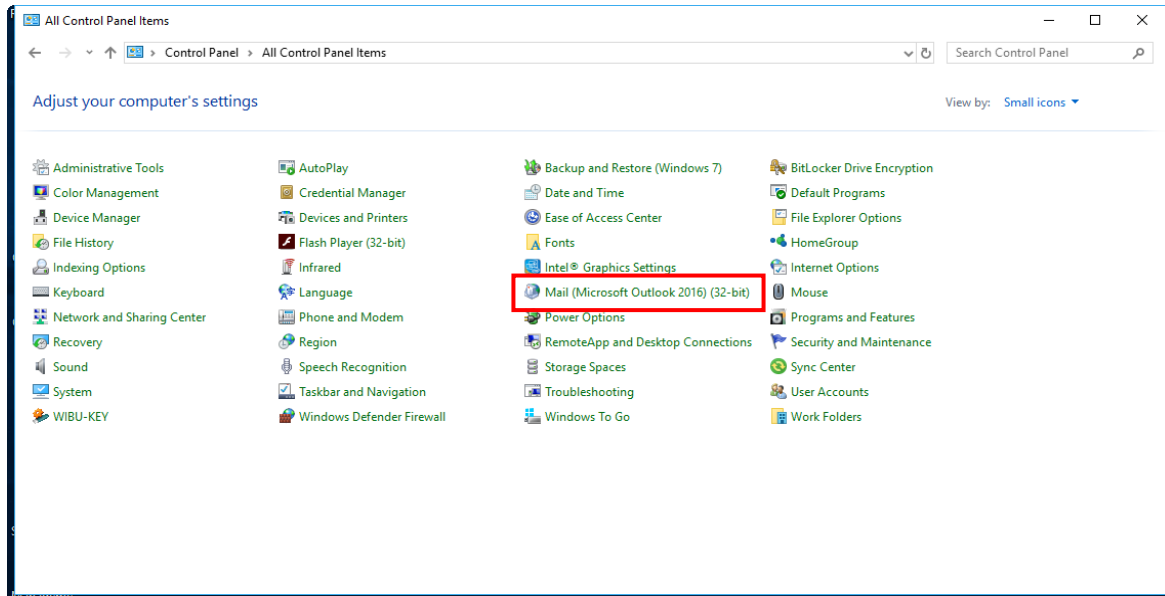
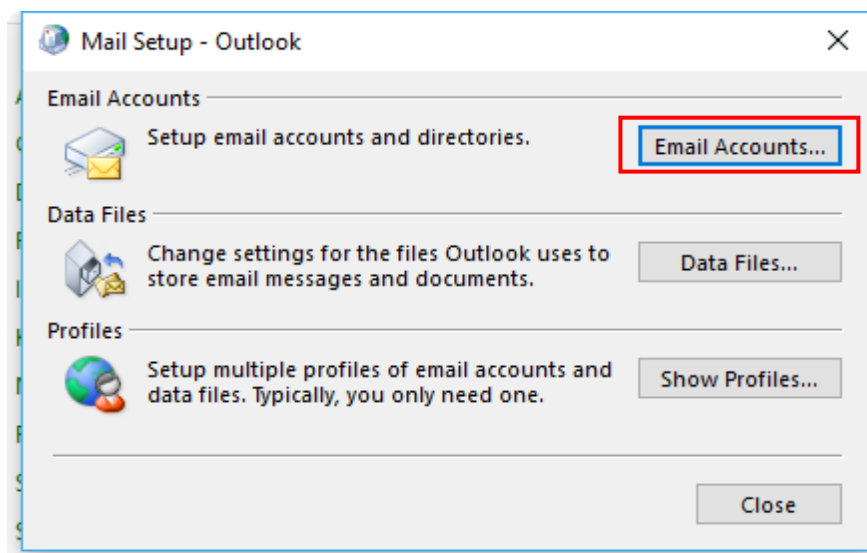


Setup E-Mail Account for Microsoft Outlook

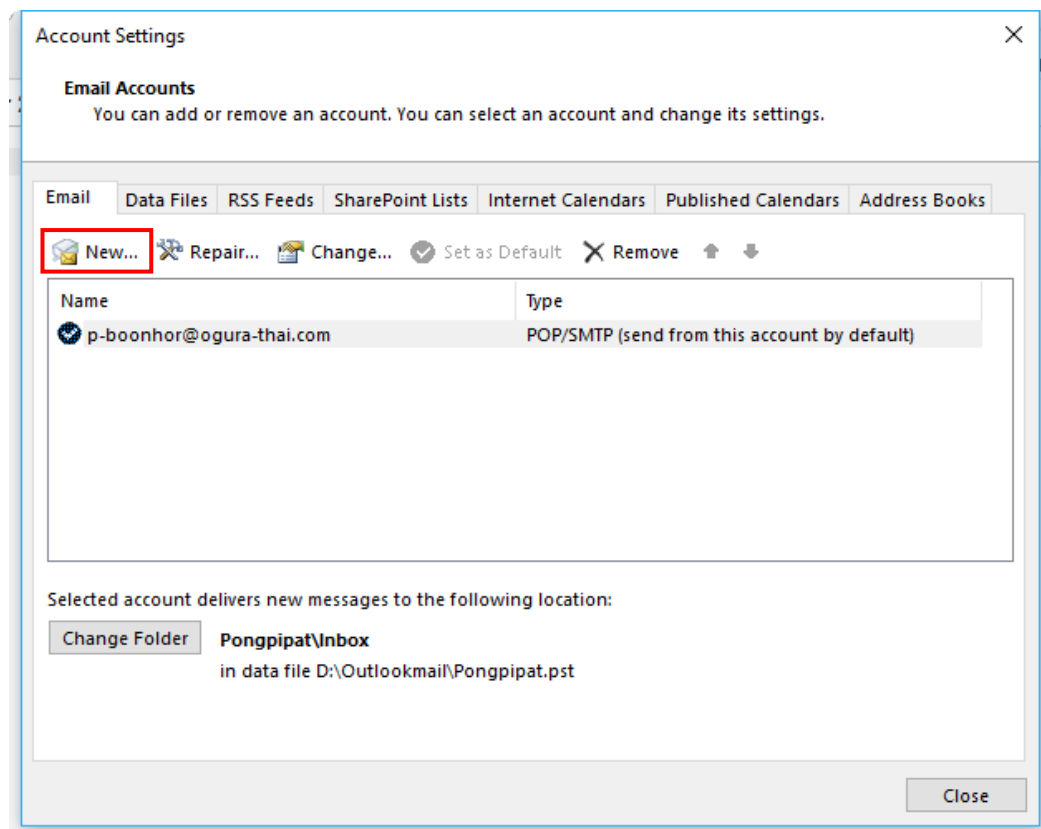
1. Open Control Panel >>> Mail



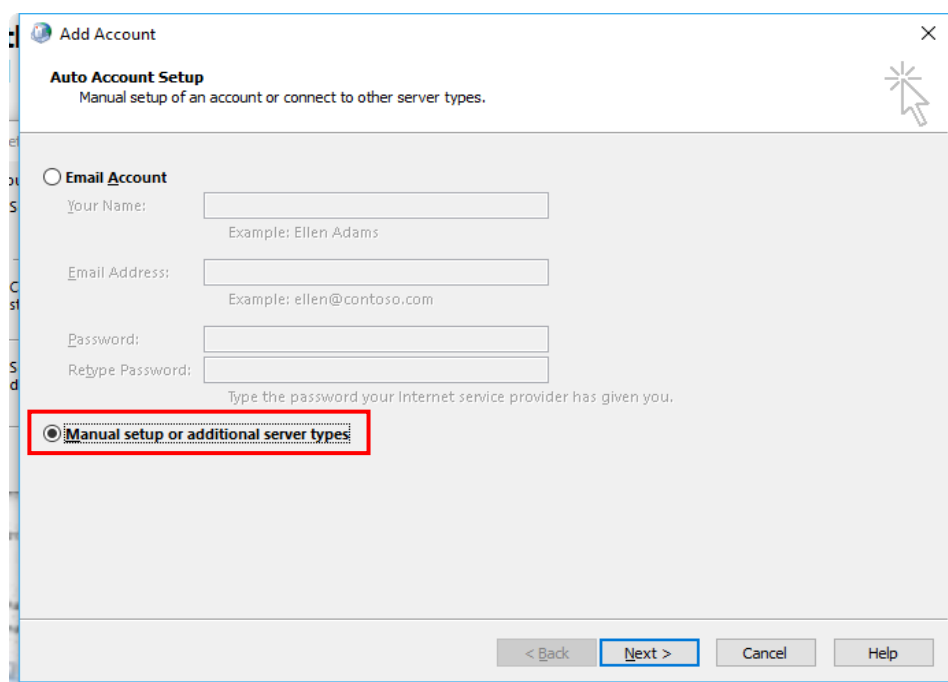
2. Click Email Accounts



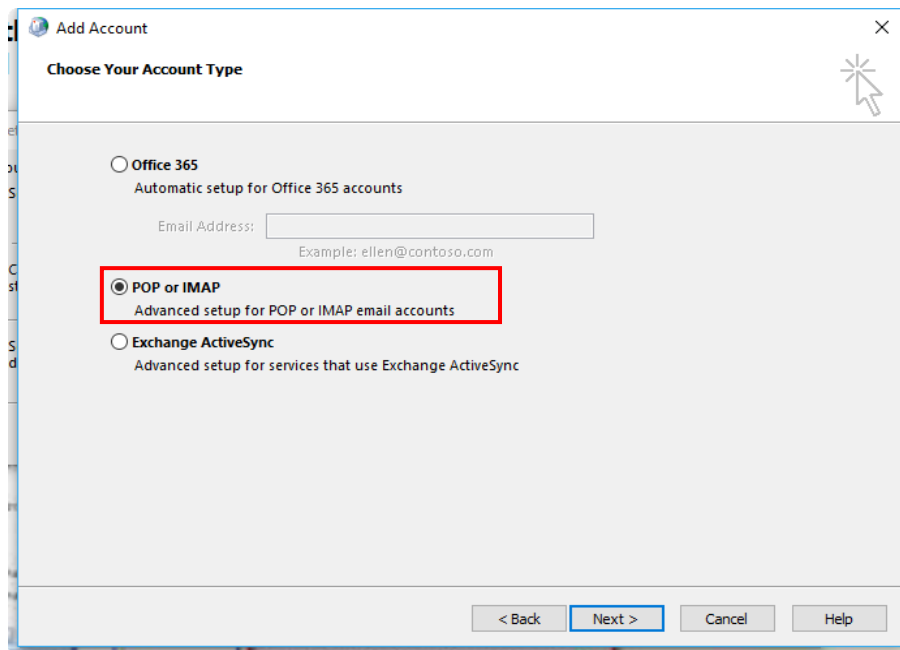
3. A new window will open. Click on the "new" button



4. Select the Manually configure server setting or additional server types and then click Next command button.



5. Select the POP or IMAP and then click Next command button.



The screenshot shows the 'Add Account' window with the title 'Choose Your Account Type'. There are three radio button options: 'Office 365' (unselected), 'POP or IMAP' (selected and highlighted with a red box), and 'Exchange ActiveSync' (unselected). Below 'POP or IMAP' is the text 'Advanced setup for POP or IMAP email accounts'. At the bottom, there are four buttons: '< Back', 'Next >' (highlighted with a blue box), 'Cancel', and 'Help'.

6. Input your information and then click Test Account Setting command button.

>>User Information

Your Name: User Name Sample supakit

E-Mail Address: Your E-Mail Address Sample s-putchong@ogura-thai.com

>>Server Information

Account Type: Select POP3

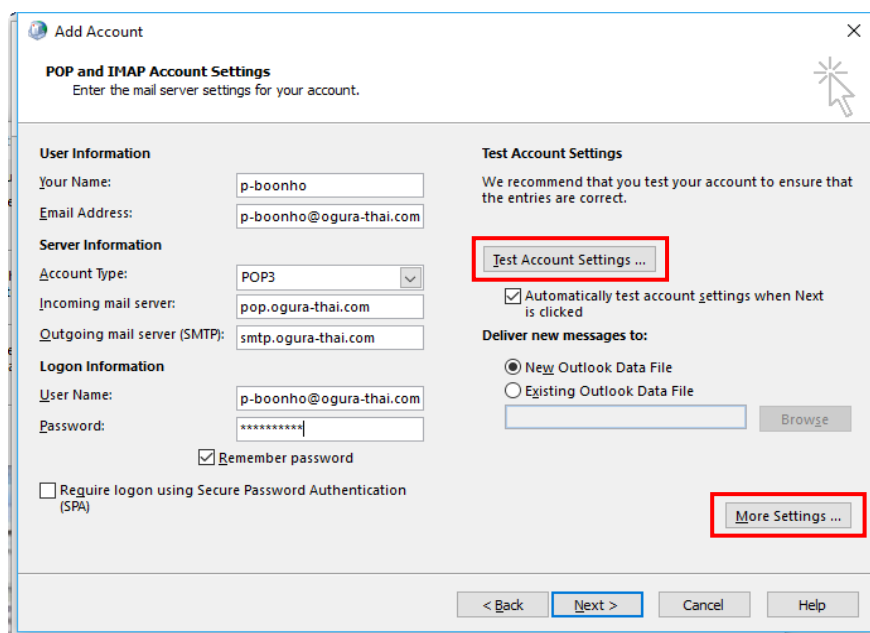
Incoming mail server: pop.ogura-thai.com

Outgoing mail server: smtp.ogura-thai.com

>>Logon Information

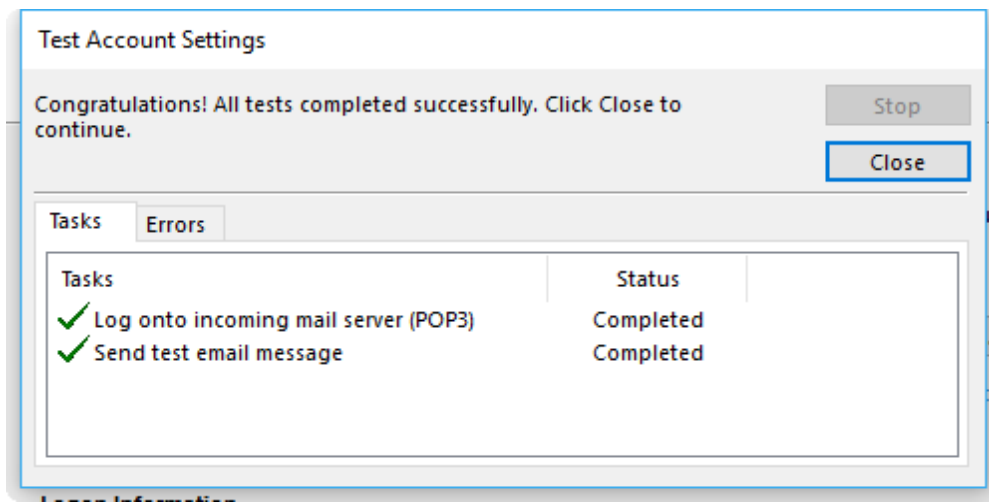
User Name: Your First name and Surname Sample supakit putchong

Password: Your Password

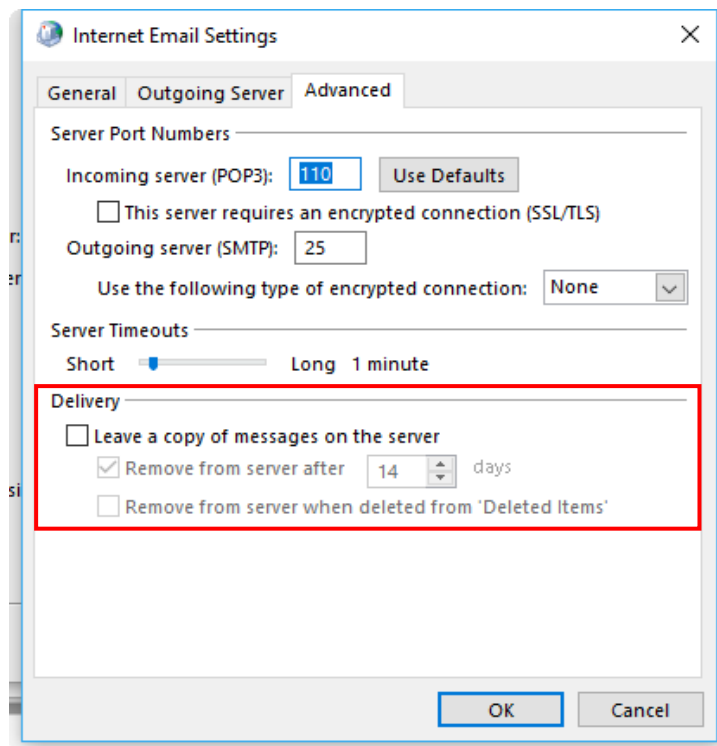


The screenshot shows the 'Add Account' window with the title 'POP and IMAP Account Settings'. It contains several sections: 'User Information' with fields for 'Your Name' (p-boonho) and 'Email Address' (p-boonho@ogura-thai.com); 'Server Information' with a dropdown for 'Account Type' (POP3), and fields for 'Incoming mail server' (pop.ogura-thai.com) and 'Outgoing mail server (SMTP)' (smtp.ogura-thai.com); 'Logon Information' with fields for 'User Name' (p-boonho@ogura-thai.com) and 'Password' (masked with asterisks), and a checked 'Remember password' checkbox; and 'Test Account Settings' with a 'Test Account Settings ...' button (highlighted with a red box), a checked checkbox for 'Automatically test account settings when Next is clicked', and a section for 'Deliver new messages to:' with radio buttons for 'New Outlook Data File' (selected) and 'Existing Outlook Data File'. There is also a 'Browse' button next to the 'Existing Outlook Data File' option. At the bottom right, there is a 'More Settings ...' button (highlighted with a red box). At the bottom, there are four buttons: '< Back', 'Next >' (highlighted with a blue box), 'Cancel', and 'Help'.

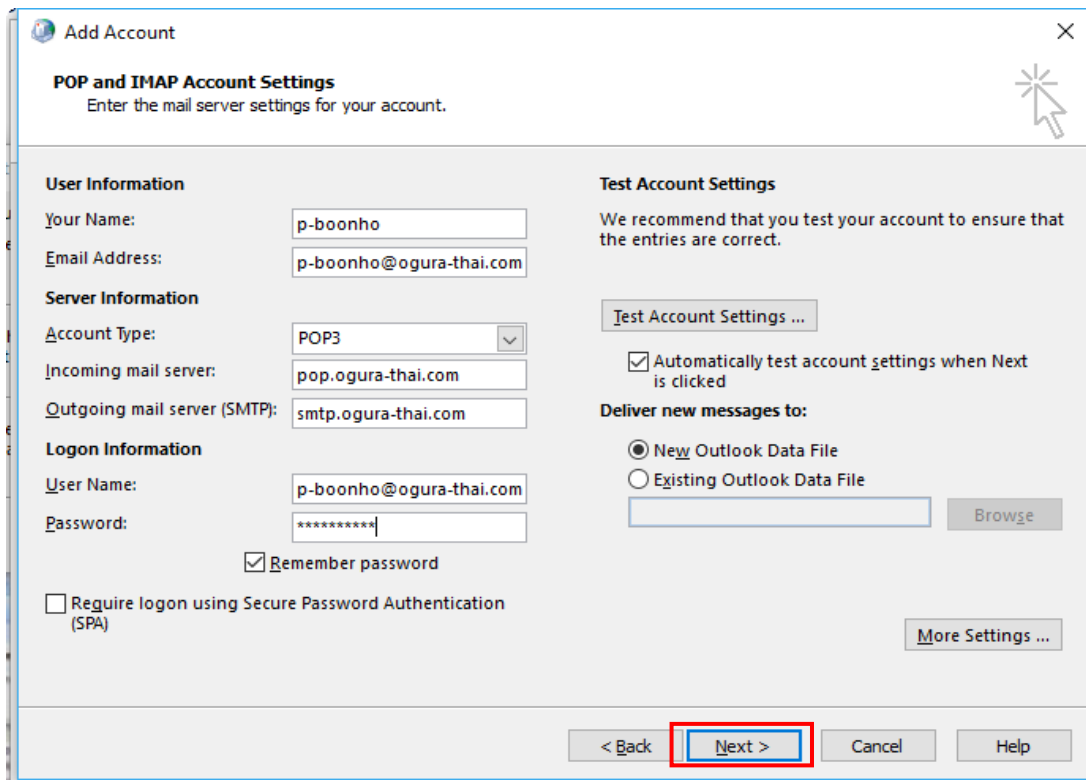
7. Click Test Account Setting window will appear to test sending and receiving messages.
If your data correct click the Close command button.



8. Click More Setting and set Delivery , Uncheck "Leave a copy of messages on the server" and then click OK command button.

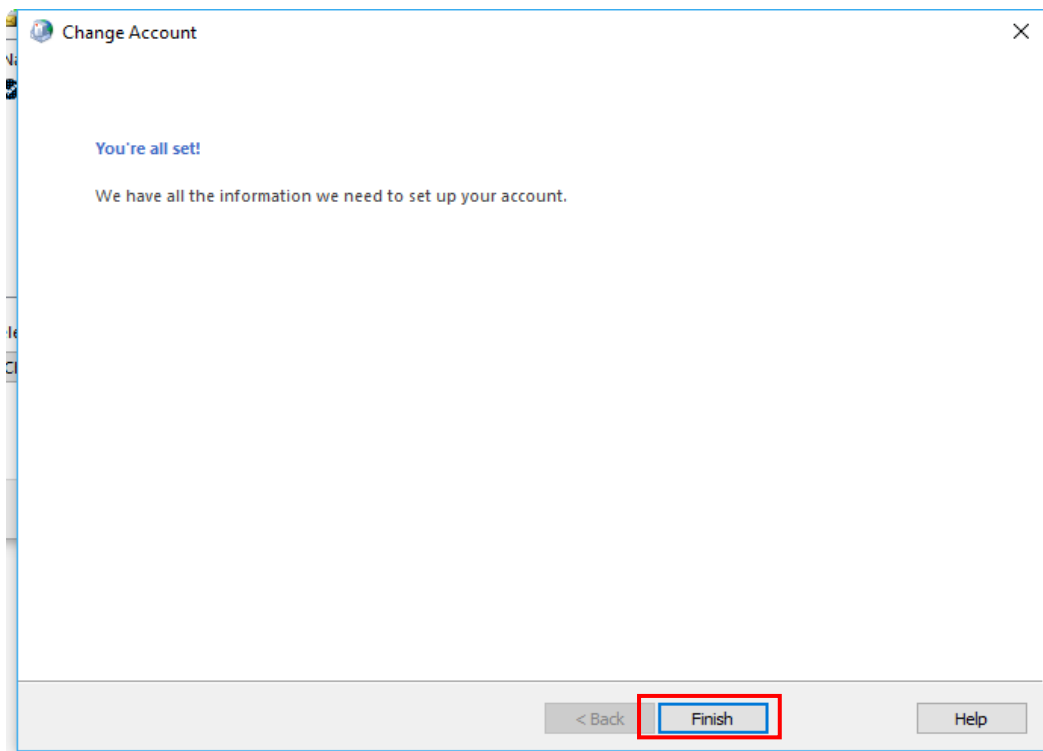


9. When the settings are completed, click the next button.



The screenshot shows the 'Add Account' dialog box with the 'POP and IMAP Account Settings' tab selected. The dialog contains several sections: 'User Information' with fields for 'Your Name' (p-boonho) and 'Email Address' (p-boonho@ogura-thai.com); 'Server Information' with a dropdown for 'Account Type' (POP3), and fields for 'Incoming mail server' (pop.ogura-thai.com) and 'Outgoing mail server (SMTP)' (smtp.ogura-thai.com); 'Logon Information' with fields for 'User Name' (p-boonho@ogura-thai.com) and 'Password' (masked with asterisks), and checkboxes for 'Remember password' (checked) and 'Require logon using Secure Password Authentication (SPA)' (unchecked); 'Test Account Settings' with a 'Test Account Settings ...' button and a checked checkbox for 'Automatically test account settings when Next is clicked'; and 'Deliver new messages to:' with radio buttons for 'New Outlook Data File' (selected) and 'Existing Outlook Data File' (unselected), followed by a 'Browse' button. At the bottom, there are buttons for '< Back', 'Next >' (highlighted with a red box), 'Cancel', and 'Help'. A mouse cursor is pointing at the top right corner of the dialog.

9. Click the Finish command button to finish setting.



The screenshot shows the 'Change Account' dialog box. It has a title bar with a close button. The main area contains the text 'You're all set!' in blue, followed by 'We have all the information we need to set up your account.' At the bottom, there are buttons for '< Back', 'Finish' (highlighted with a red box), and 'Help'.