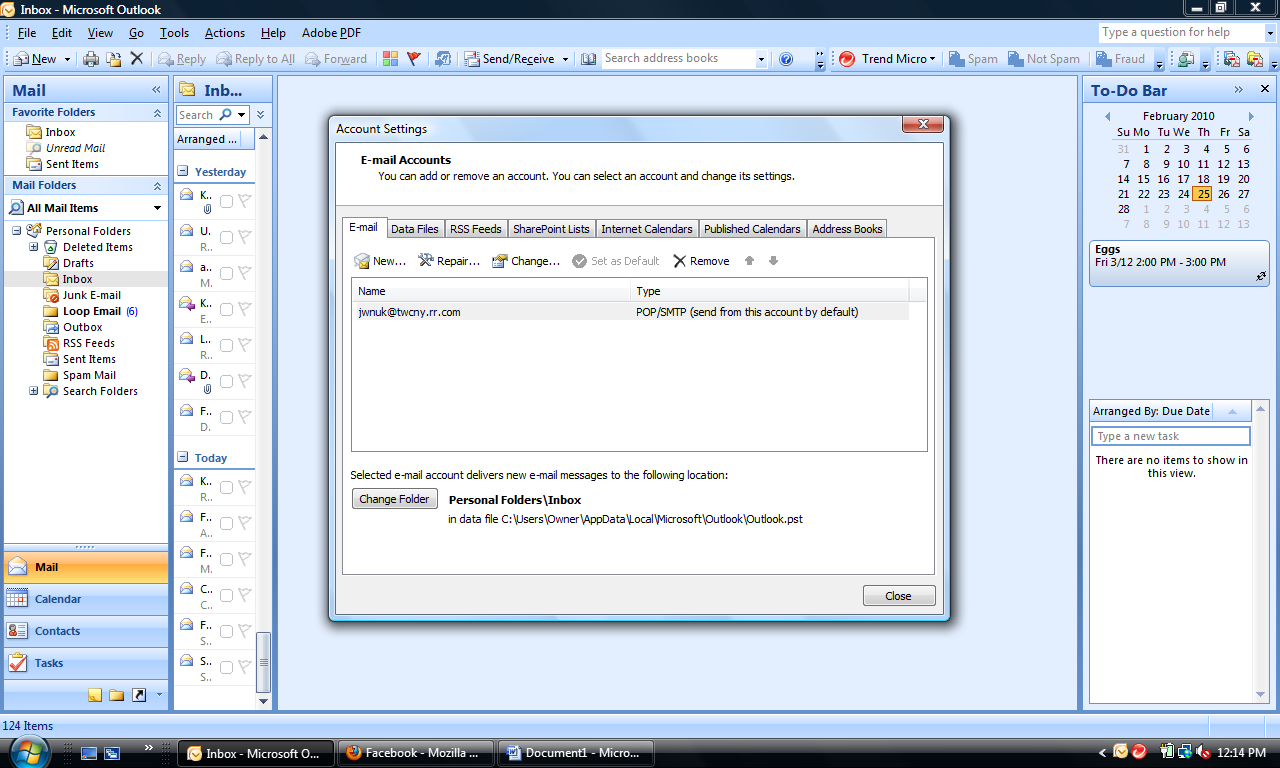
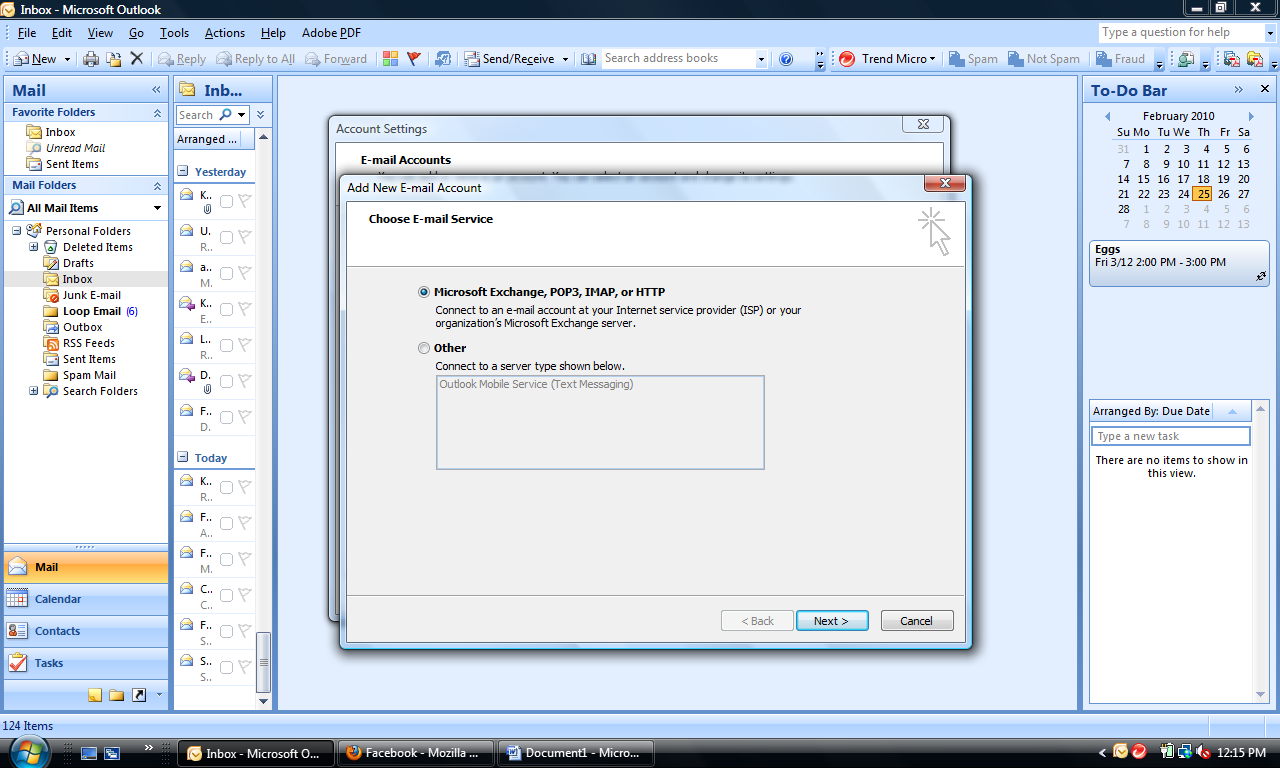


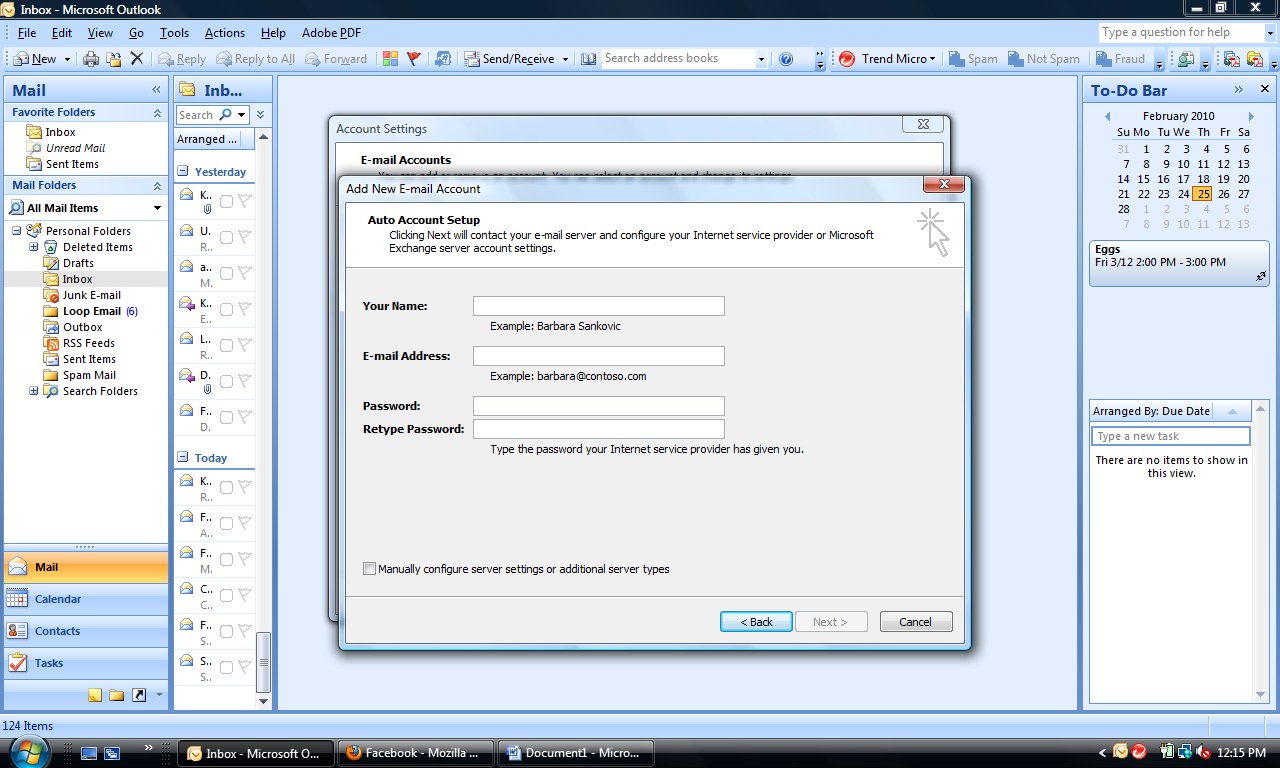
Open Outlook … click on **TOOLS** … **ACCOUNT SETTINGS …**



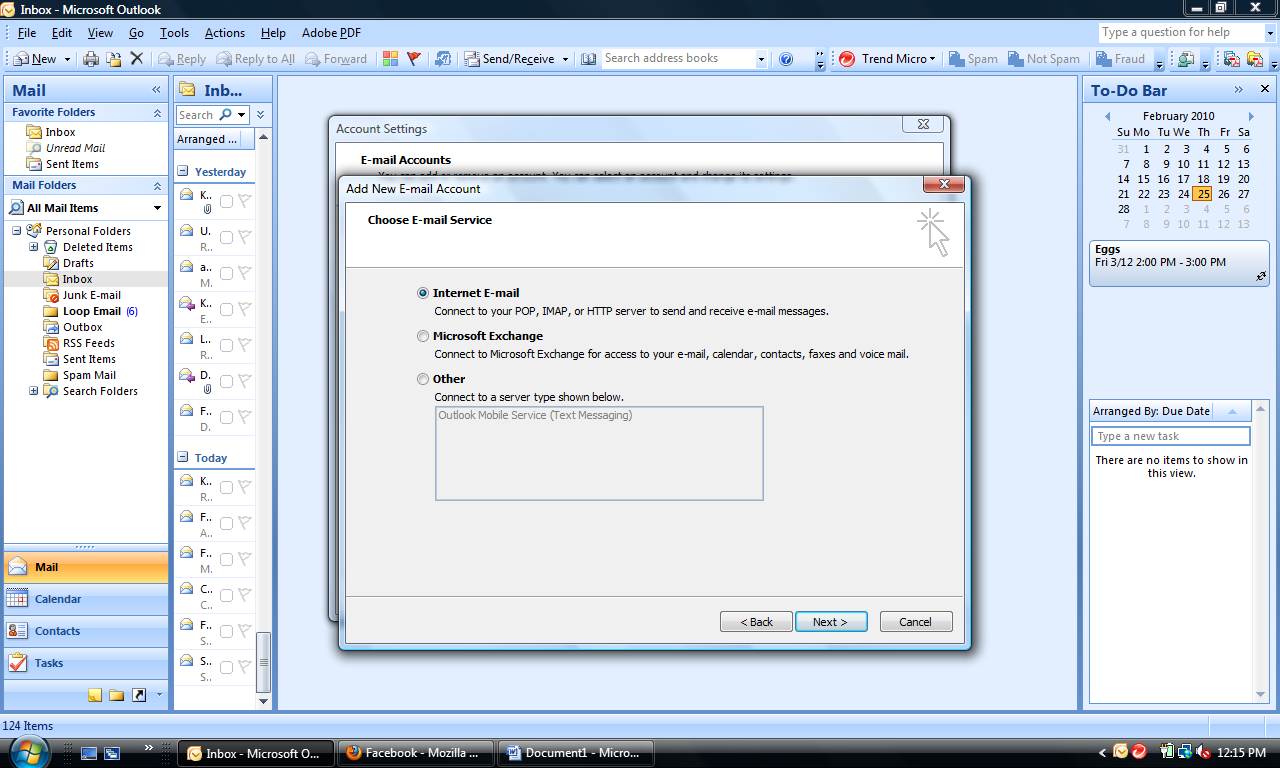
On the Email tab … click on **NEW** …



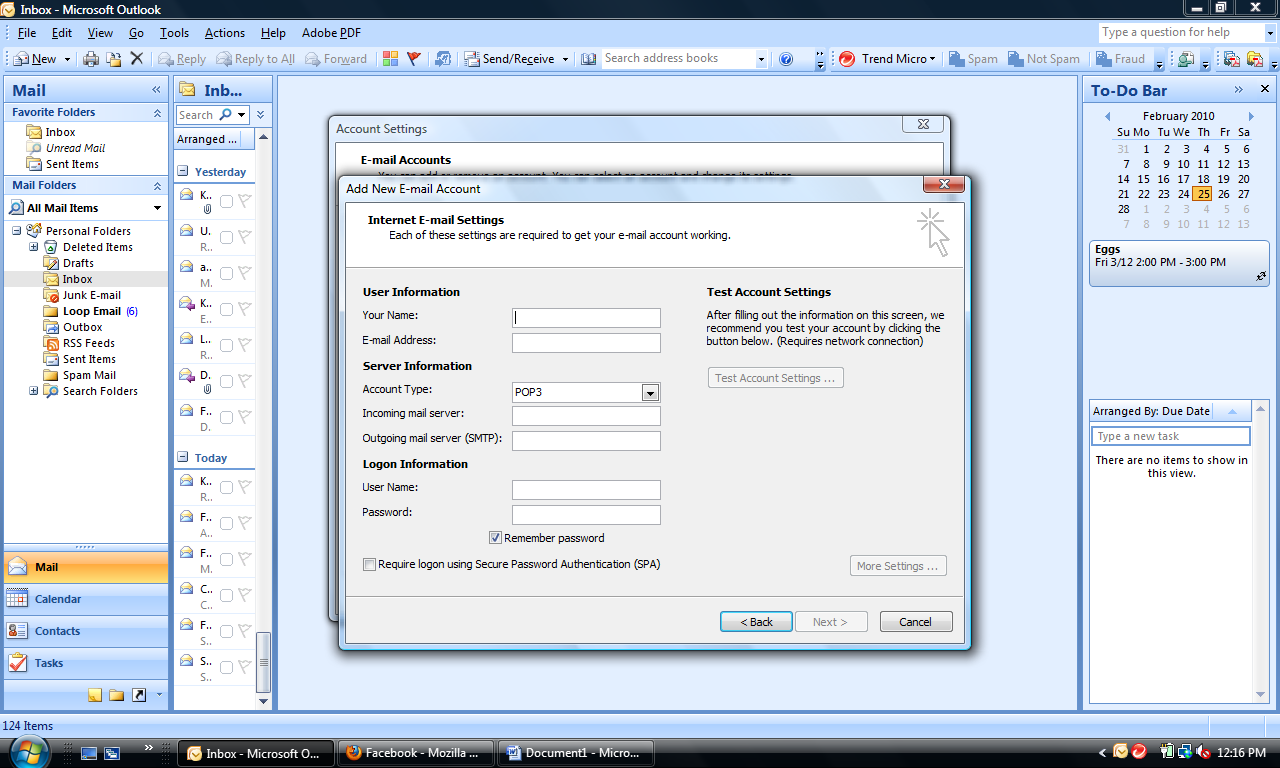
Make sure the **MICROSOFT EXCHANGE, POP3, IMAP, OR HTTP** button is checked … click **NEXT**



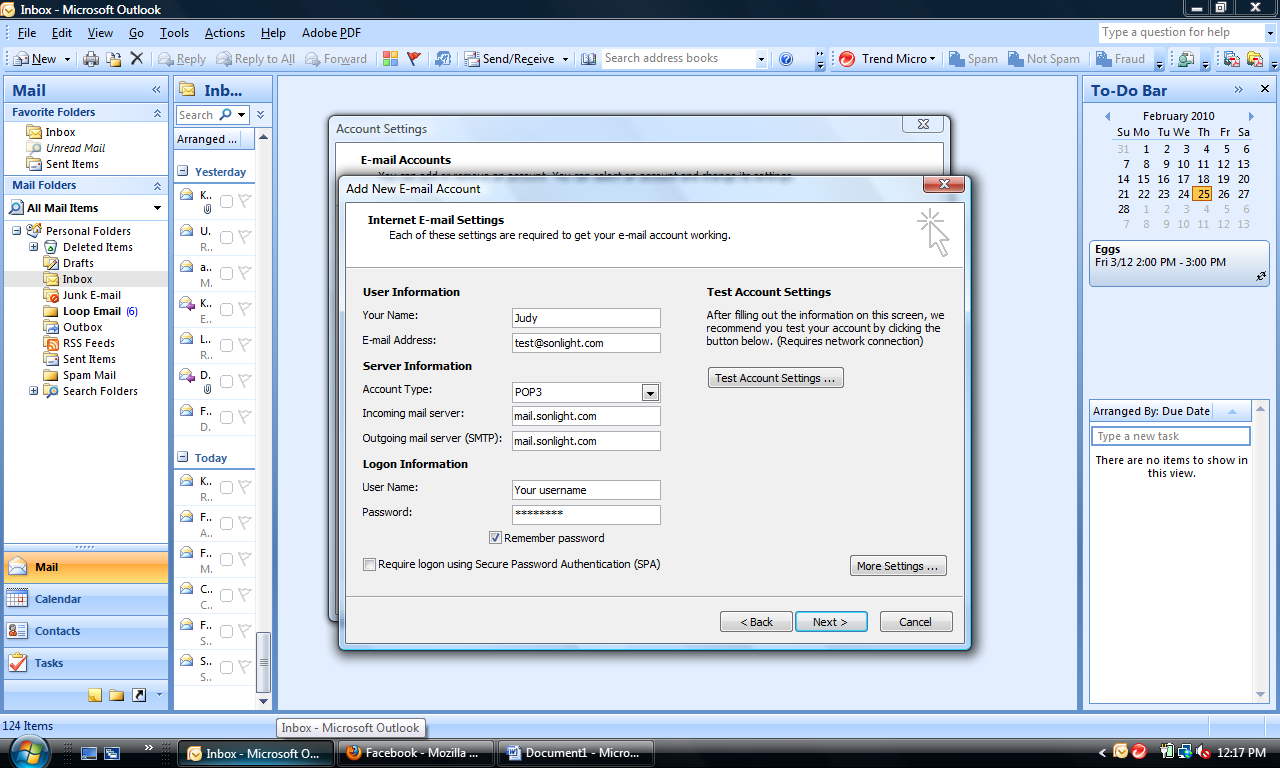
Check the box to **MANUALLY CONFIGURE** … then click **NEXT …**



Make sure the **INTERNET EMAIL** button is checked … click **NEXT** …

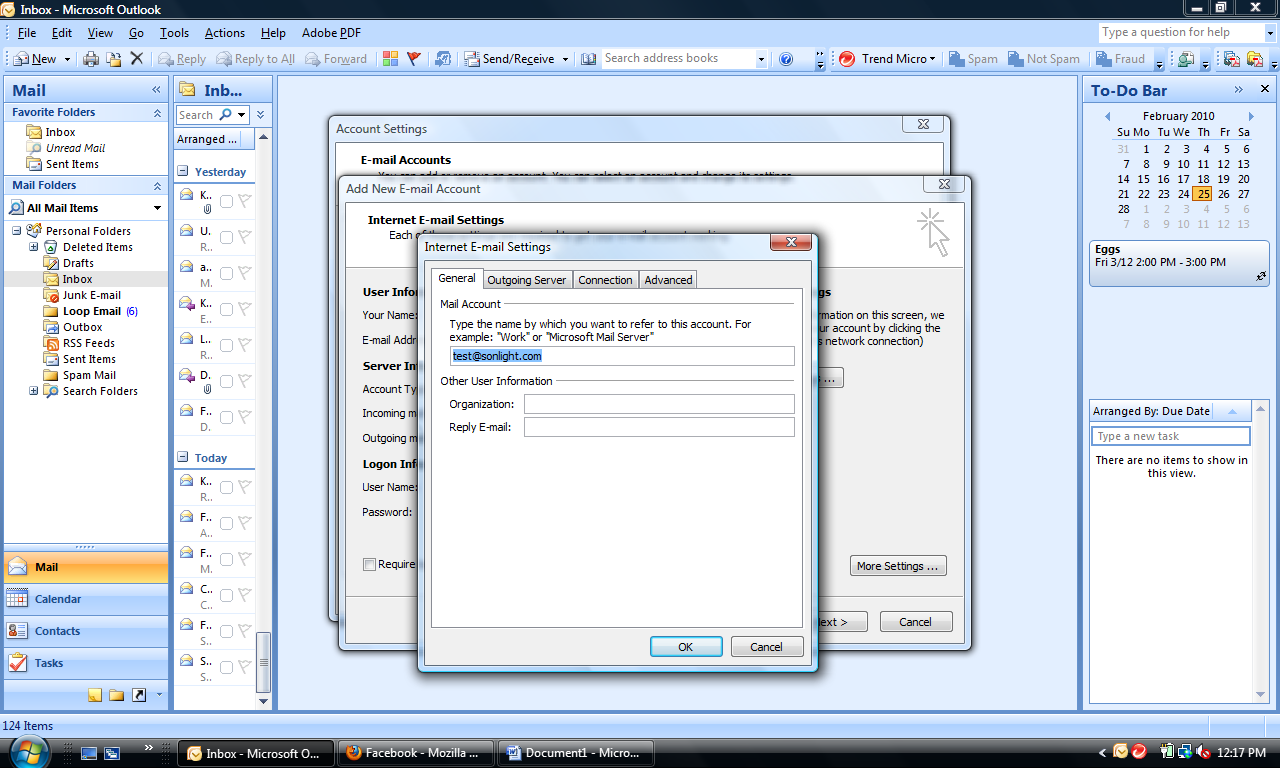


Enter the required information … be **SURE** to use your Sonlight email username and password.

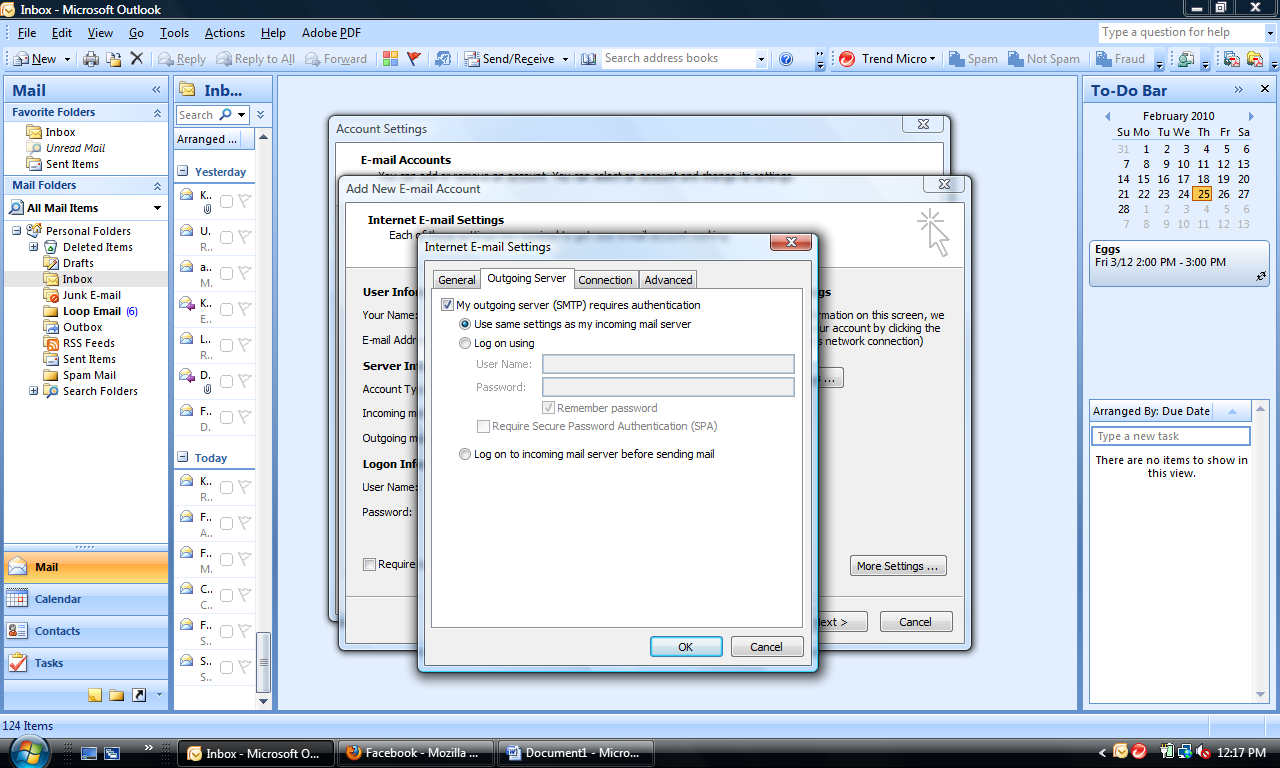


Incoming mail server: mail.sonlight.com Outgoing mail server: mail.sonlight.com …

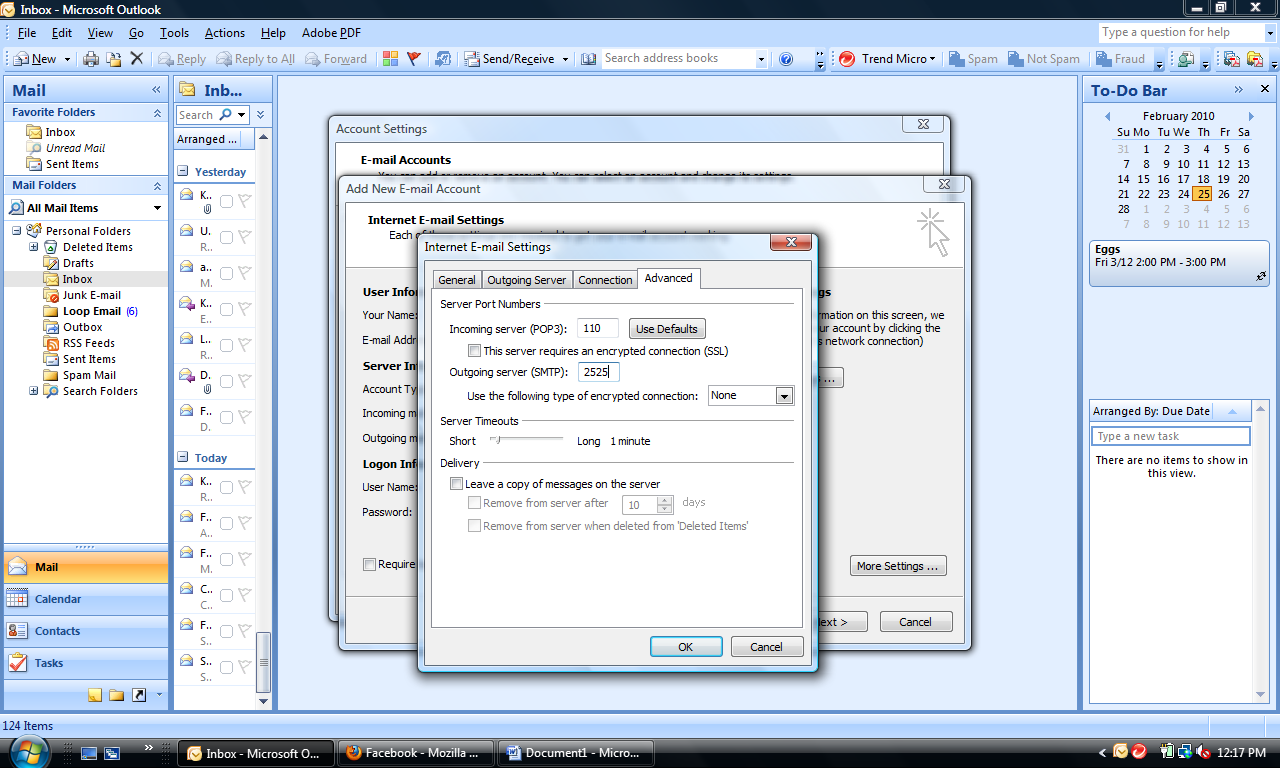
Click **MORE SETTINGS**



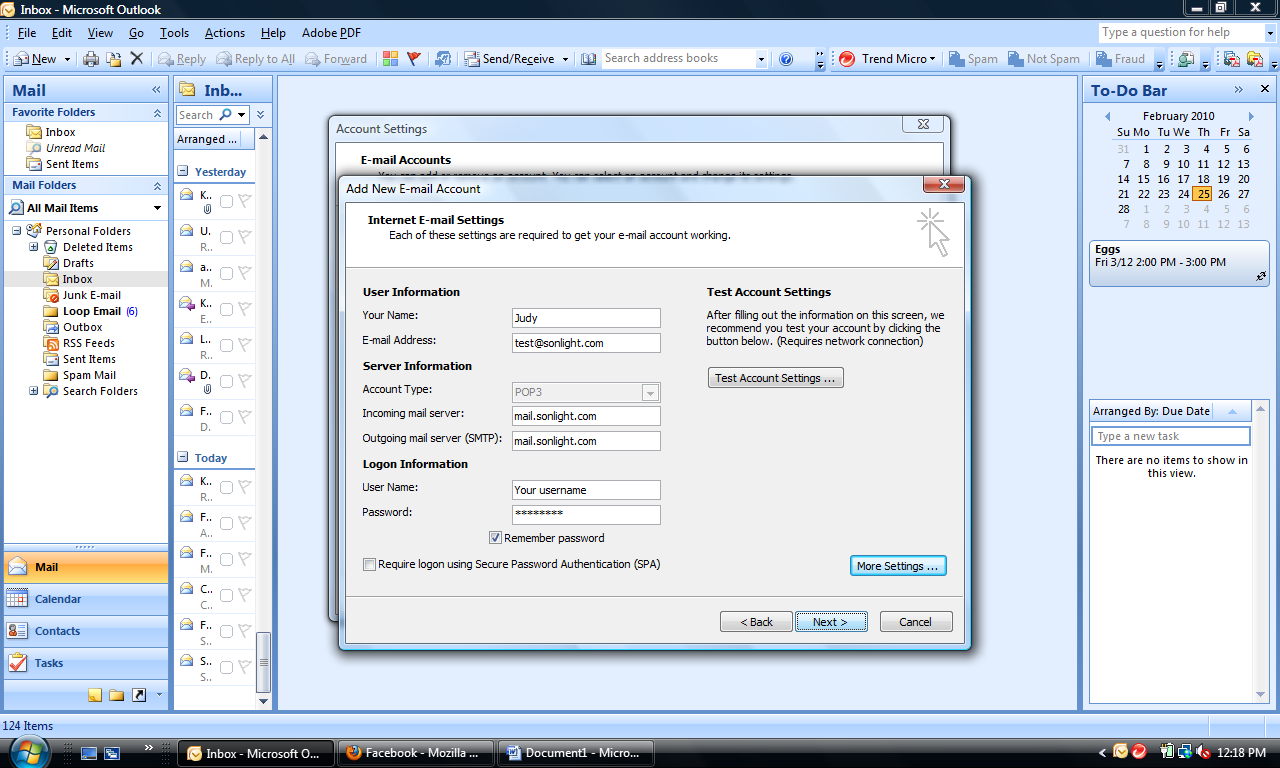
Click the **OUTGOING SERVER** tab …



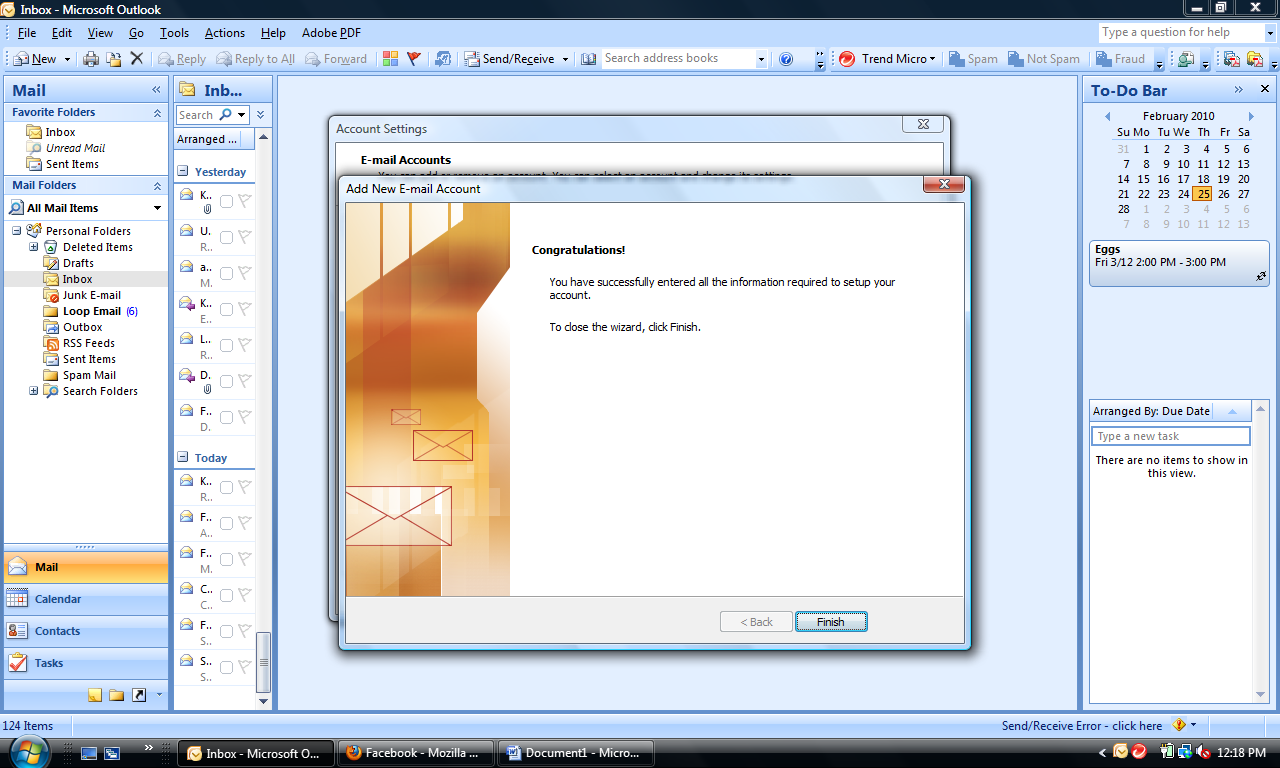
Check **MY OUTGOING SERVER REQUIRES AUTHENTICATION …** then click the **ADVANCED** tab …



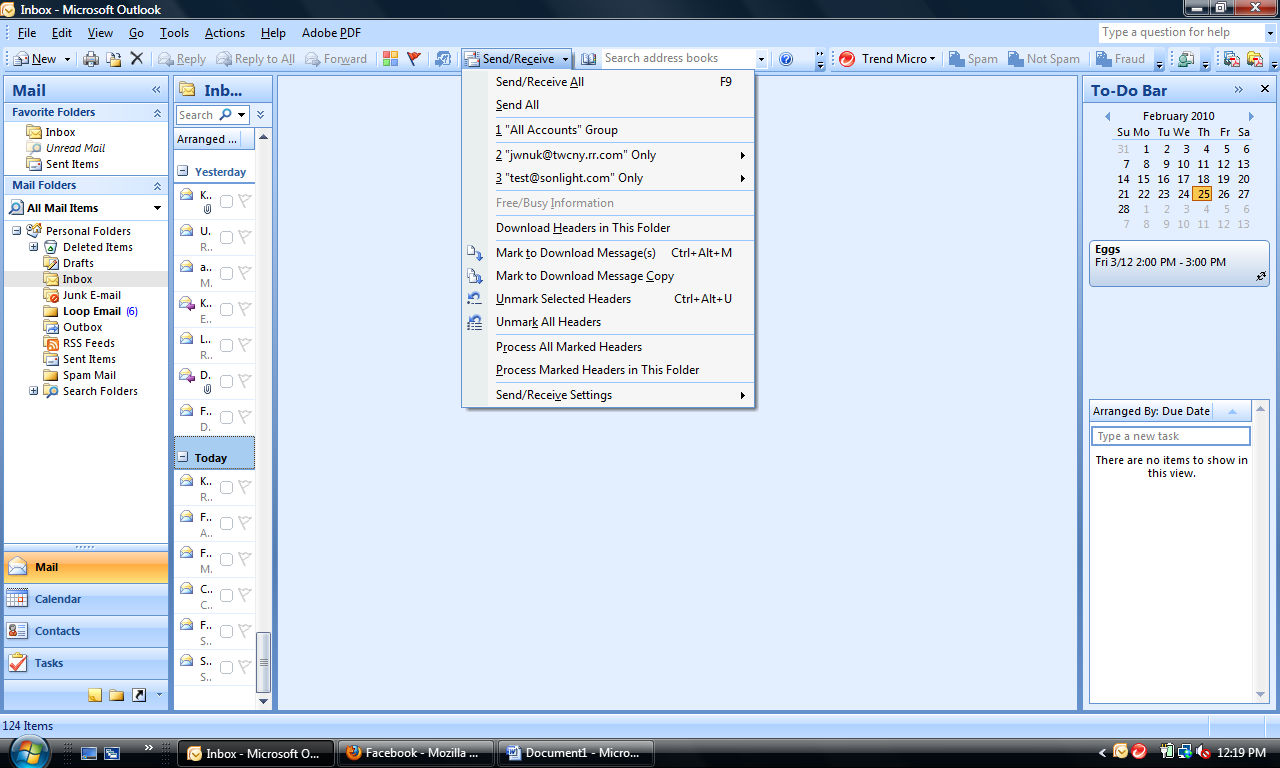
The **OUTGOING SERVER PORT** should be **2525** … then click **OK …**



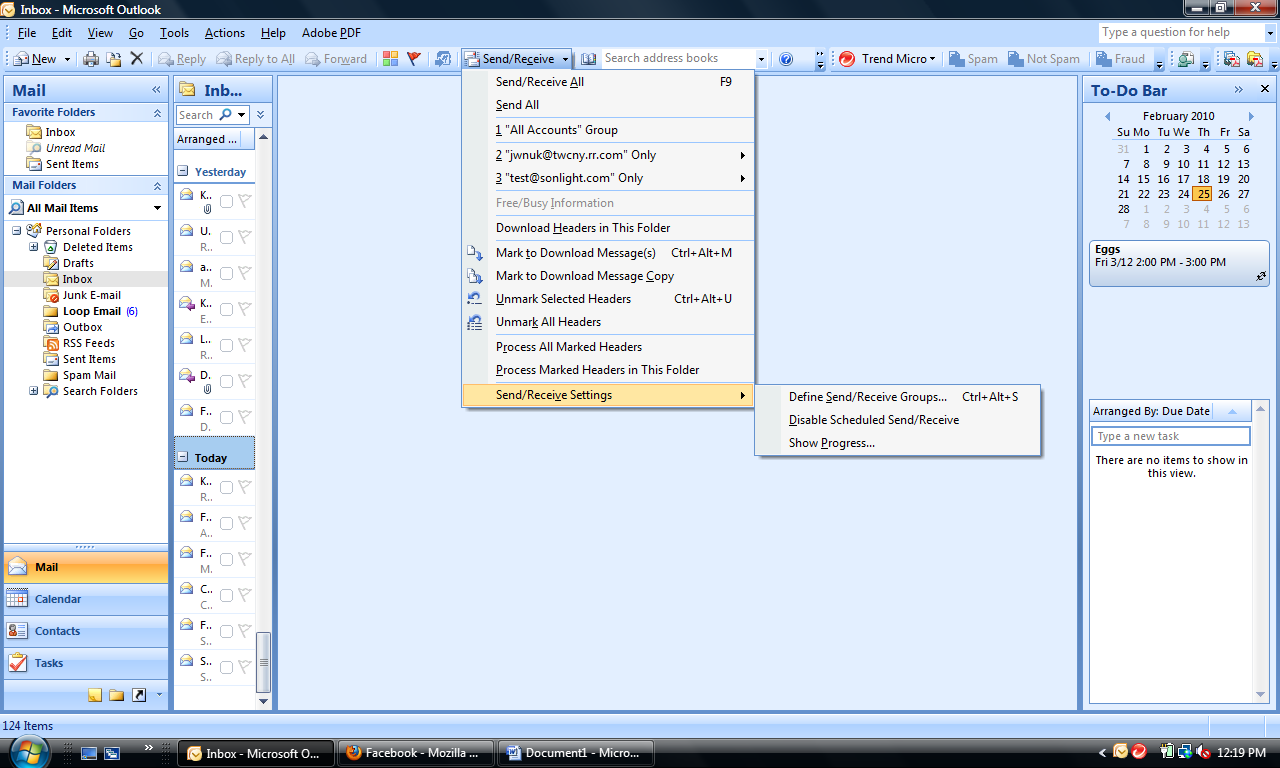
Then click **NEXT …**



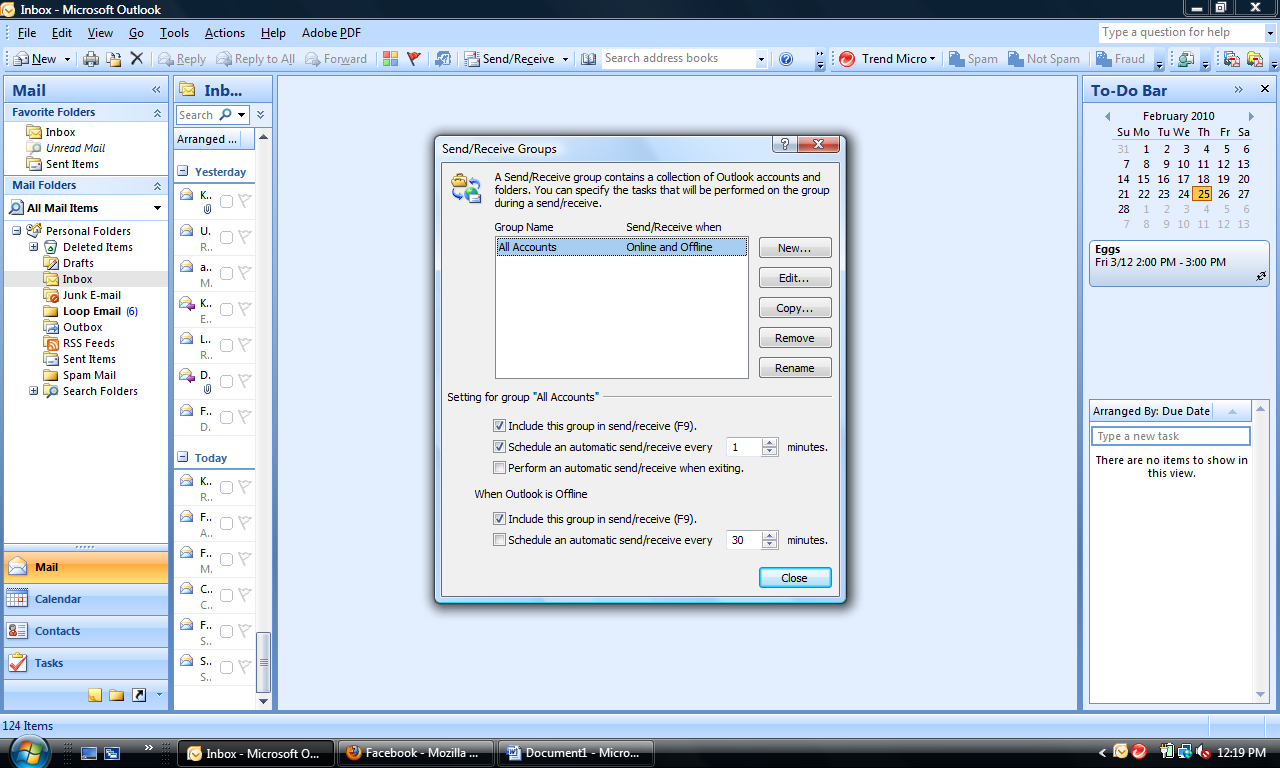
Click **FINISH …**



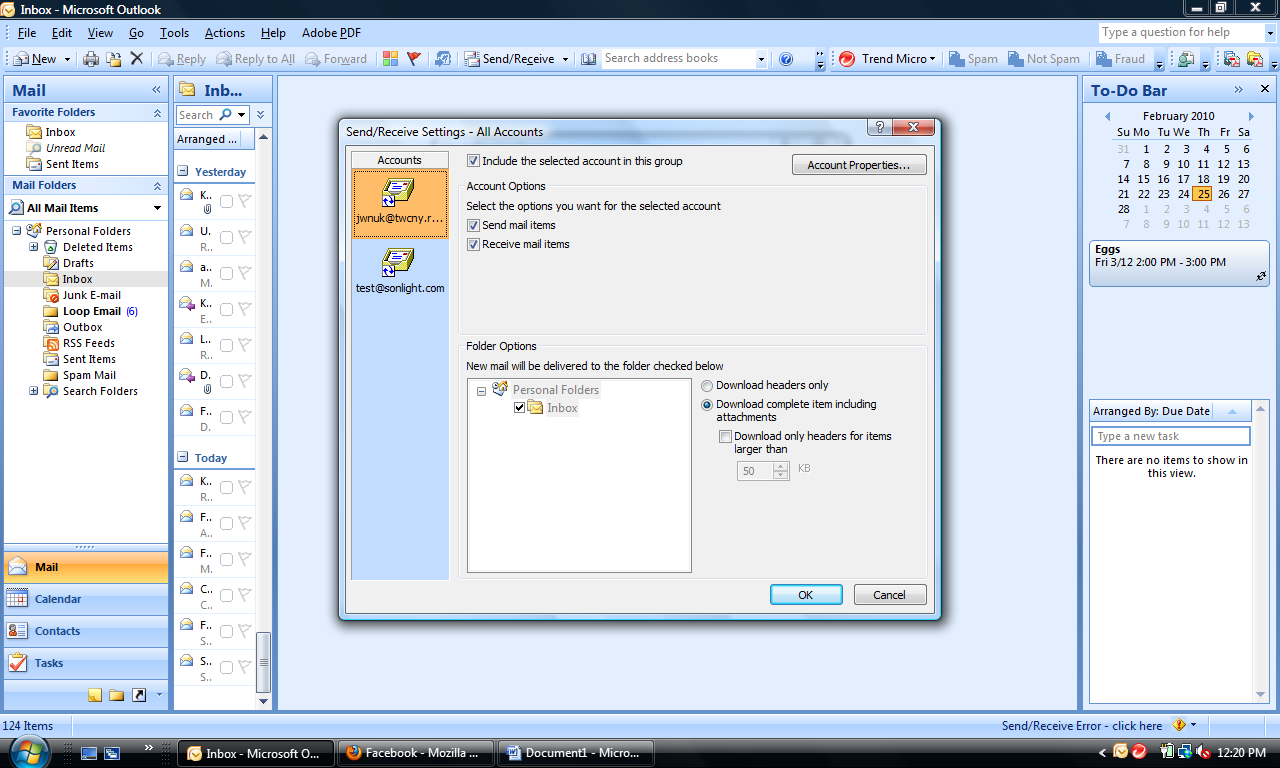
Click on **SEND/RECEIVE** …



Hover your mouse over **SEND/RECEIVE SETTINGS …** then click **DEFINE SEND/RECEIVE GROUPS** …

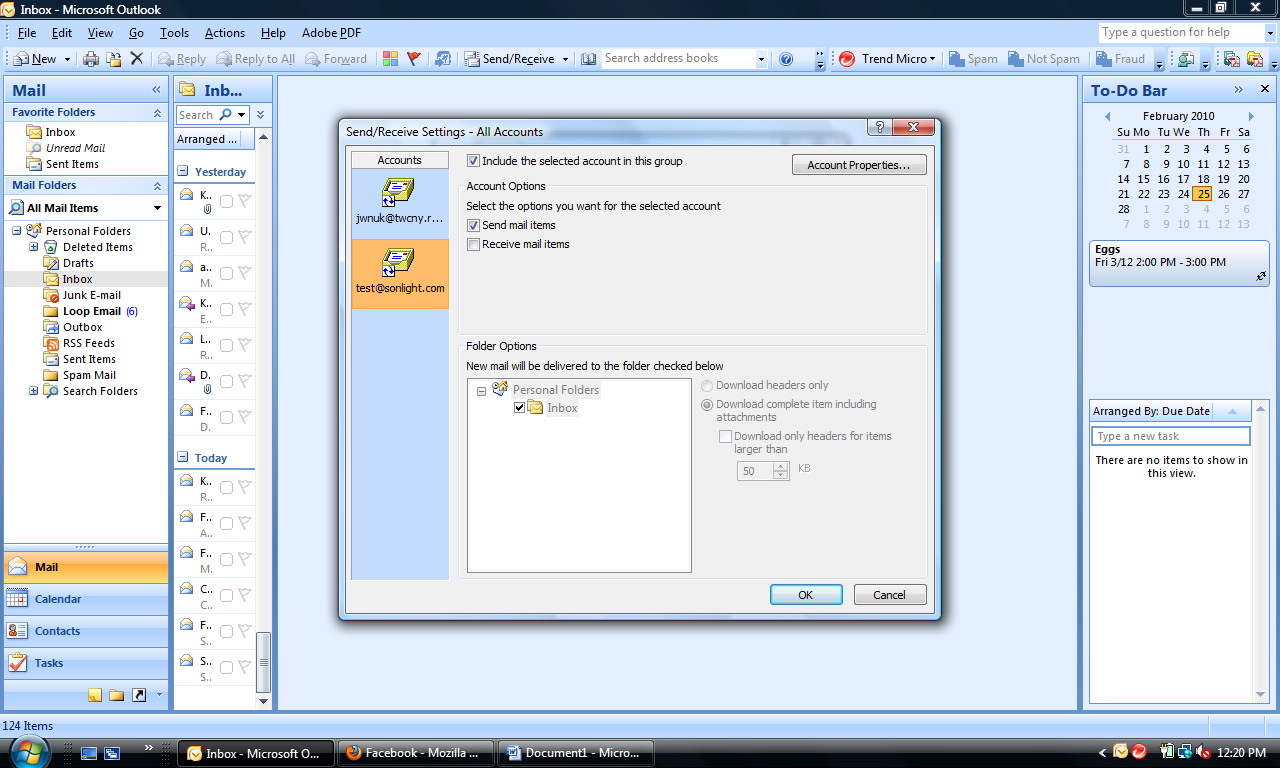


Click the **EDIT** button …

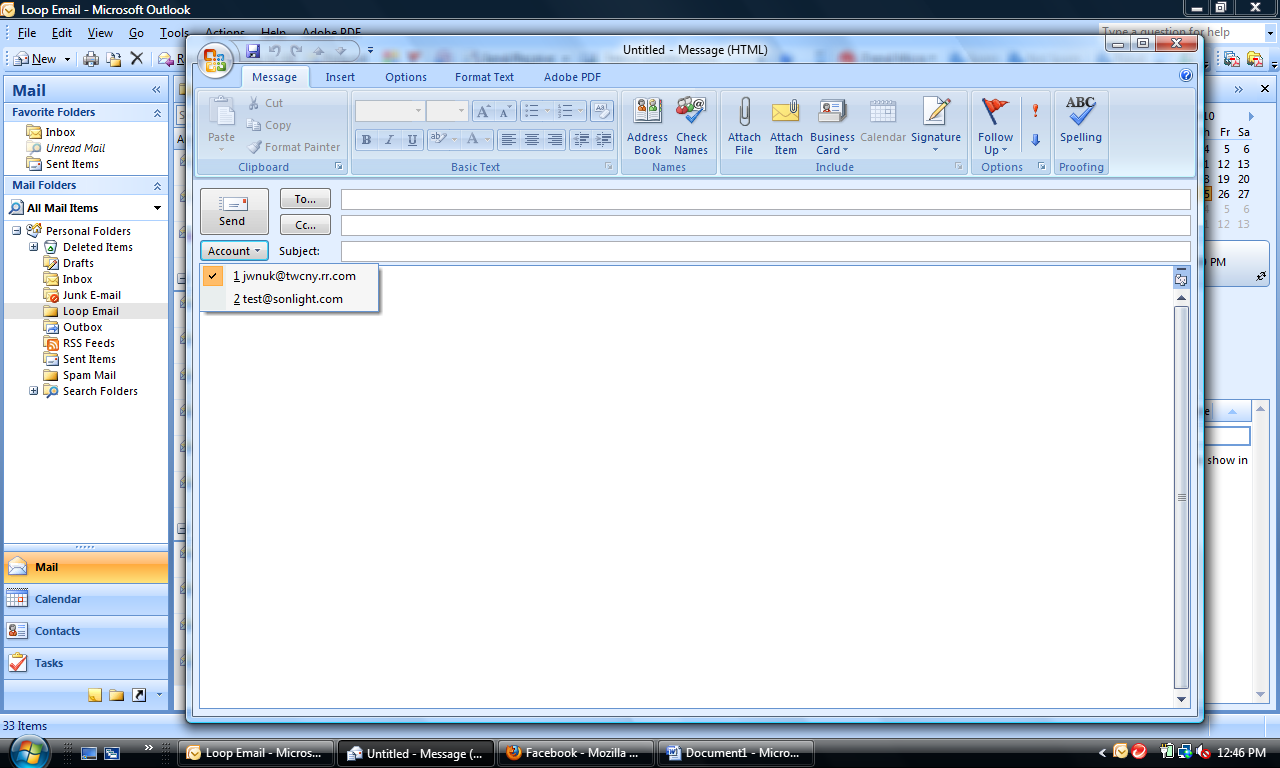


In the **ACCOUNTS** column … click on your Sonlight email account …

**UNCHECK RECEIVE MAIL ITEMS** …



Click **OK …**



Open a new email … click on the **ACCOUNT** button … choose your Sonlight email address … you’re all set!