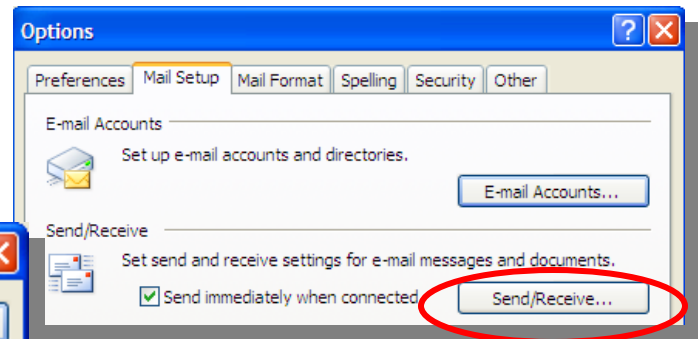
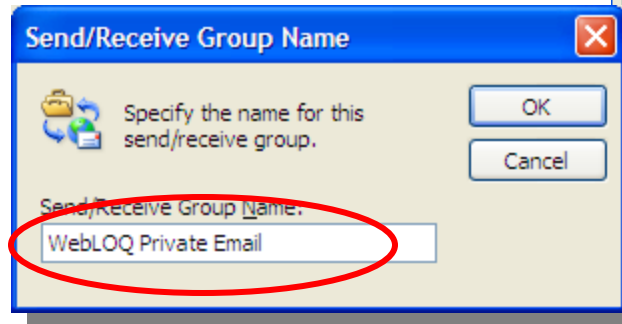


Automatic Send/Receive Outlook 2003, 2007

WebLOQ Private Email is set up as a New Send/Receive Group. The Send/Receive group for Microsoft Exchange would remain as the "All Accounts Group".



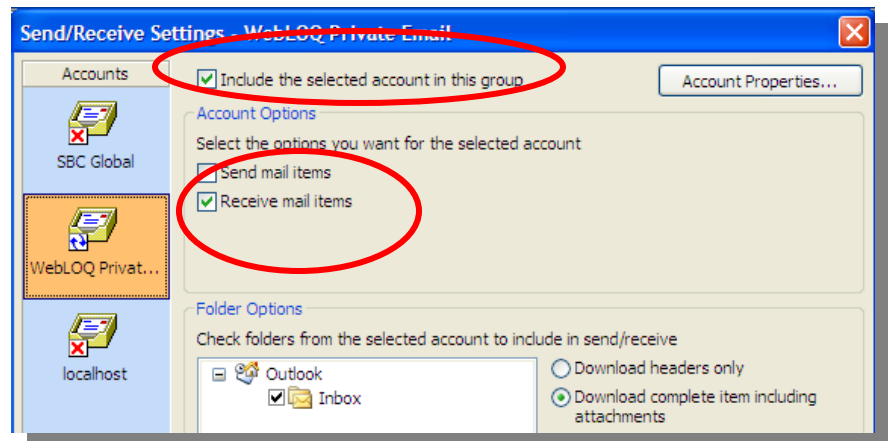
Go to **Tools > Options > Mail Setup** and click on the **Send/Receive > New** buttons.

Under Send/Receive Group Name, type **WebLOQ Private Email** and click **OK**.

In the Send/Receive Settings window, under Accounts on the left, select your private email account, **WebLOQ Private Email**.

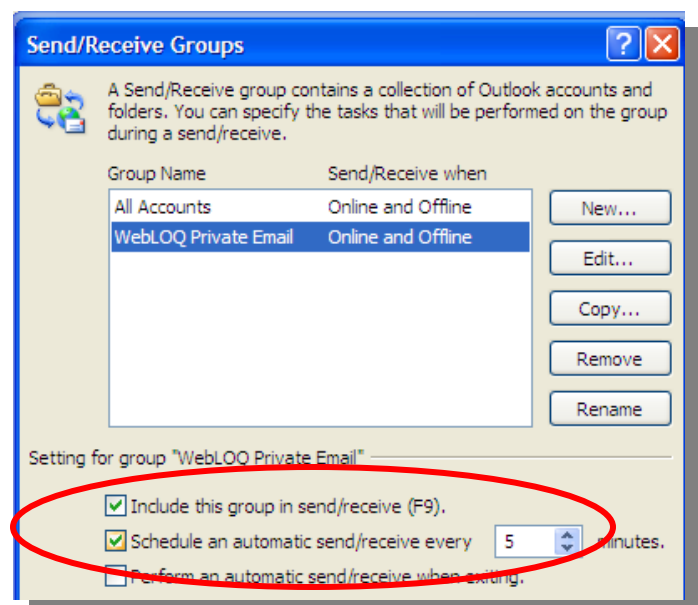
Place a check mark by "Include the selected account in the group" and "Receive mail items". Place a check mark for "Send mail items" only if you want automatic sending.

Under Folder Options, the Inbox should be checked. Click **OK**.



In the Send/Receive Groups window, highlight "**WebLOQ Private Email**". Under Setting for group "WebLOQ Private Email", place a check mark by "**Include the group in send/receive (F9)**" and "**Schedule an Automatic Send/Receive every 5 minutes**".

You may leave the default at **5 minutes** or select a time that is more convenient.



Troubleshooting

For Outlook Setup questions, see the Outlook Resource Kit: <http://office.microsoft.com/en-us/ork2003/>