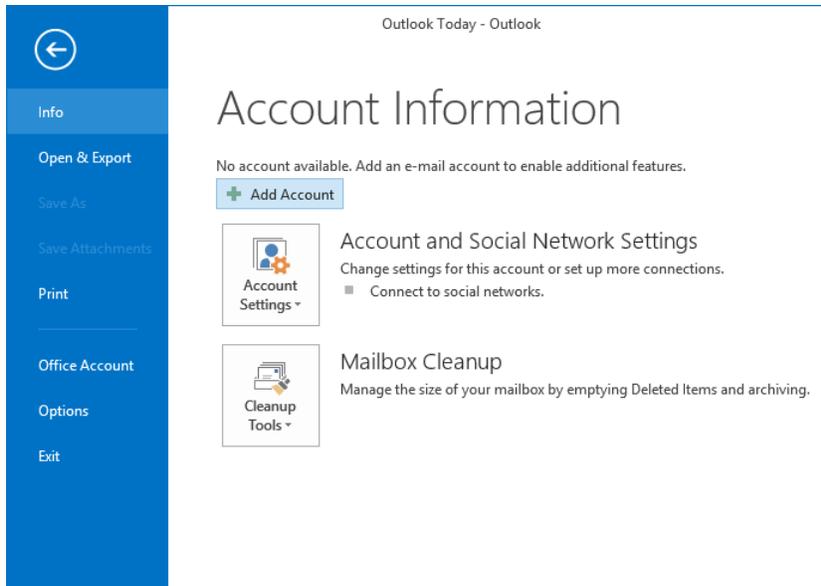
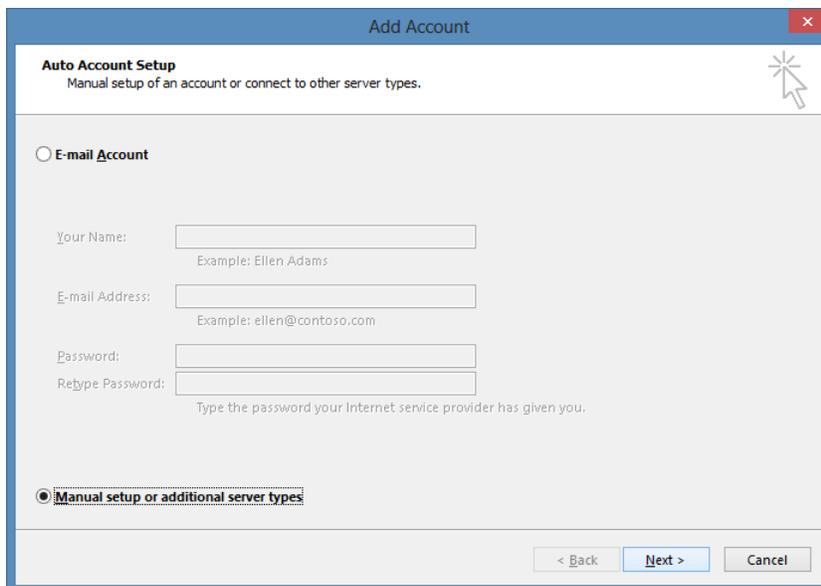


To configure Microsoft Outlook 2010 or 2013 to work with Pioneer mail.

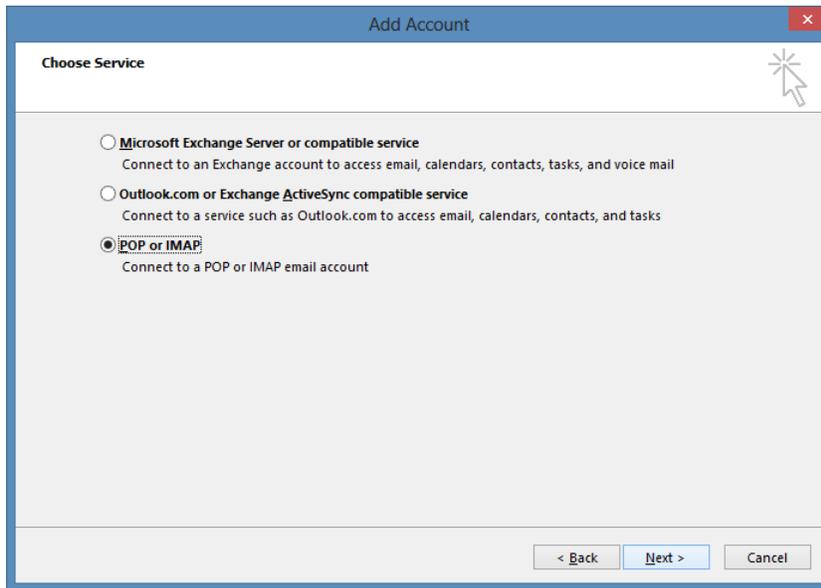
1. Open Microsoft Outlook 2010 or 2013.
2. Choose "File" -> "**Info**" -> "**Add Account**".



3. Select "**Manual setup or additional server types**" and click "**Next**".



4. Choose **"POP or IMAP"** and click **"Next"**.



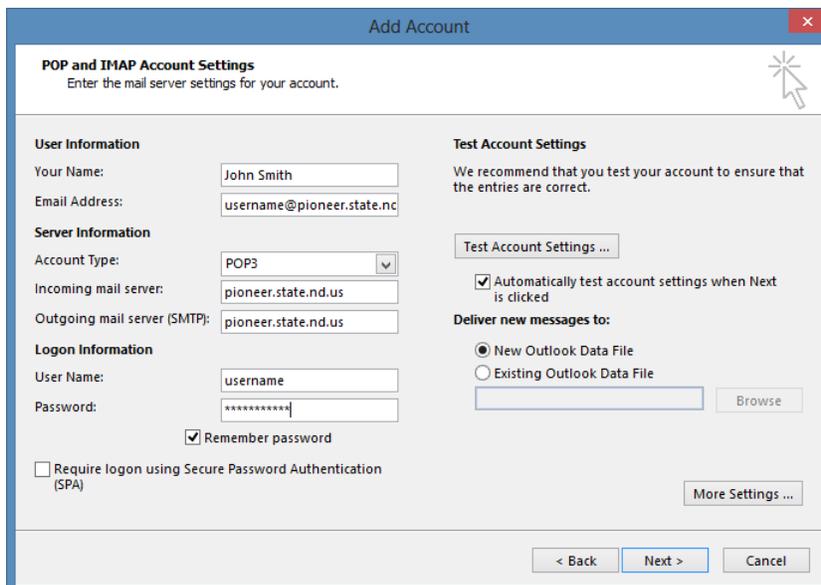
The screenshot shows the 'Add Account' dialog box with the 'Choose Service' section. Three radio button options are listed: 'Microsoft Exchange Server or compatible service', 'Outlook.com or Exchange ActiveSync compatible service', and 'POP or IMAP'. The 'POP or IMAP' option is selected. Below the options are three buttons: '< Back', 'Next >', and 'Cancel'.

5. In the **"Your name"** field you should enter the name which you would like to appear on the messages you send. You need to enter your e-mail address **username@pioneer.state.nd.us** in the **"Email Address"** field. For incoming and outgoing mail servers you should use **pioneer.state.nd.us**.

Enter your **username** in the **"User Name"** field. In the **"Password"** field you need to enter the current password for this particular mailbox.

Leave the **"Require logon using Secure Password Authentication (SPA)"** option unchecked.

You can leave the **"Automatically test account settings when Next is clicked"** option checked, in order to easily verify if your configuration is done correctly.



The screenshot shows the 'Add Account' dialog box with the 'POP and IMAP Account Settings' section. The title is 'POP and IMAP Account Settings' with the subtitle 'Enter the mail server settings for your account.' The form is divided into several sections: 'User Information' (Your Name: John Smith, Email Address: username@pioneer.state.nd.us), 'Server Information' (Account Type: POP3, Incoming mail server: pioneer.state.nd.us, Outgoing mail server (SMTP): pioneer.state.nd.us), 'Logon Information' (User Name: username, Password: [masked], Remember password: checked), and 'Test Account Settings' (Automatically test account settings when Next is clicked: checked). There are also buttons for 'Test Account Settings ...', 'Browse', and 'More Settings ...'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

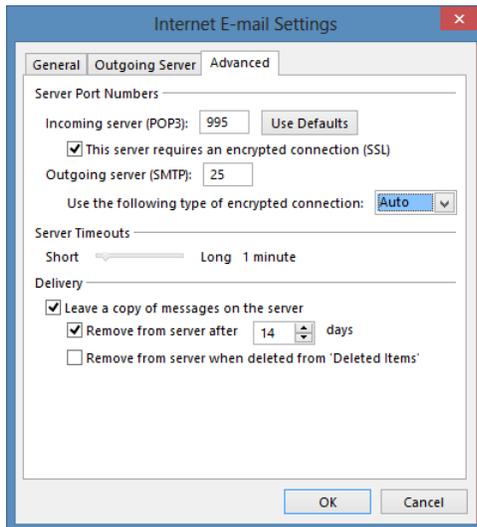
Click "**More Settings ...**".

6. Click on the "**Advanced**" tab.

Mark the "**This server requires an encrypted connection (SSL)**" option. The incoming server port will be automatically changed to **995**.

Specify "**Auto**" at the "**Use the following type of encrypted connection**" setting.

Make your selections under the "**Delivery**" section on how to treat the messages on the server after they are downloaded on your computer.



Click "**OK**".

8. Click "**Next**". The account settings will be tested. Click "**Close**" and then "**Finish**".