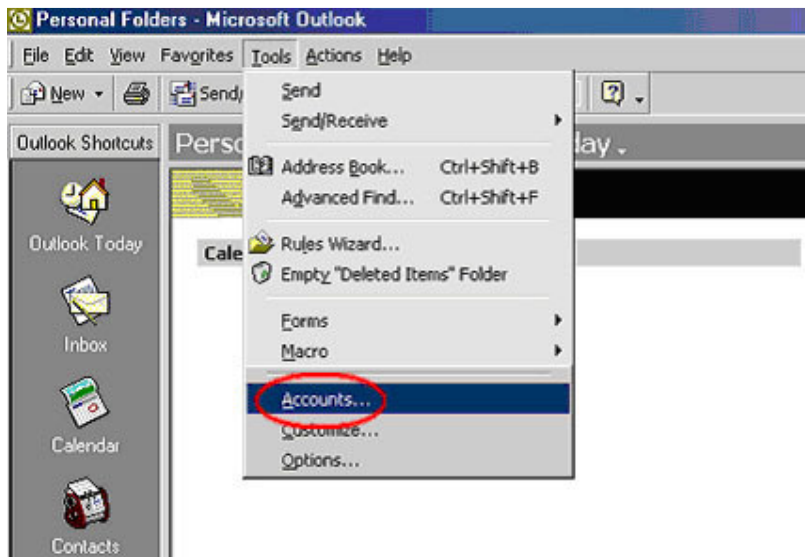




Set up for Microsoft Outlook

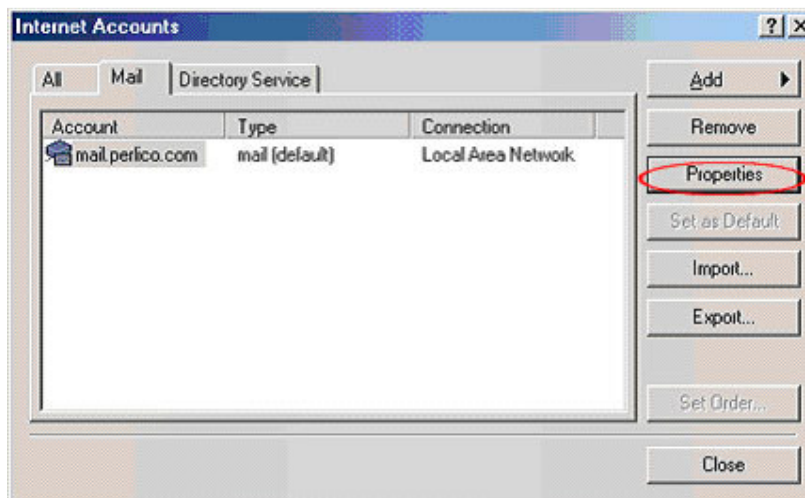
Step 1

Open Microsoft Outlook, click on the **Toolstab** and then click on the **Accounts** option.



Step 2

Click on **Mail** and then select the **Properties** option



Step 3

Within the Properties section, click on the **Servers** tab.



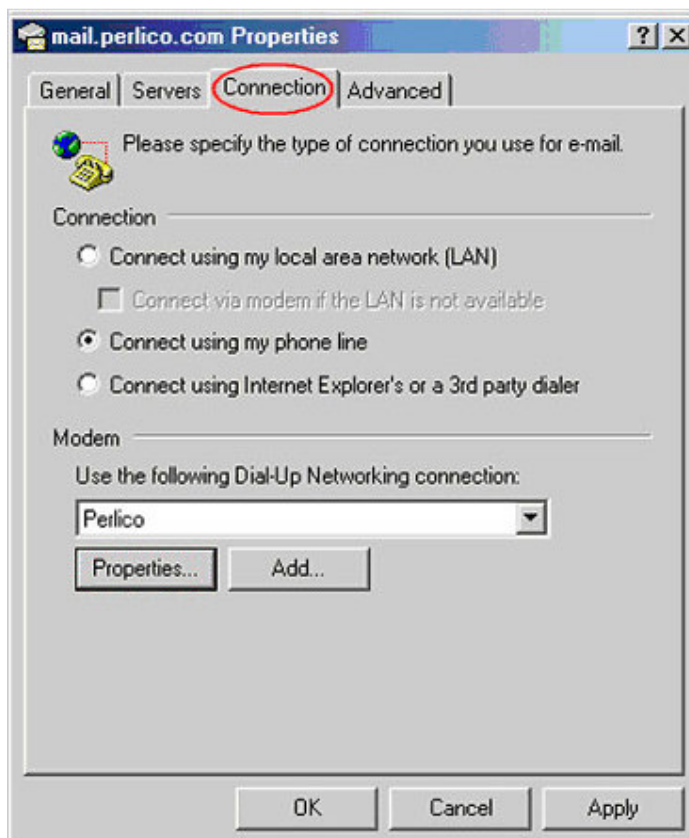
Remove any current text in the "Outgoing mail (SMTP)" field and replace it with the following:

If your username is...	Then change the outgoing mail field to...
@perlicobb.com	smtp.perlicobb.com
@perlico.com	mail.perlico.ie

Changes should **ONLY** be made to the outgoing mail field on this page. Do not change any other settings on this page.

Step 4

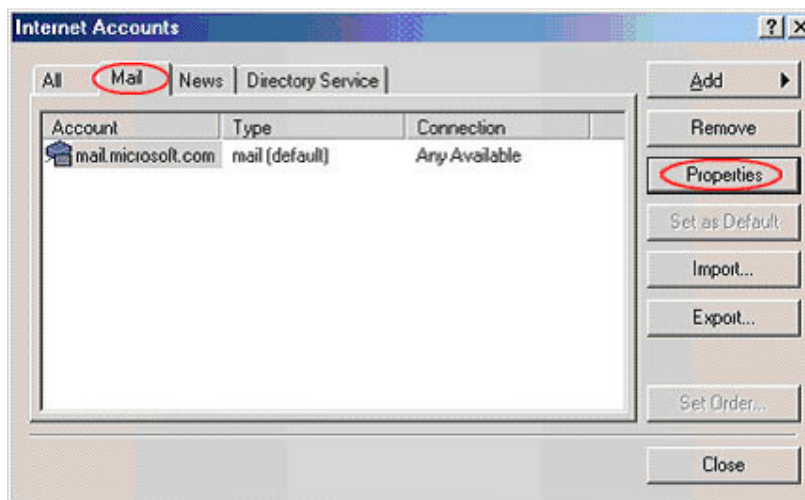
Ensure "**Connect using my Local Area Network (LAN)**" is ticked.



Select **Ok**

Step 5

You will then be brought back to the screen below. Select **Close**.



You have now completed your Email Setup and will be able to send and receive email.