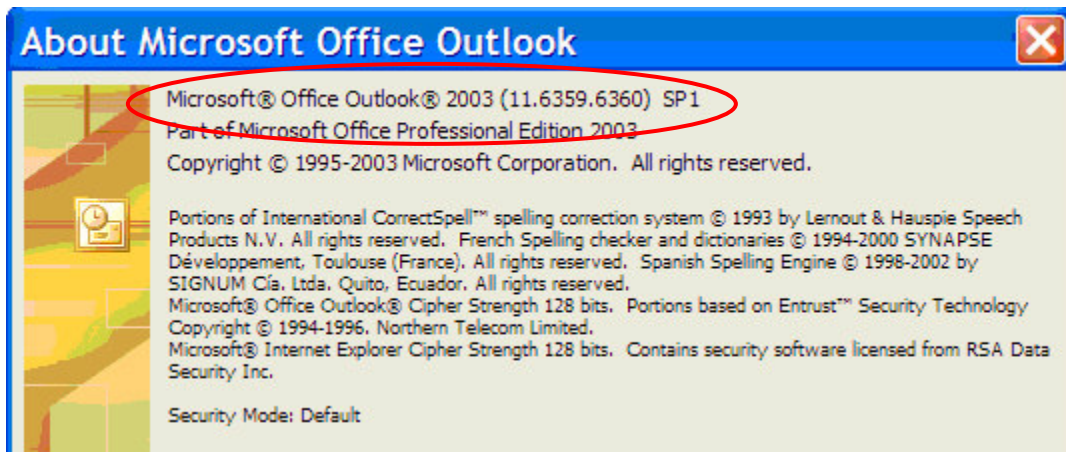# .mdEmail

Configure .mdEmail™ to Work with Outlook 2003

## Verify your Outlook Service Pack

1. Check to make sure you are working with the most up-to-date version of Outlook and the Service Pack 2.
    - o To check the version of Outlook:
        - o Select **Help** > **About Microsoft Outlook**
        - o In the window that appears, you should see Microsoft Office Outlook **2003** and **SP 2** in the first line:

About Microsoft Office Outlook

Microsoft® Office Outlook® 2003 (11.6359.6360) SP1
Part of Microsoft Office Professional Edition 2003
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Microsoft® Internet Explorer Cipher Strength 128 bits. Contains security software licensed from RSA Data Security Inc.

Security Mode: Default

- o If you show **SP 1**, please follow the directions below and update your Microsoft Outlook
- o If you show **SP 2**, skip to the **New Account Set-Up** section on page 3.

Update Outlook

1. Open **www.microsoft.com** in an **Internet Explorer** browser **- version 5.5** or higher

2. Select **Office Update** from the Resources section (located in left hand menu)

3. Select **Check for Updates** under the Office Update header

4. A pop-up may appear requesting permission to run ActiveX control. Accept pop-up and **allow installation of ActiveX component**.
    o   ActiveX component will scan your hard drive to check what updates are needed.

5. Microsoft will recommend necessary updates for your computer after the ActiveX scan is complete.
    o   **Close** all Microsoft applications
    o   Select **Agree and Install**.

6. Once installation is complete, **Restart**
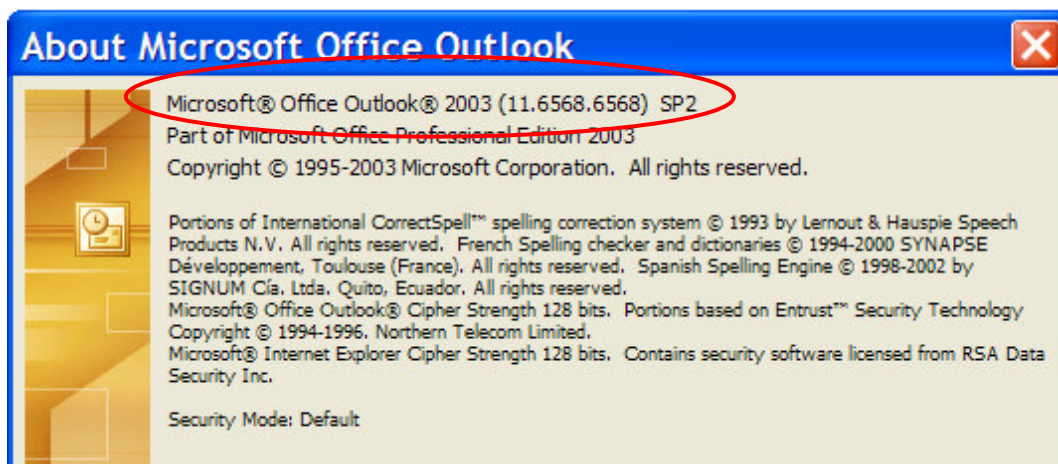
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- 2 of 8 -

New Account Set-Up

1. Launch Outlook on your PC. Select **Tools** > **Email Accounts**

2. Select **Add** a new email account and click **Next**.

3. Select **POP3**. Click **Next**. The Email Accounts window (shown below) appears.

4. Enter your name and **.md** Email™ address under **User Information**.

5. Enter the following under **Server Information**:
    o   Incoming mail server (POP3): **pop.mdemail.md**
    o   Outgoing mail server (SMTP): **smtp.mdemail.md**

6. Enter the following under **Logon Information**:

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- 3 of 8 -

Enter your <u>username</u> followed by <u>domain</u> name and <u>.md</u> extension in lower case letters (**user@domain.md**).

We recommend that the Password field be left blank. **NOTE**: Leaving the **Password** field blank and not checking the **Remember Password** check box is a more secure option. Your Password will be requested every time the mail client accesses the server. Filling out the **Password** field and selecting **Remember Password** is less secure, but will not require that you enter your password each time you logon.

7. Do **NOT** check Log on using Secure Password Authentication (SPA).

8. Click **More Settings**. The *Internet E-Mail Settings* window (shown below) appears.
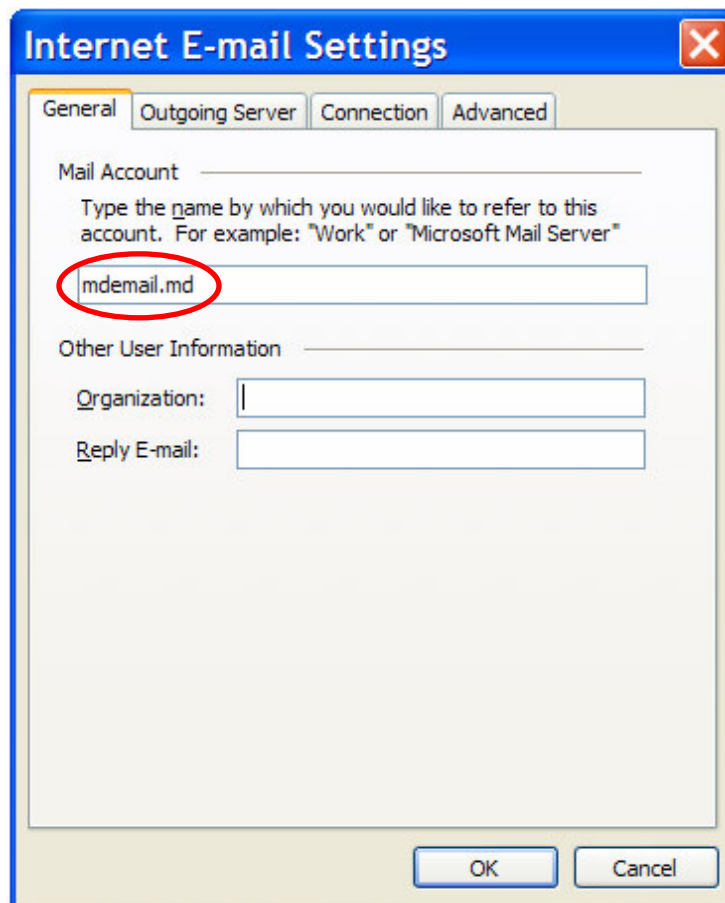
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9. In the **General** tab, enter the name in the Mail Account text box that you would like to associate with your **.md**Email™ account.

10. Select the **Outgoing Server** tab. Check the box next to **My outgoing server (SMTP) requires authentication**. Be sure that the radio button next to **Use same settings as my incoming mail server** is also selected.
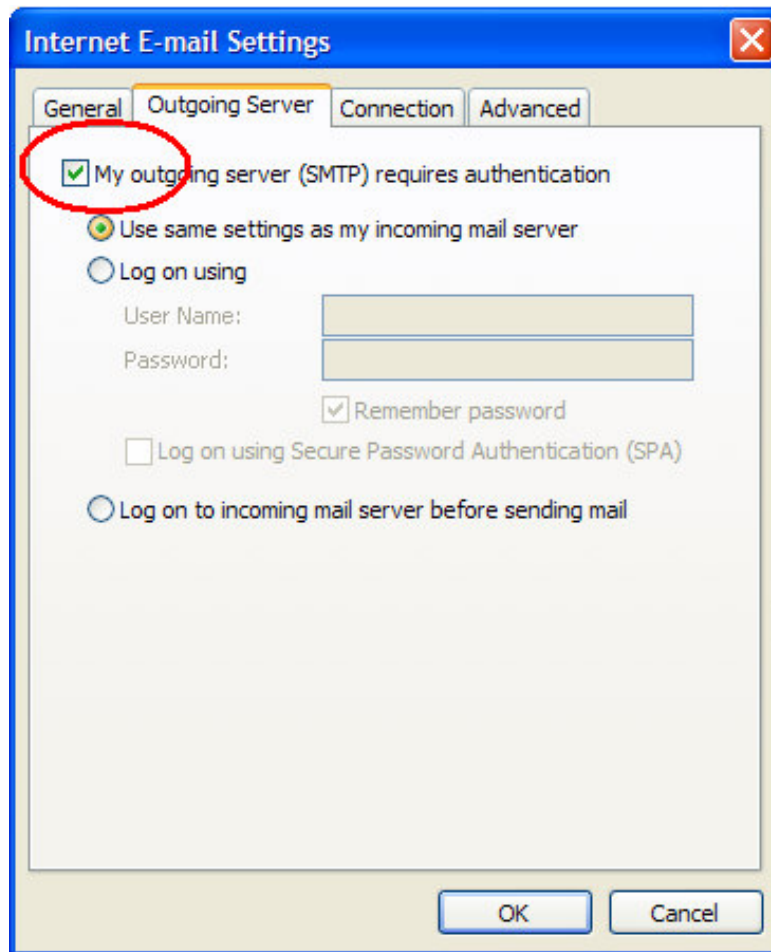
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- 5 of 8 -

12. Select the **Advanced** tab.
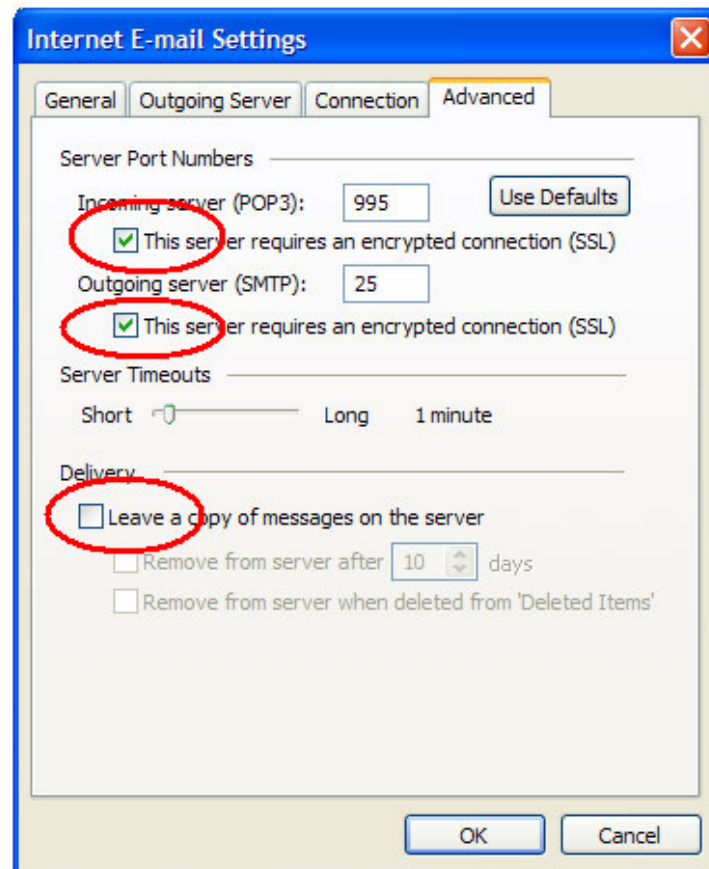
13. Under Server Port Numbers, enter the following:
    o   Incoming server (POP3): **995**
         -    Select the radio button under Incoming Server (POP3) that corresponds to: **This server requires an encrypted connection (SSL).**
    o   Outgoing server (SMTP): **25**
         NOTE: If Outlook cannot connect to **SMTP** server, it could be that your ISP is blocking port **25**, in that case, change the port number to **587**
         NOTE: If you receive an error message from Norton Security Suite when attempted to send a secure email message, please change your port setting to port 587. Norton Security Suite does not allow secure communication via port 25 so MaxMD has enabled port 587 as an additional SMTP port for secure communication.
    o   Select **This server requires an encrypted connection (SSL)** check boxes under both, the POP3, and under the SMTP settings.

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- 6 of 8 -

14. Under Delivery, **uncheck** the **Leave a copy of messages on the server**, and then click **OK**.

15. Click **Test Account Settings**

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- 7 of 8 -

If the test was successful, and the following message displayed, Click **Close.**
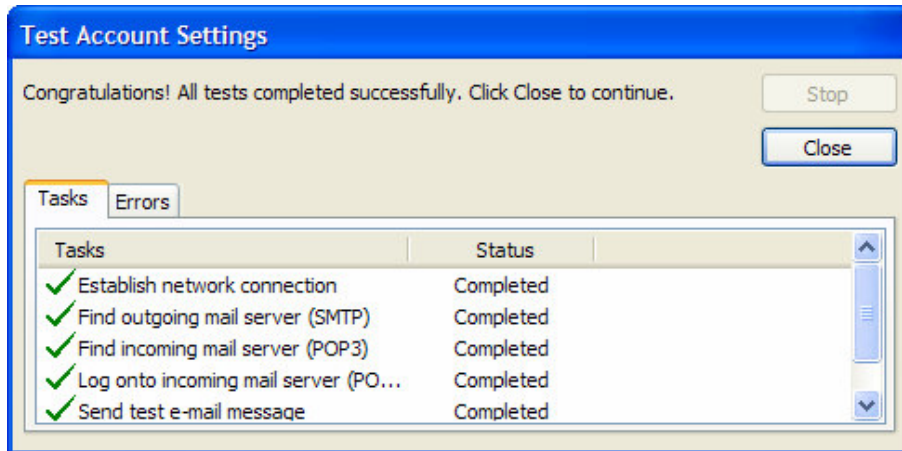
If the test fails, return and review/correct any errors in the mail client configuration. (Steps 1-15)

16.   Click **Next**, then click **Finish**.

If you have any questions or difficulty in configuring your .md email for Outlook, please contact a MaxMD member support specialist at (877) 629.6363.

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- 8 of 8 -