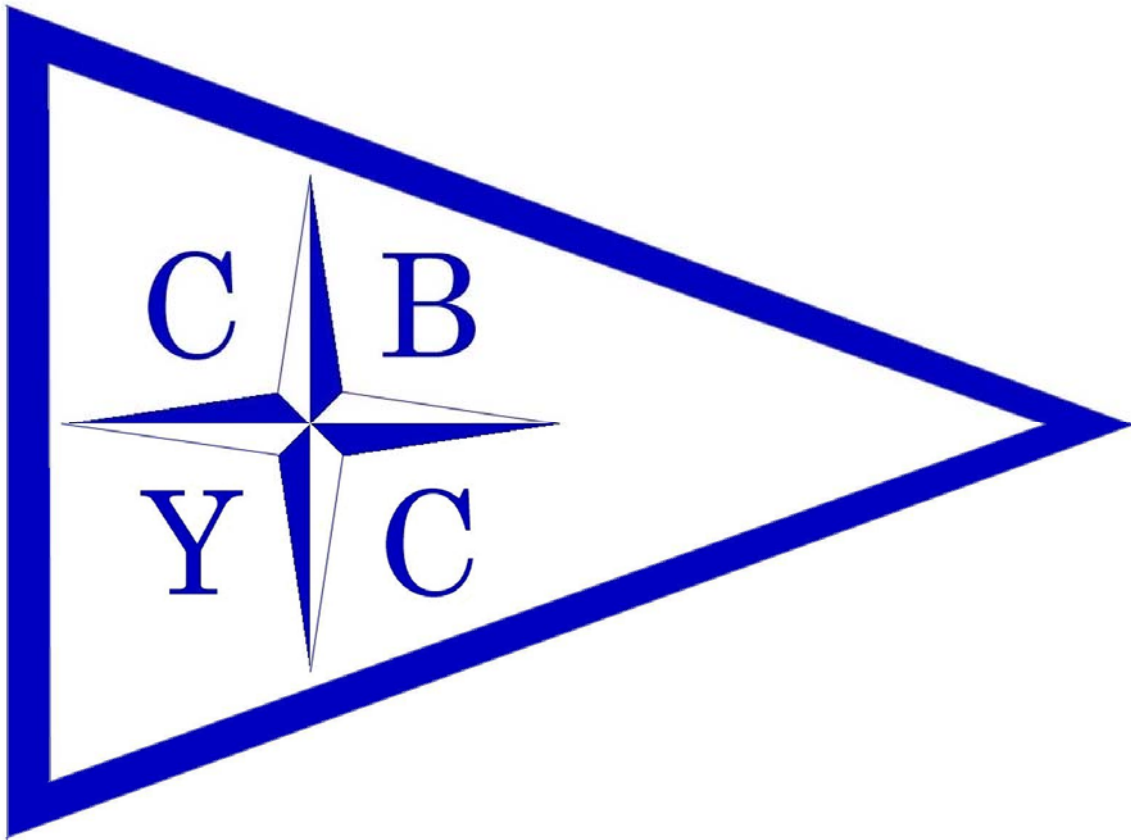
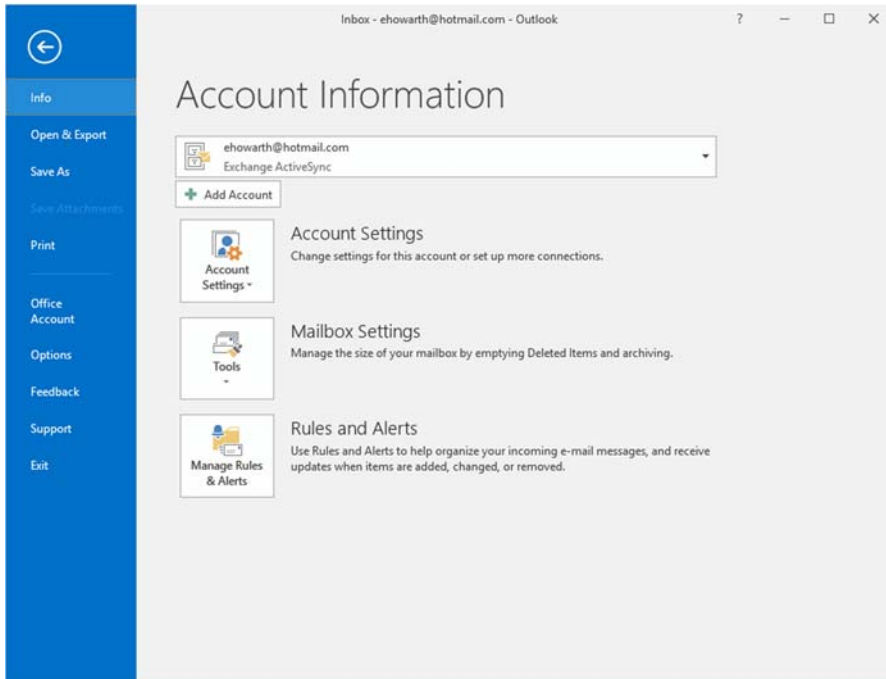


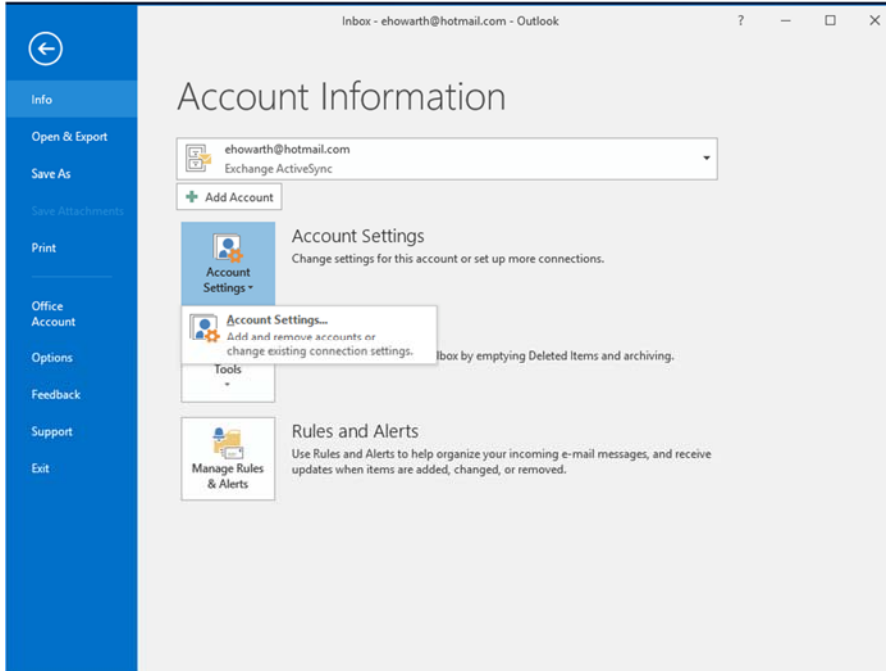
**Instructions to Configure  
Microsoft Office Outlook  
to Access CBYC e-Mail Accounts**



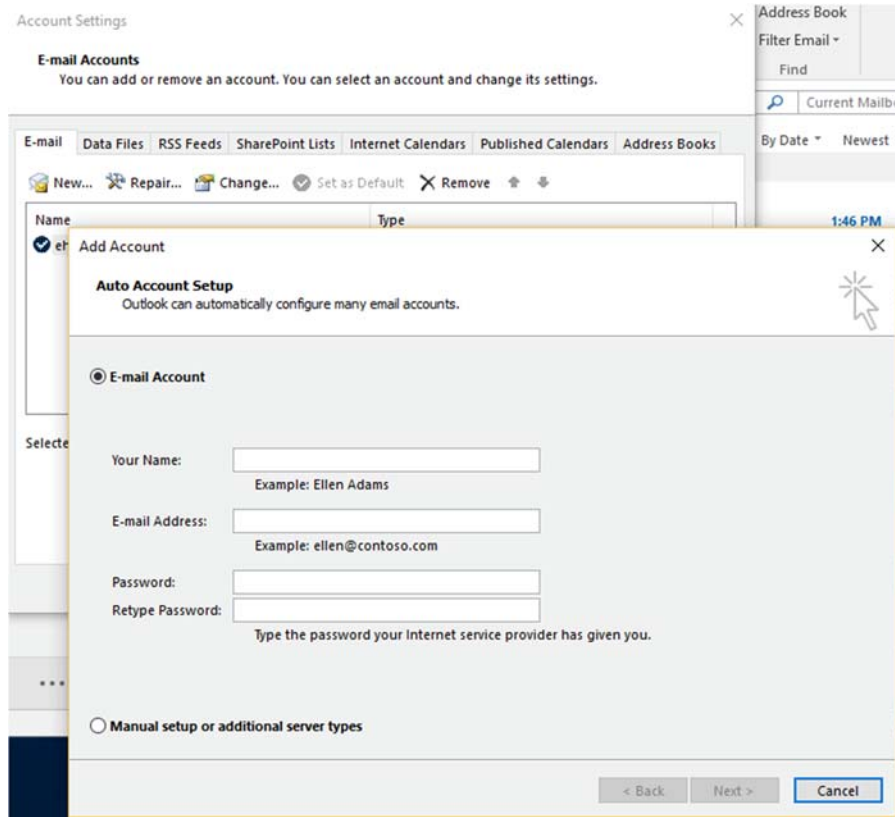
## 1) Access Account Settings from the File → Info menu



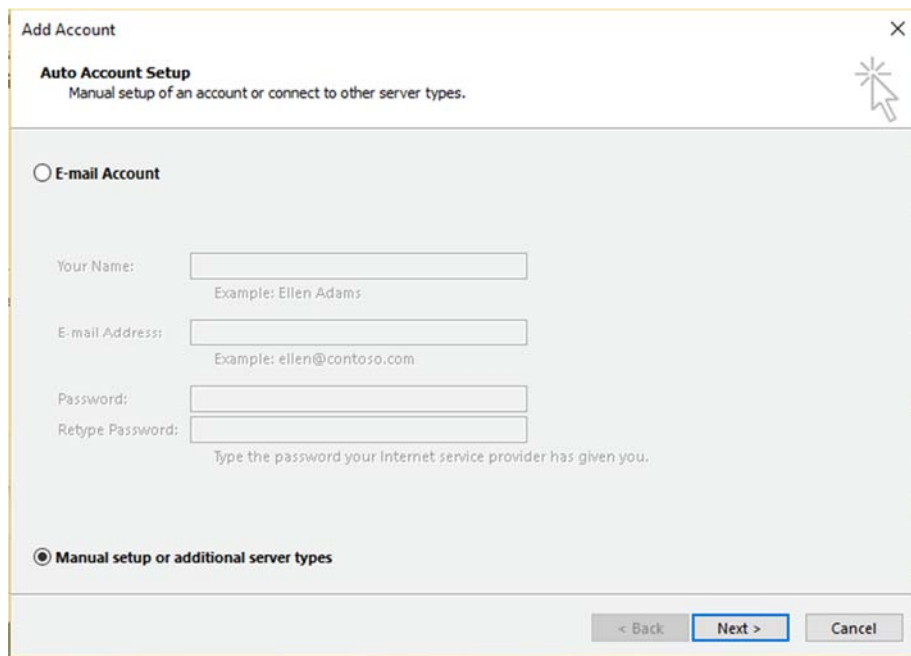
## 2) Select Add or Remove Accounts



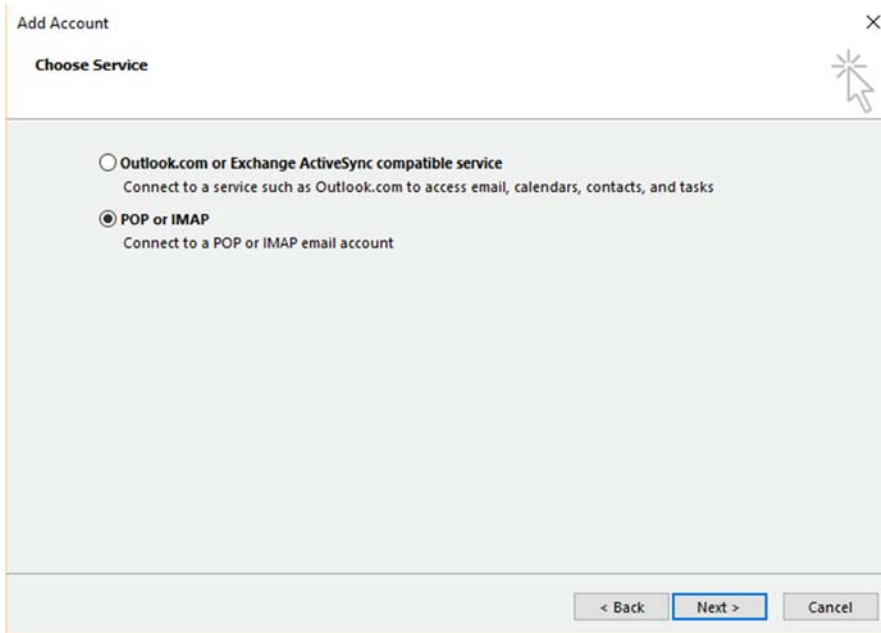
3) On the email tab, select 'New' to bring up the Add Account Menu



4) Select 'Manual Setup' and click Next

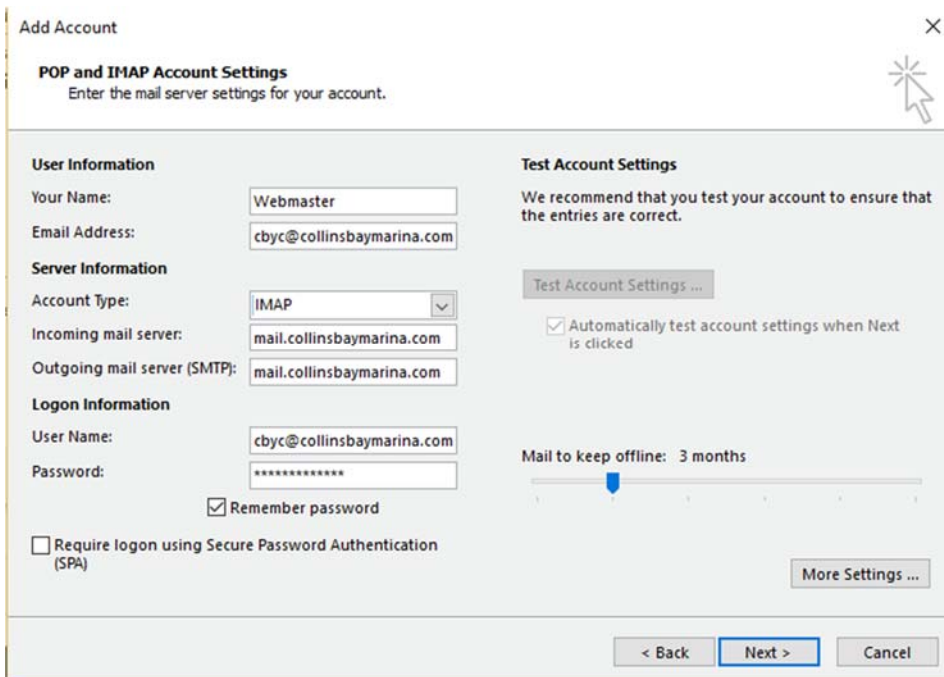


5) Select 'POP or IMAP' and click Next



The screenshot shows the 'Add Account' dialog box with the 'Choose Service' section. There are two radio button options: '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'.

6) In the POP and IMAP Account Settings section, fill in the fields as shown, using the email address you have been assigned for CBYC, for example 'race-cbyc@collinsbaymarina.com'. Make sure to put the full address in both the Email Address and User Name fields. Select IMAP as the account type, and fill in the password.

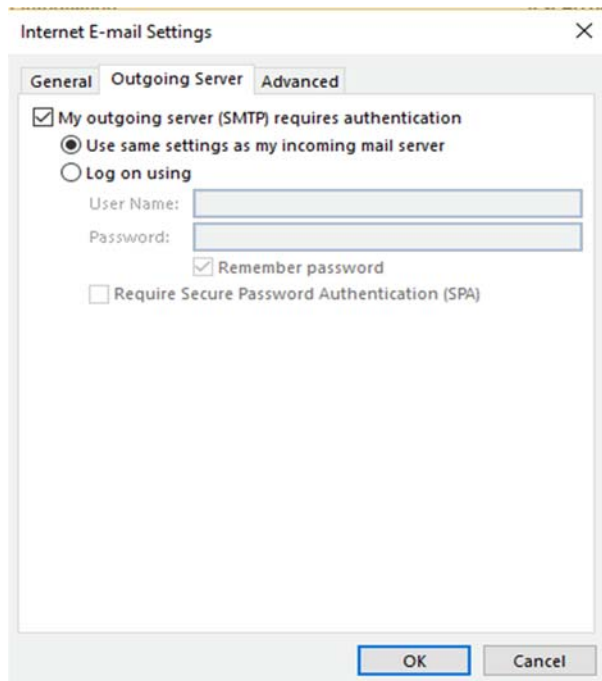


The screenshot shows the 'Add Account' dialog box with the 'POP and IMAP Account Settings' section. The 'User Information' section has fields for 'Your Name' (Webmaster), 'Email Address' (cbyc@collinsbaymarina.com), and 'Server Information' (Account Type: IMAP, Incoming mail server: mail.collinsbaymarina.com, Outgoing mail server (SMTP): mail.collinsbaymarina.com). The 'Logon Information' section has fields for 'User Name' (cbyc@collinsbaymarina.com), 'Password' (masked with asterisks), and a checked 'Remember password' checkbox. There is also an unchecked 'Require logon using Secure Password Authentication (SPA)' checkbox. The 'Test Account Settings' section has a 'Test Account Settings ...' button and a checked 'Automatically test account settings when Next is clicked' checkbox. The 'Mail to keep offline' section has a slider set to 3 months and a 'More Settings ...' button. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

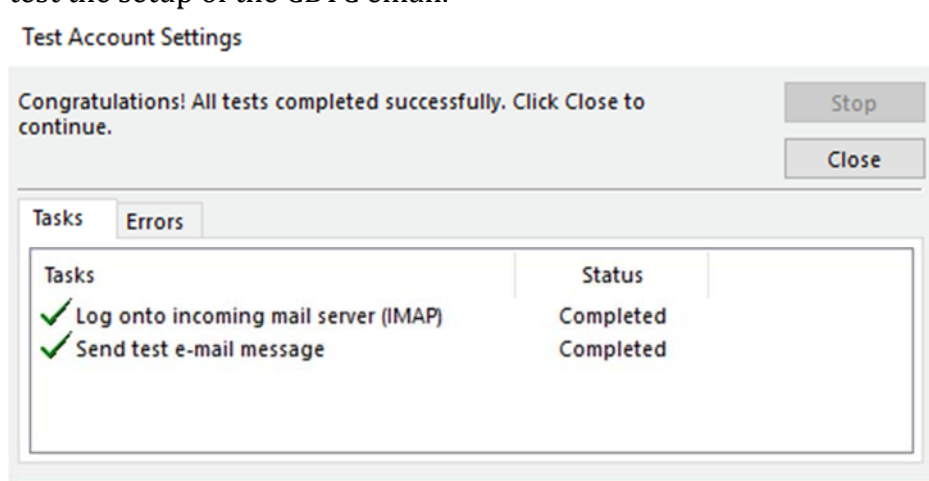
After filling in the fields, select 'More Settings'

## 7) More Settings

In the General tab, you can name the account whatever you like, then go to the Outgoing Server tab and check the box 'My outgoing server requires authentication'. Nothing should need to be changed on the Advanced tab.



8) Select OK to close the More Settings menu, then select Next and the system will test the setup of the CBYC email.



If there are no errors, congratulations! Close the test menu, and click Finish

9) You should be back at the Account Settings menu and see your CBYC account listed. Select Close, and you should see emails start to download from CBYC into Outlook

