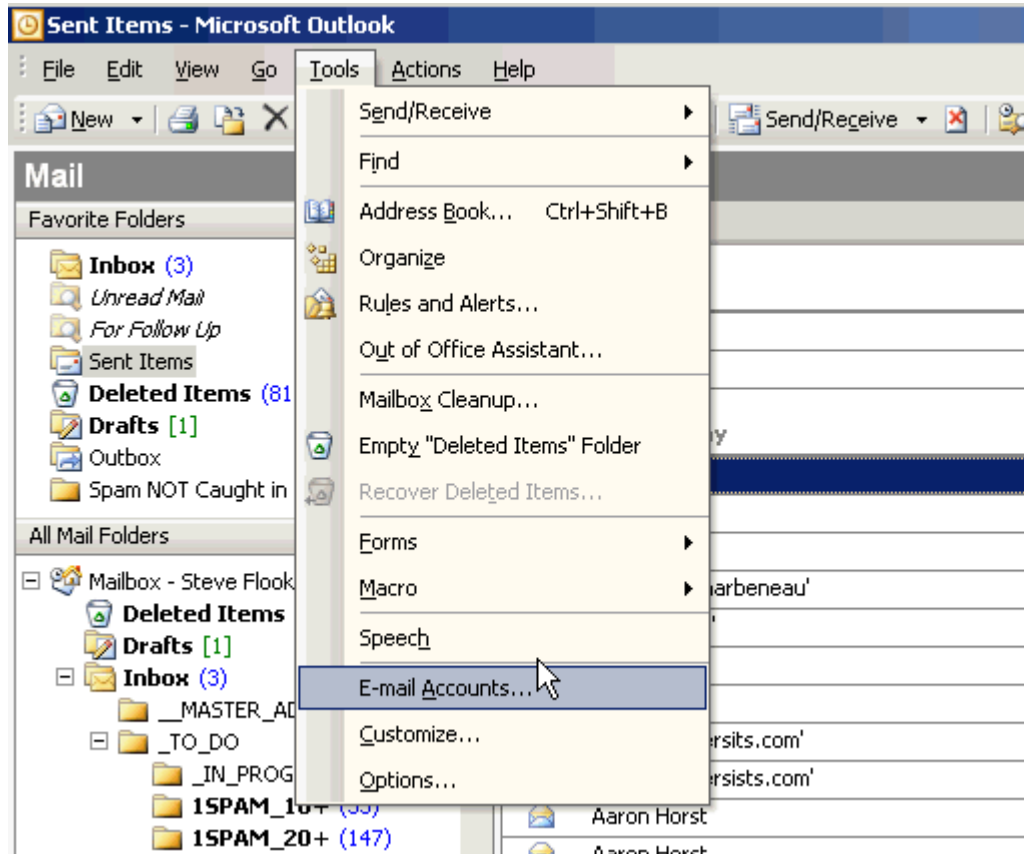


Outlook 2002, Outlook 2003 Setup

To configure Outlook 2000 or Outlook express versions 5 and up to use an email account provided by eTECGGLOBAL, just follow the directions below. The configuration steps for both Outlook Versions of Outlook are nearly identical.

1. Select "Tools" and then "E-mail Accounts" from the File Menu

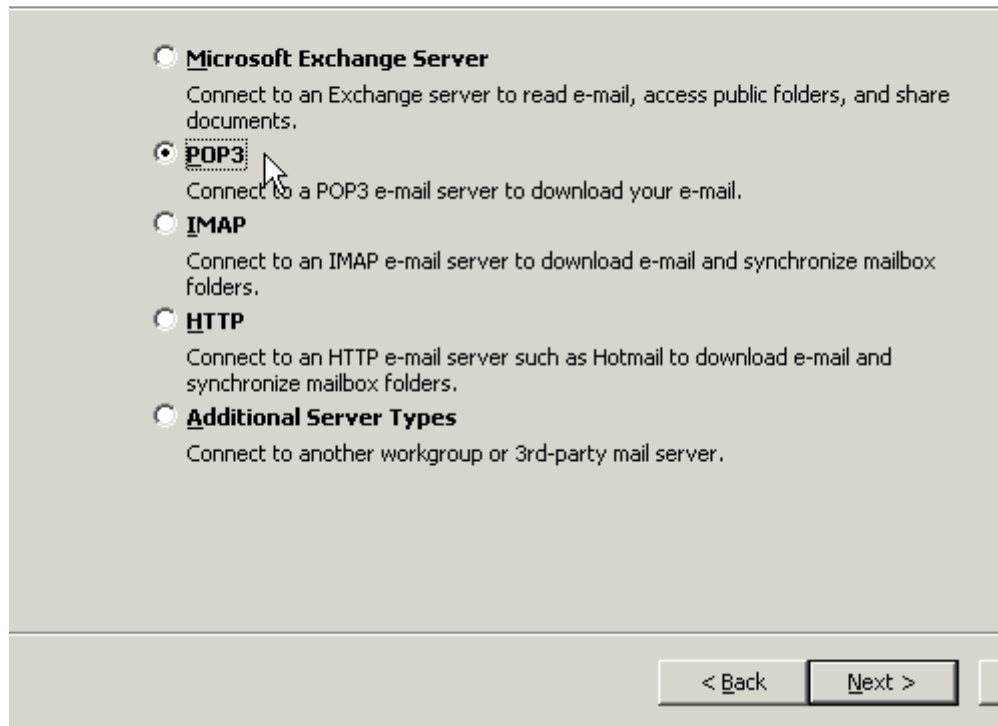


2. Select "Add a new email account" in the next window under the "Email" Section, and select the "Next" button
3. At the E-Mail Accounts window, select POP3 as your server type. Click "Next"

E-mail Accounts

Server Type

You can choose the type of server your new e-mail account will work with.



The screenshot shows a window titled "E-mail Accounts" with a section for "Server Type". Below the title, there is a text box stating "You can choose the type of server your new e-mail account will work with." The main area contains five radio button options, each with a description:

- Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

At the bottom right of the window, there are two buttons: "< Back" and "Next >". The "Next >" button is highlighted with a black border.

4. In the E-Mail Accounts window (shown below), fill out all information completed similar to the information below. Be sure to use your full email address under the "Logon Information" section. **Before clicking next**, select the "More Settings..." button as highlighted.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

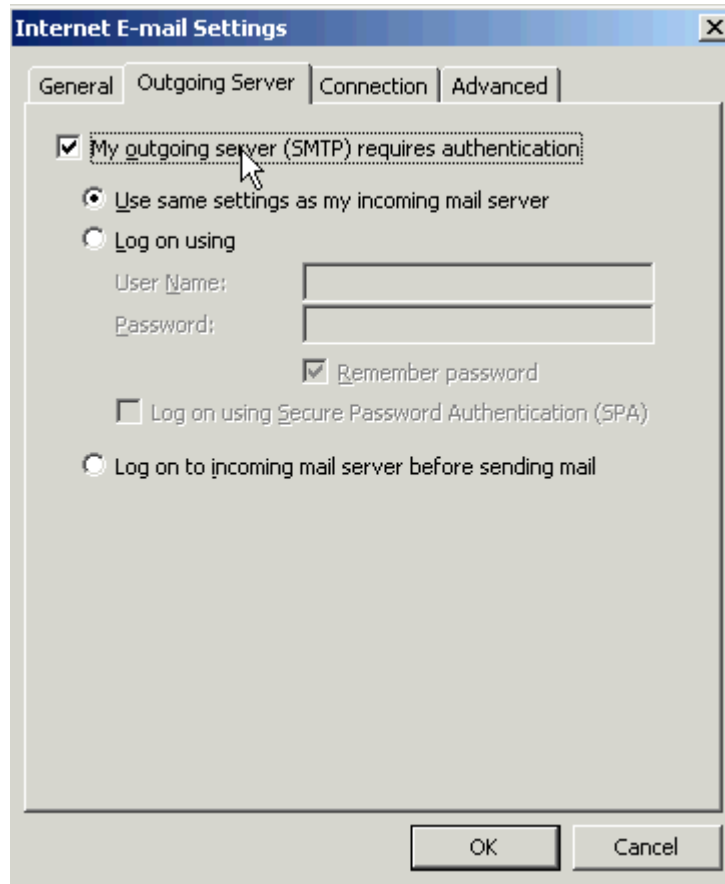
Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

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

5. The "More Settings..." button loads a new window with four tabs. Select the "Outgoing Server" tab as shown, and be sure to select the checkbox that reads "My outgoing server (SMTP) requires authentication." Click Ok to verify these settings, and then click "Next" on the Internet Email email window. Lastly, click "Finish" on the summary window to complete you account setup.



6. Close down Outlook and then re-open. You should be able to send and receive messages now!