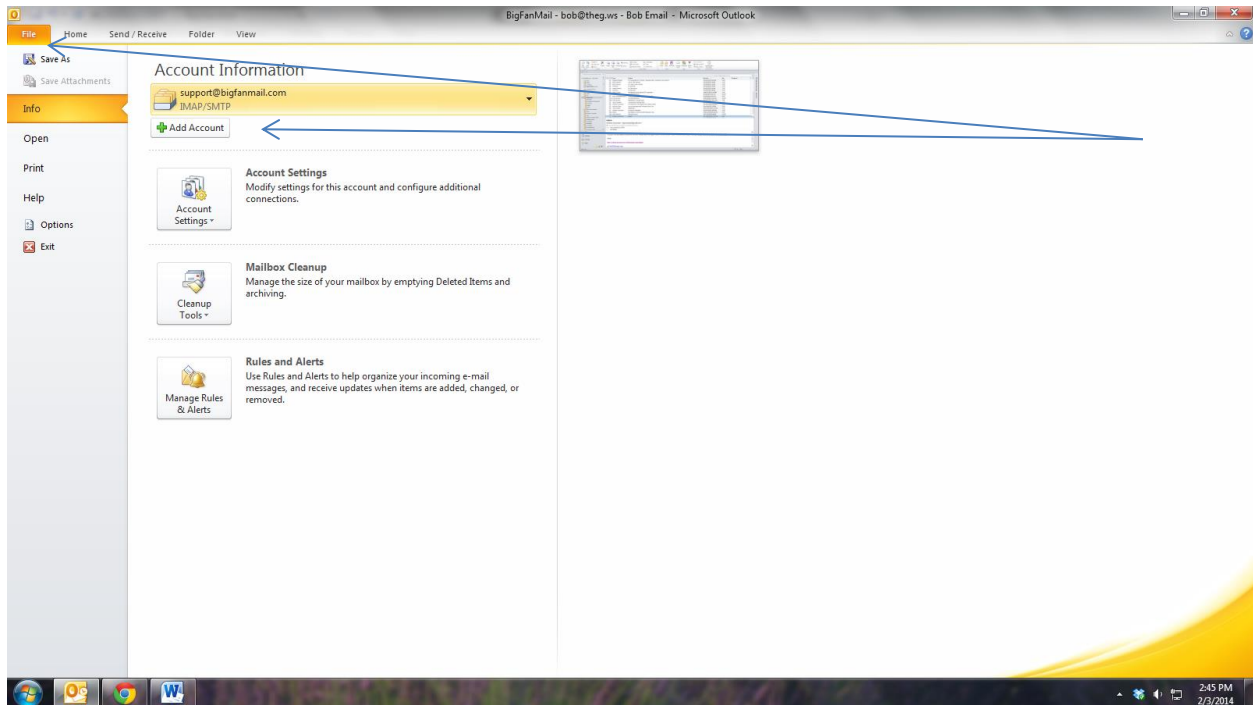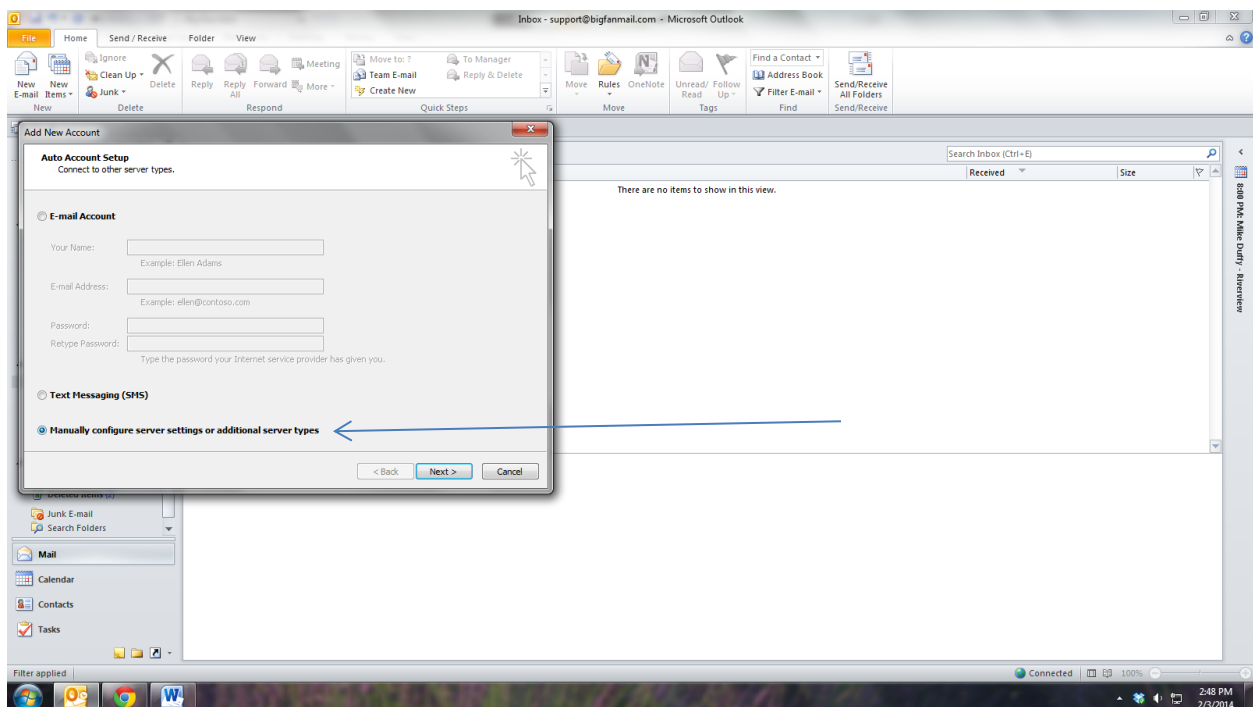# How to access your new BigFanMail email address in Outlook 2010
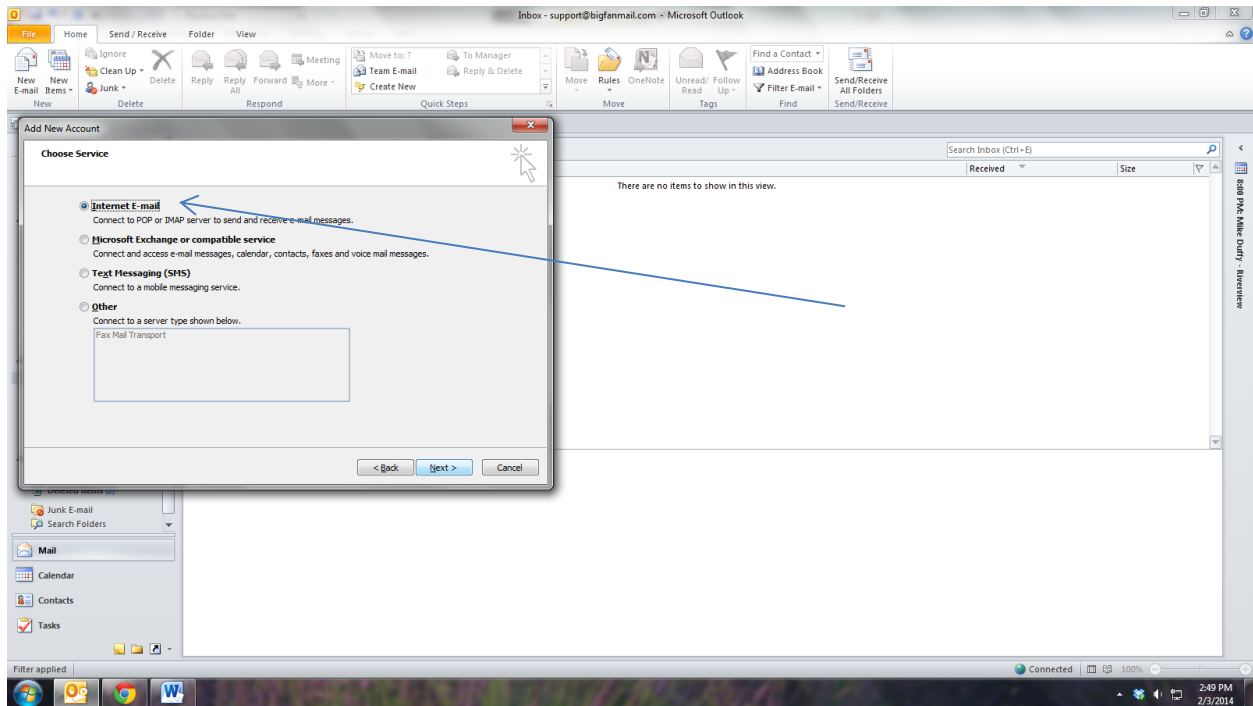
Step 1: Open Outlook 2010

Step 2: Click on the File Menu and then click Add Account

Step 3: Select Manually configure server settings or additional server types and click next
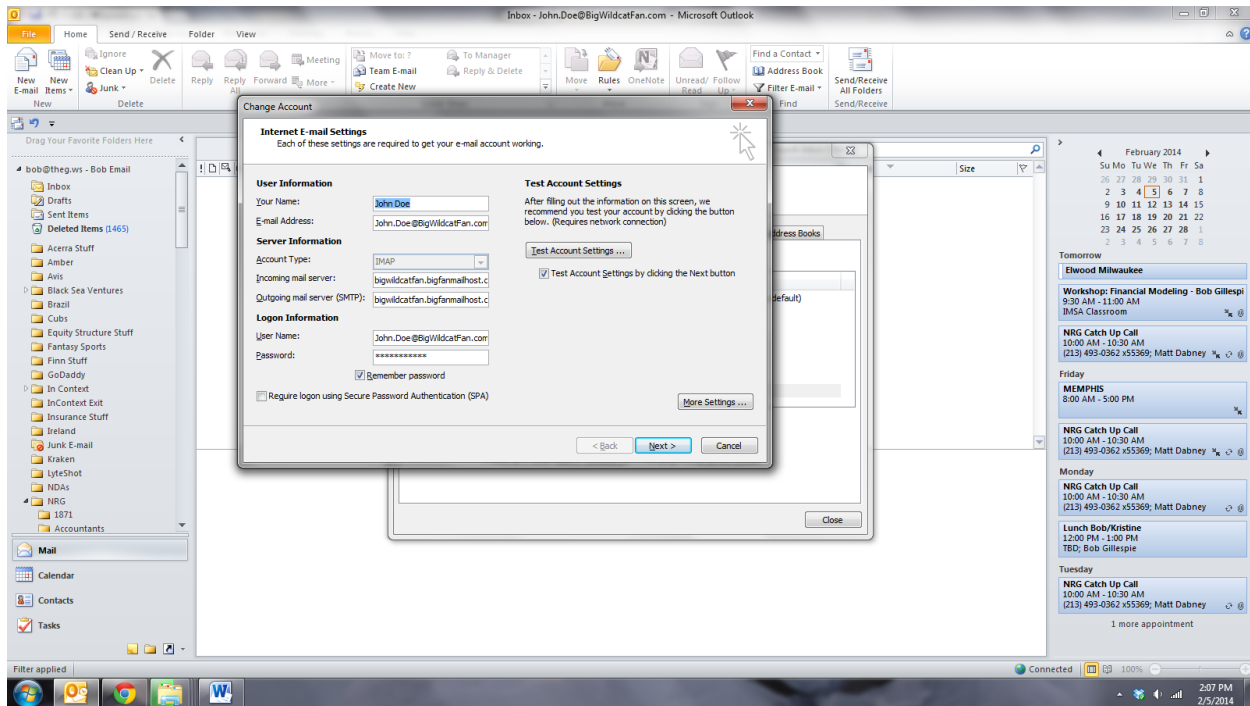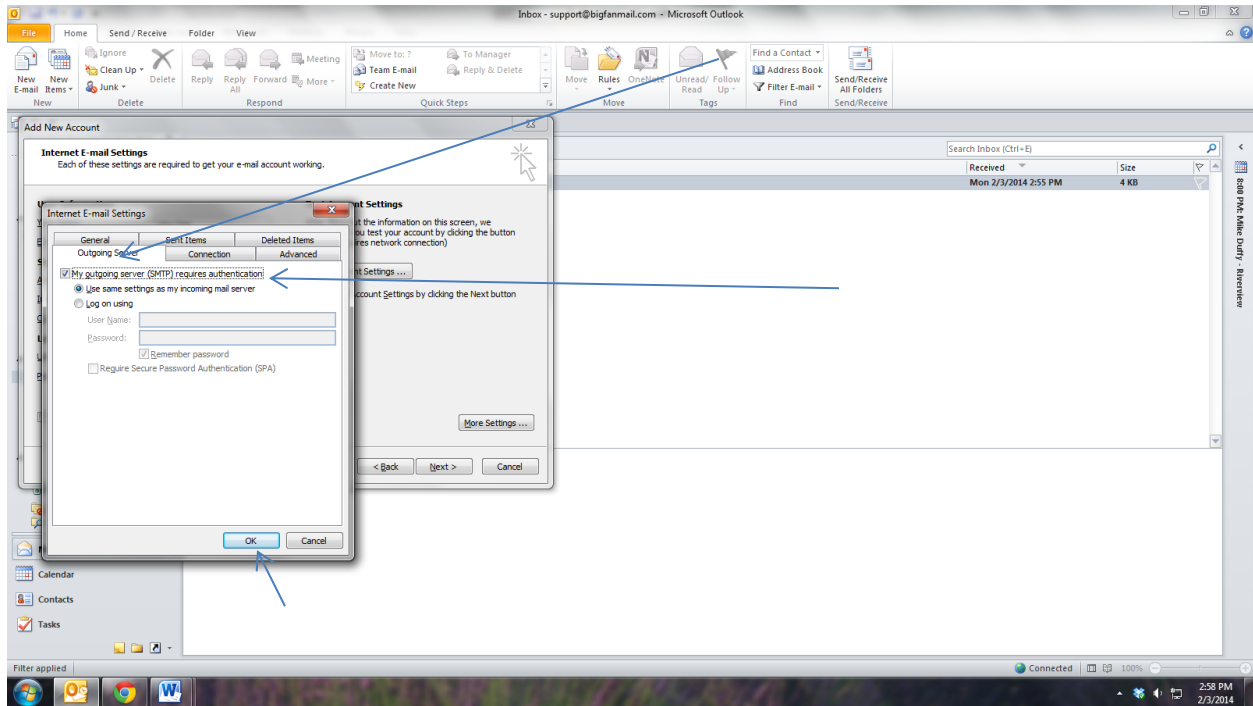
Step 4: Select Internet E-mail and click next

Step 5:

- In the Your Name field, but the name you want to display as the owner of the email, "John Doe" for example
- In the E-mail address, enter your new BigFanMail email address.
- For Account Type, you may be asked to choose between IMAP or POP. This depends on what your personal preference is. In most cases you will choose IMAP as it will be able to synchronize to other devices that check the email too (i.e.: a laptop, a desktop, or mobile device).
- For the Incoming Mail Server, enter YOURDOMAIN.BigFanMailHost.com where "YOURDOMAIN" is the extension on your BigFanMail address (without .com).
    - Example: If your new email address is John.Doe@BigWildcatFan.com, you would enter BigWildcatFan.BigFanMailHost.com as your Incoming Mail Server
    - Example: If your new email address is Jane@BigTideFan.com, you would enter BigTideFan.BigFanMailHost.com as your Incoming Mail Server
- For the Outgoing Mail Server, enter the same as the Incoming Mail Server above
- For the User Name, enter your new BigFanMail email address, John.Doe@BigWildcatFan.com for example
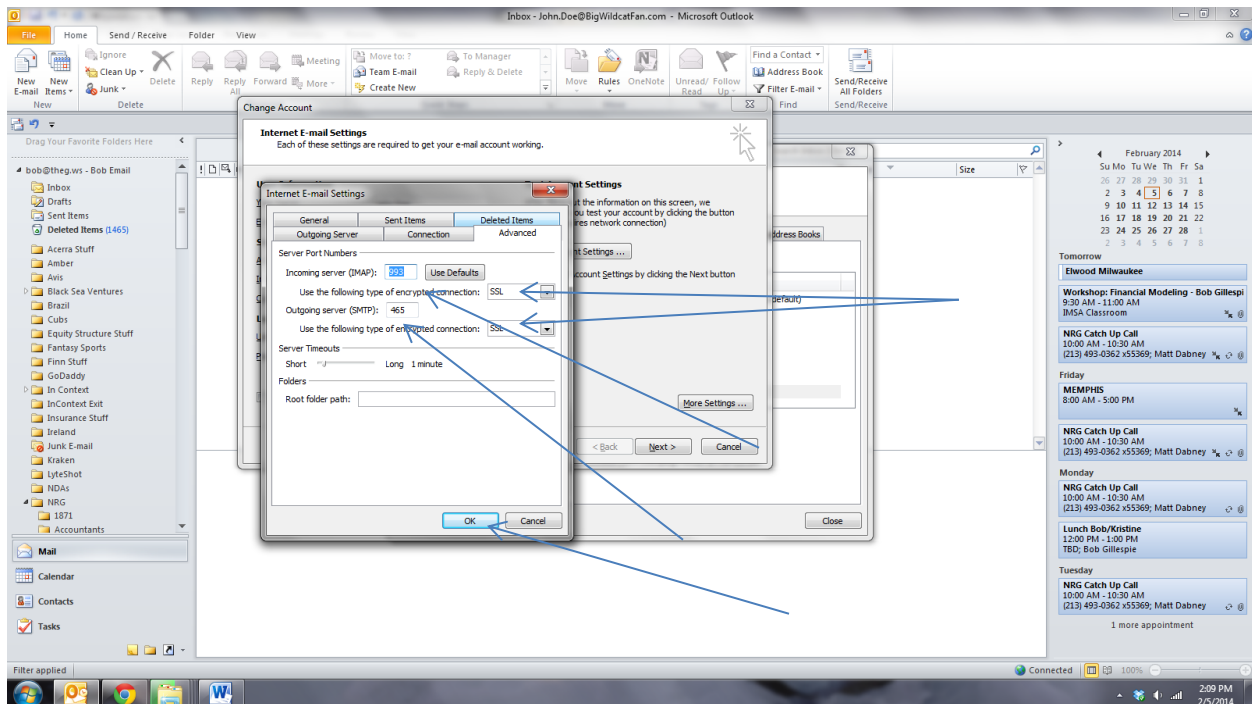- Check the Remember Password box
- Click on More Settings

3

Step 6: Click on the "Outgoing Server" tab and check "My Outgoing server (SMTP) requires authentication" and select "Use same settings as my incoming server". Then click OK.
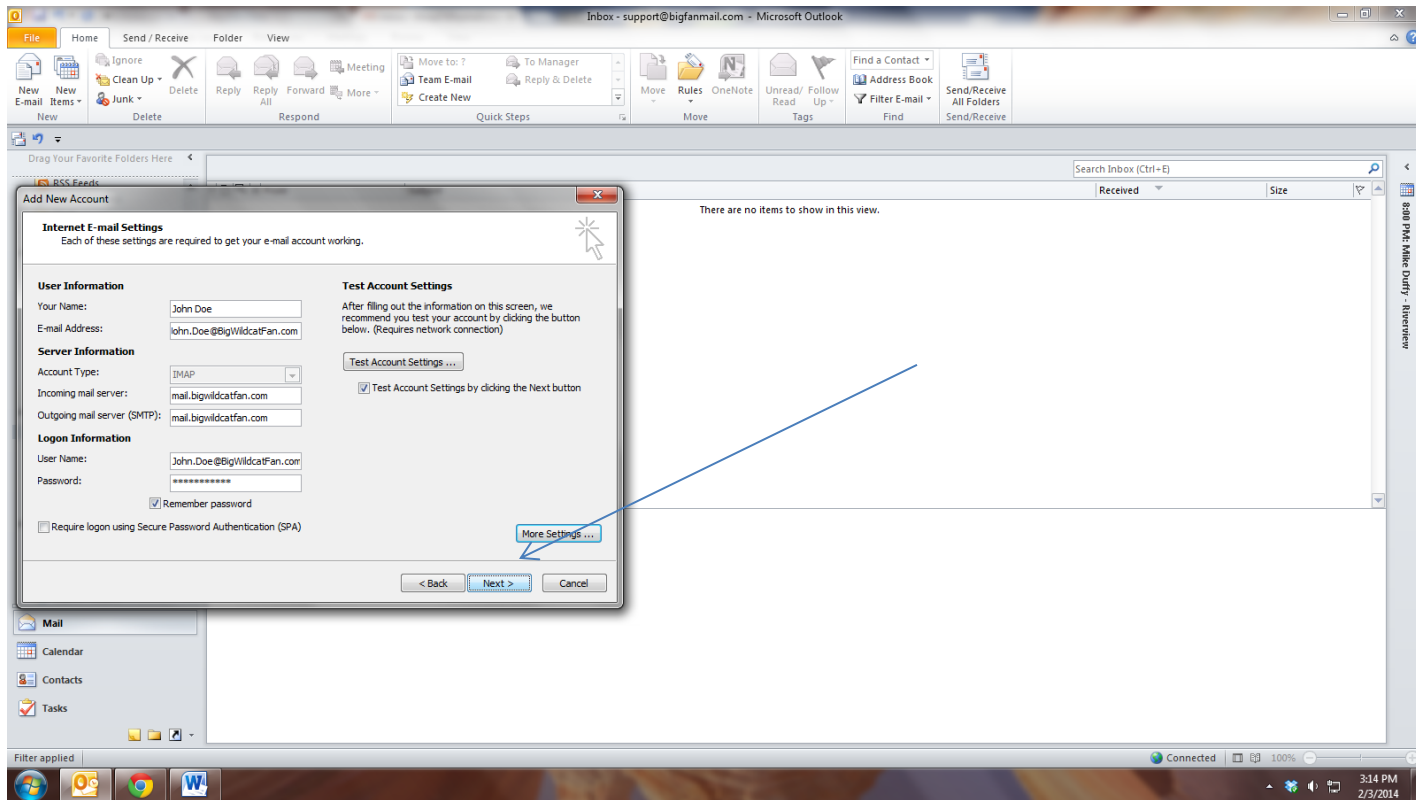
Step 7: Click on the "Advanced" tab and then do the following in this EXACT order:
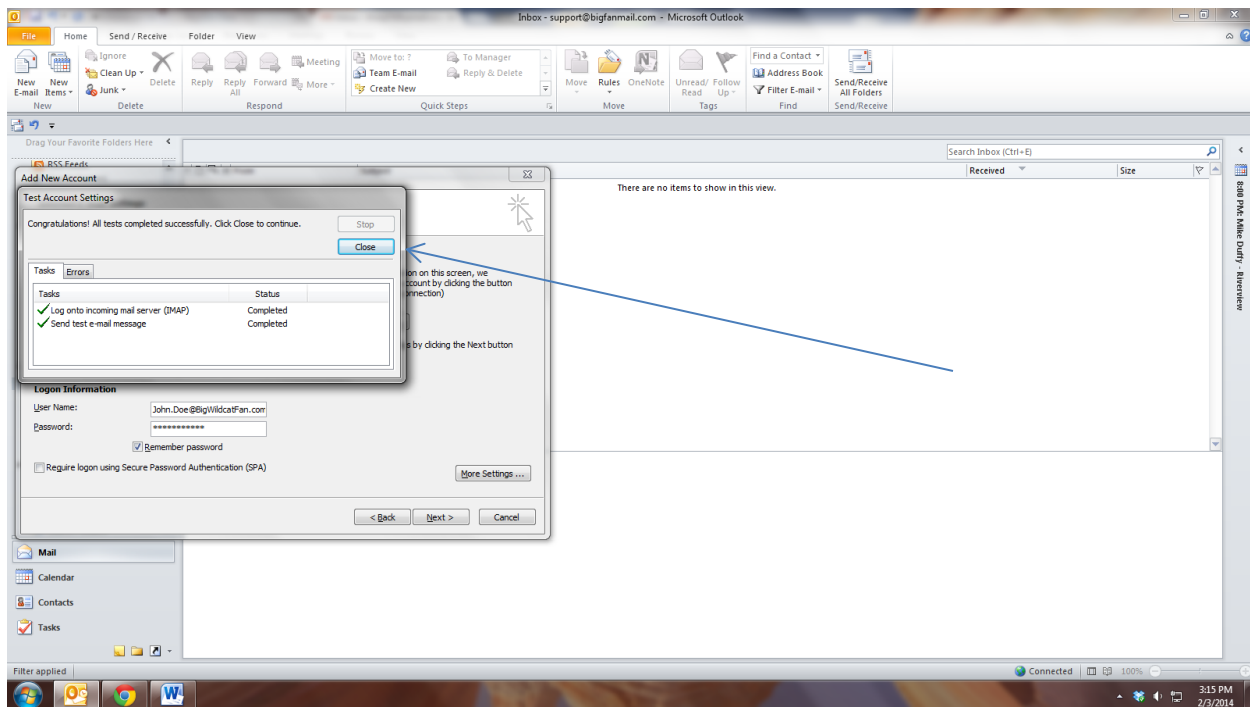
- Select "SSL" for Use the following type of encrypted connection for both Incoming and Outgoing Servers
- For Incoming Server (IMAP), enter 993. If you had selected Incoming Server (POP3), then enter 110
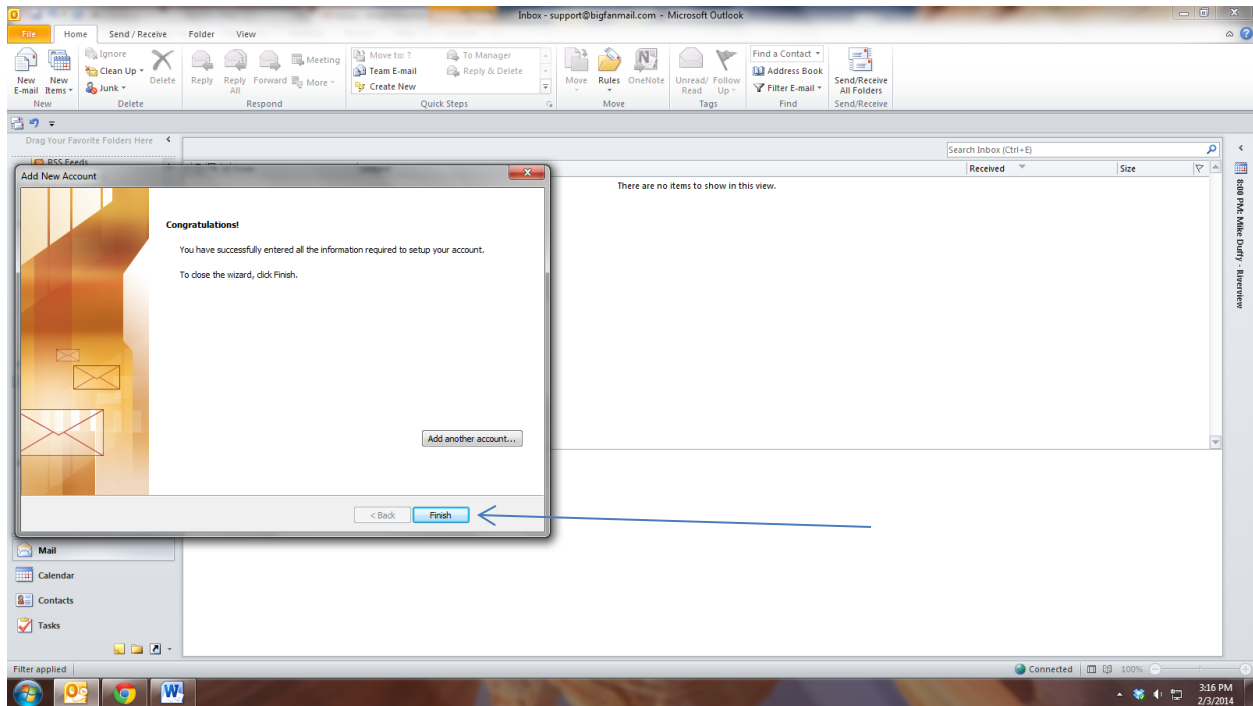- For Outgoing Server (SMPT), enter 465
- Click OK

Step 8: Click Next.

Step 8: Outlook will now log into the server and send a test mail. Once this completes, you can click close.

Step 9: Your account should now be setup! Click Finish

That's it! You should now be able to receive email to your new BigFanMail email address in Outlook.

If you have any issues, please email us at support@BigFanMail.com.