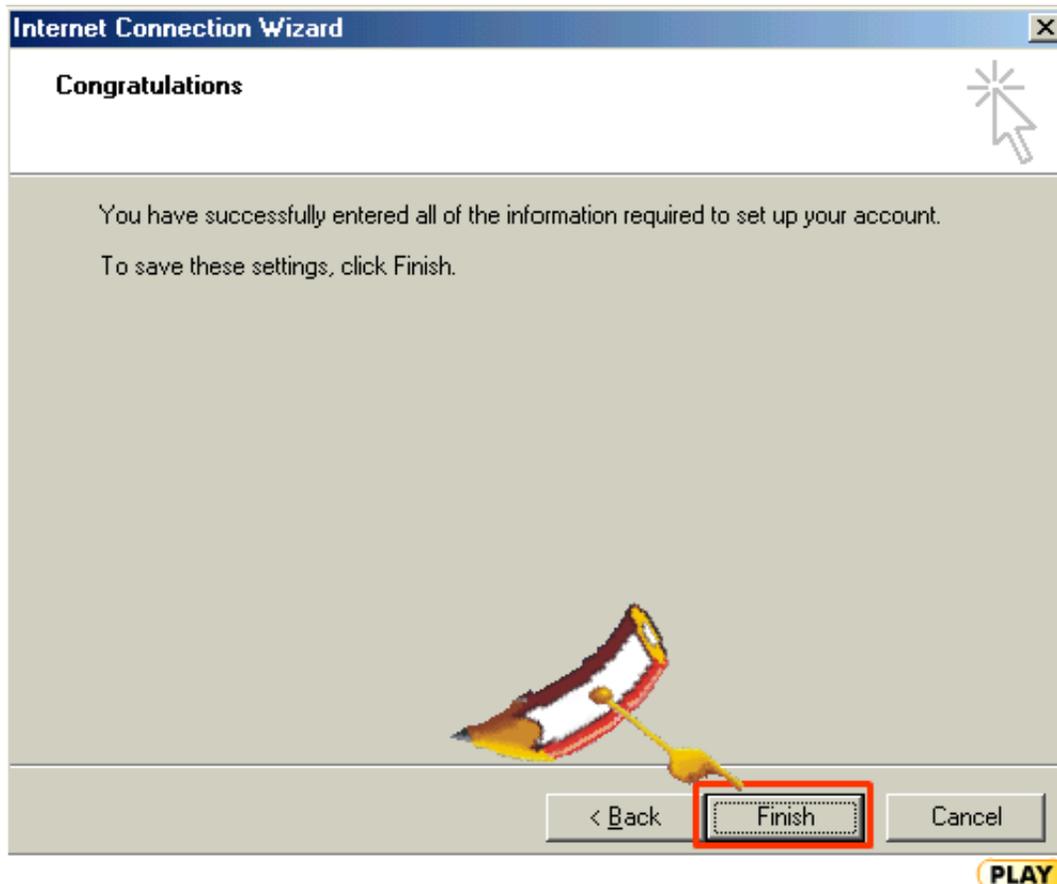


# Configuring E-mail

- First go to **Tools Menu** and then choose **Account** option
- **Internet Accounting** dialog Box comes up with 4 tabs as **All, Mails, News,** and lastly **Directory Service.**
- Select **Mail Tab** and then click on **Add** button, which opens up with various options to select.
- Click **Mail,** which displays the **Internet Connection Wizard.**
- Type in the name and click **Next.**
- Type in the E-mail Address or you would type in the ISP mail ID and click **Next.**
- The first category is about your Incoming Mail Server, which can be POP3, IMAP or HTTP etc.
- The second category is out going mail server, which you will use for sending E-Mails outside and then click **Next.**
- Type in the **Account Name,** which is an identification of E-Mail ID then type in the **Password** and click **Next.**



- The message of successful completion appears on the screen.
- Finally, click **Finish** Button.

**Note:** You can make 2 types of accounts.

- *Either through Mail Server or,*
- *Use e-mail ID that has been given by Internet Service Provider.*