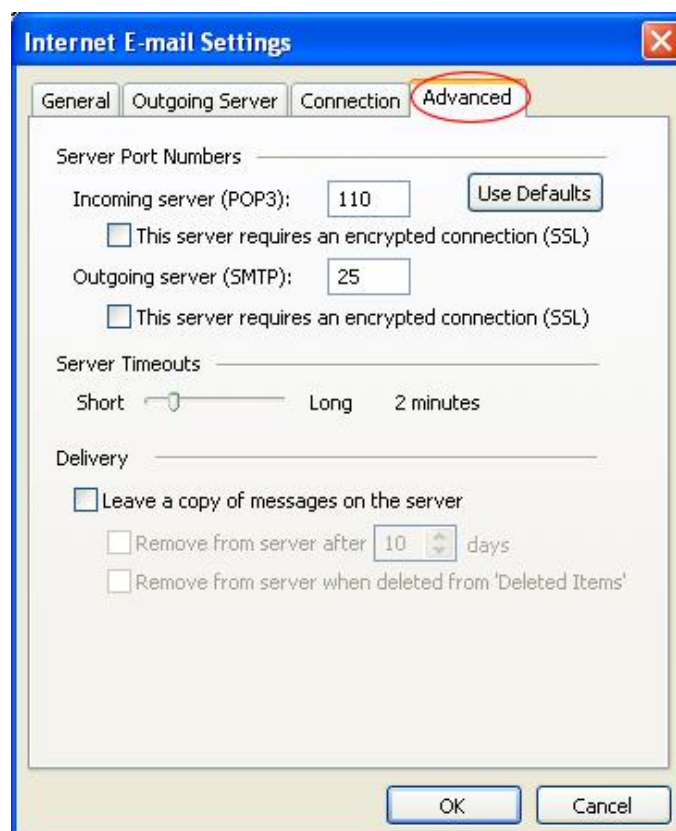
- On the Internet E-mail Settings (POP3) screen tab through and enter your information as follows:
 1. **Your Name:** The name you would like to display to your email recipients.
 2. **E-mail Address:** Enter your e-mail address.
 3. **Incoming mail server (POP3):** mail.yourdomain.com.au or you can directly use ours which is mail.jxc1.com.au
 4. **Outgoing mail server (SMTP)** Enter your ISP eg Optus: mail.optusnet.com.au, Bigpond: mail.bigpond.net.au
 5. **User Name:** Enter your full email address again.
 6. **Password:** Enter the password specific to that email account.
 7. This click on "More Settings"... to continue the set up process



- Some ISP's will require you to authenticate prior to letting you send out third-party email. On the Internet E-mail Settings window, select the "Outgoing Server" tab. Select "My outgoing server (SMTP) requires authentication." Then select "Log on using" and in the text fields type in the username and password provided to you by your ISP.

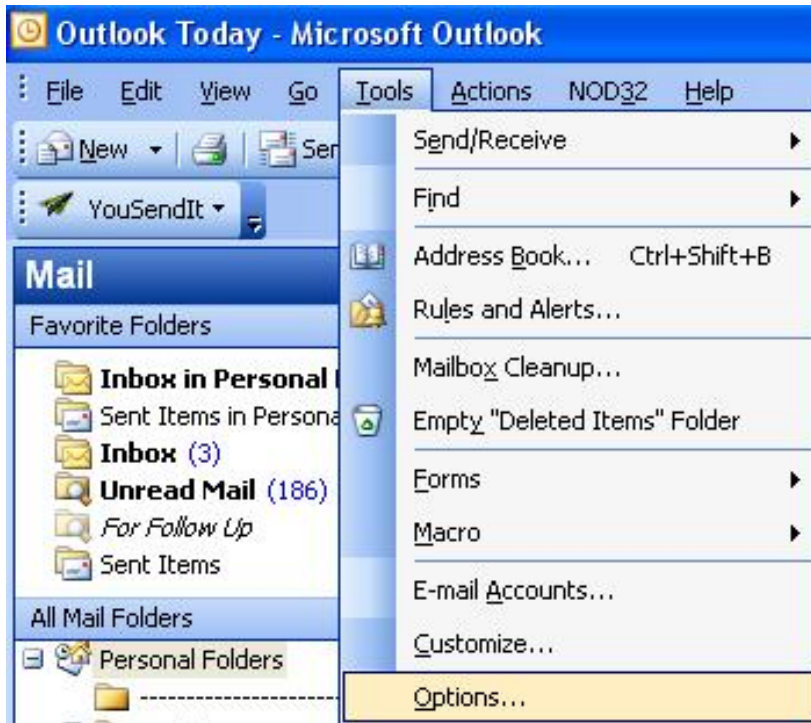


- The next step is to click on "Connection" and ensure that you have the correct **Server Port Numbers**. Also ensure that **Server Timeouts** are set to at least 2 minutes by dragging the pointer to the right. Then click "OK", and then "Finish" buttons to complete set up process.



One final thing to ensure is that you are not trying to 'check/POP' the server too many times per hour, as this can result in your IP being blocked by our servers for security reasons.

- Go to: Tools >> Options

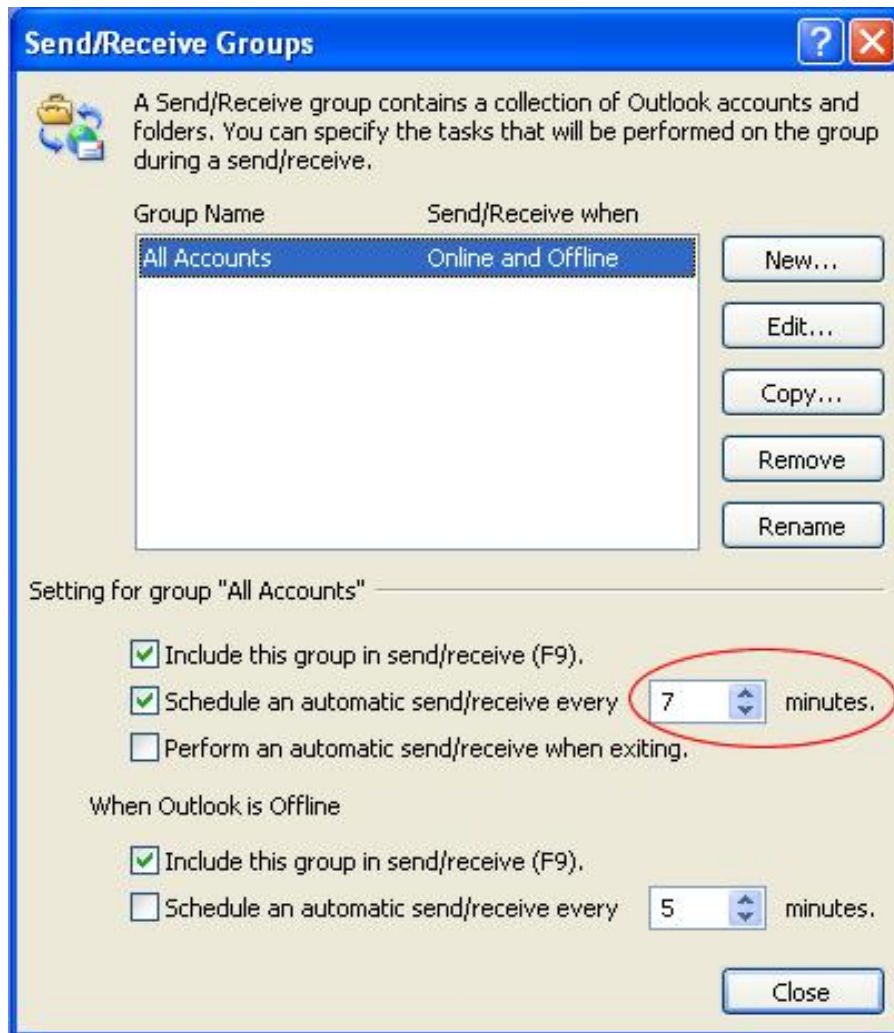


- Then click on the 'Mail Setup' tab, and then on the 'Send/Receive' button



- Once the next screen appears, simply check the frequency that you are doing a send/receive and ensure that its set to not more than every 5 minutes.

Then click on 'Close' and 'OK' to apply the changes you have just made.



NOTE: To ensure that all changes have been correctly saved, we always then recommend to completely shut down Outlook, and then restart it.