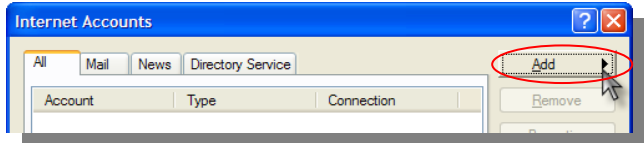


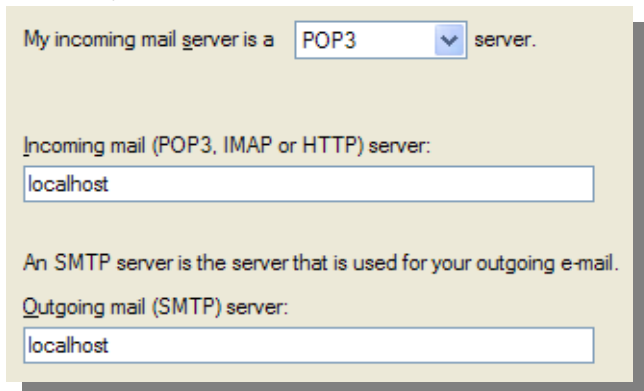
PRIVATE EMAIL SETUP GUIDE

Microsoft® Outlook® Express Setting Up a Private Email Account

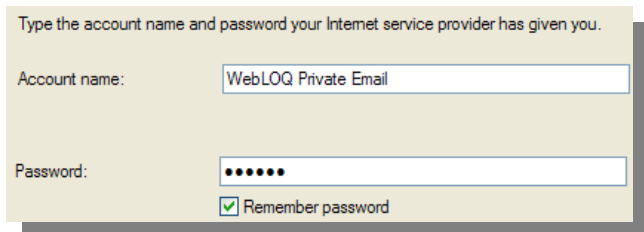
1. In Outlook Express, select **Tools / Accounts**.
2. Click the **Add** button.



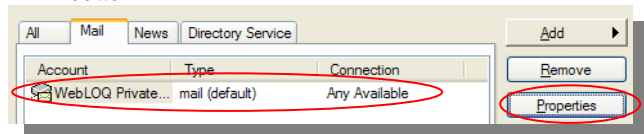
3. Select **Mail**.
4. Enter your *Name* in the Display name box. This is the name that appears in *From* field of messages you send.
5. In the E-mail address box, type your entire **WebLOQ Private Email Address** (e.g. *janedoe@company.private*).
6. In the E-mail Server Names Window:
 - Click the drop-down menu and select **POP3**.
 - In the Incoming mail & Outgoing mail server boxes, type: **localhost**. > Click **Next**



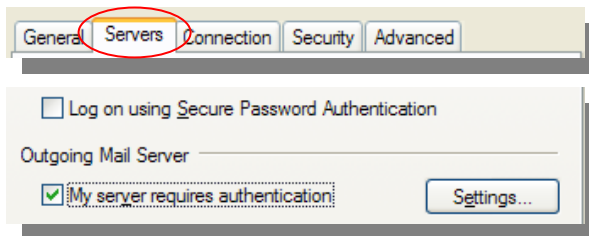
7. Internet Mail Logon Window:
 - Type **WebLOQ Private Email** as the *Account name*. This is how you will distinguish your Private Email from existing accounts when composing messages
 - Enter your *password*.
 - Check "**Remember Password**".



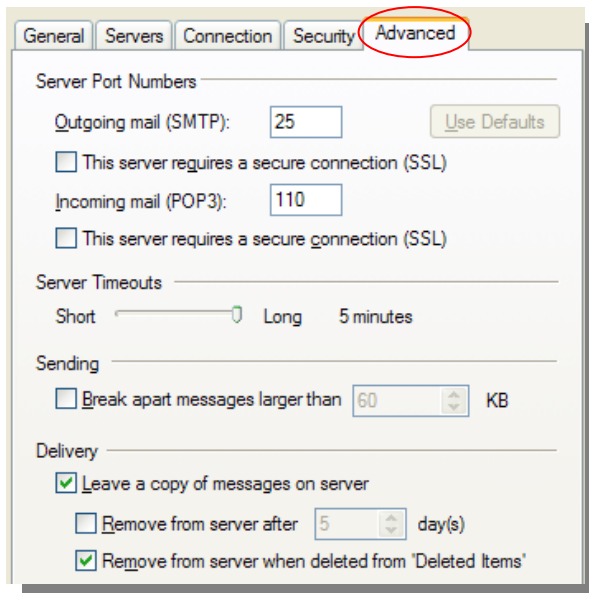
8. Click the **Finish** button. You must complete the remaining steps to configure your account. (**Important!**)
9. In the Internet Accounts window, click once on your **WebLOQ Private Email** account and Click the **Properties** button.



10. Click the **Servers** tab.
 - **Uncheck** the "**Log on using Secure Password Authentication**" box.
 - Check the "**My server requires authentication**" box.



11. Click the **Advanced** tab.
 - In the Outgoing mail (SMTP) box, enter **25**.
 - In the Incoming mail (POP3) box, enter **110**.
 - Server Timeouts – Set to **Long**, 5 minutes.
 - Check "**Leave a copy of message on server**".
 - Check "**Remove from server when deleted from 'Deleted Items'**".
 - Click **Apply**, Click **OK** button.



12. Click **Close**.
13. Create Mail, and Send yourself a test Private Email.
14. Select **WebLOQ Private Email Account** from the "From:" Drop Down List and **Send**. **Note:** To send private email to non-WebLOQ users, right click on the WebLOQ icon tray (gold padlock) and choose **Manage Account > Tell A Friend**.

