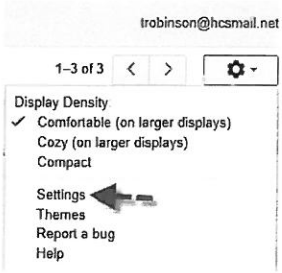
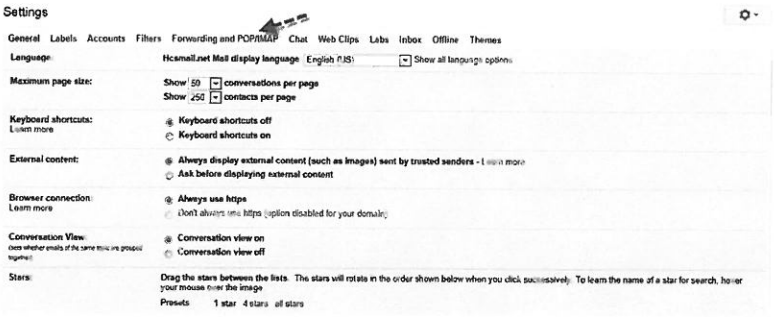
Outlook 2010 Setup for HCSMail.net

1. Login to your HCS email system at http://www.gmail.com using your full email address.

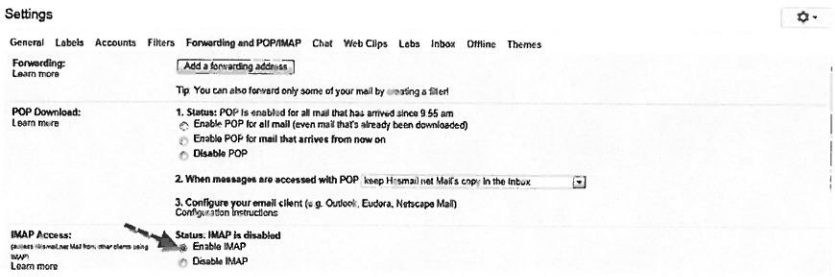
2. Go to the "Settings" button just below your email address on the right hand side of your screen.
3. Then click on "Settings".



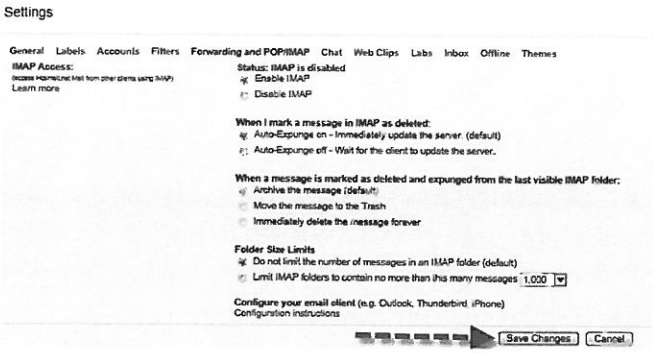
4. Once the "Settings" screen appears, click "Forwarding and POP/IMAP"



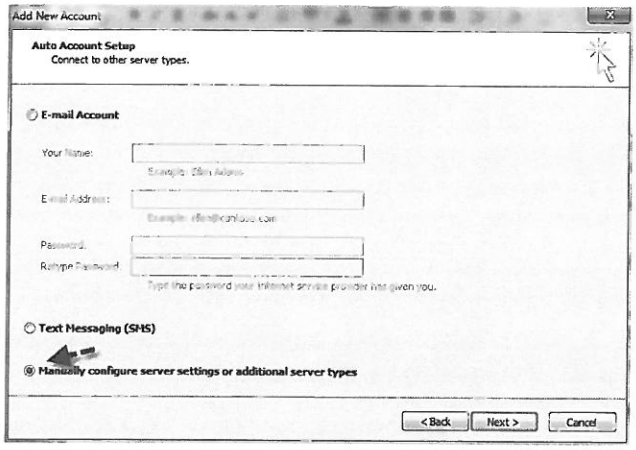
5. The "Forwarding and POP/IMAP" screen will then appear.
6. Click the "Enable IMAP" option.



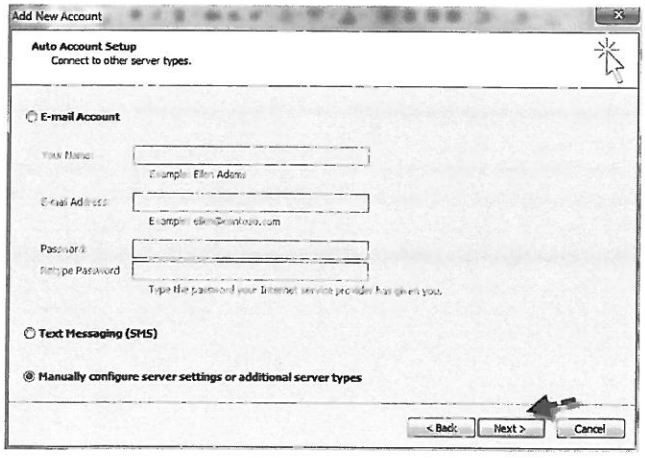
7. Choose to "Save Changes" that were made.



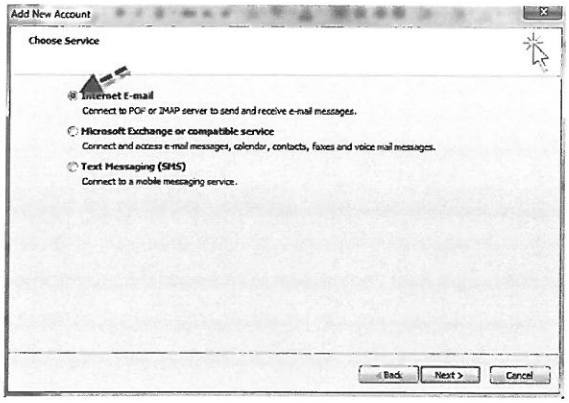
8. Open your Outlook 2007/2010 and select "Add New Account".
9. Once the "Add New Account" dialog screen is open, click "Manually configure server settings or additional server types.



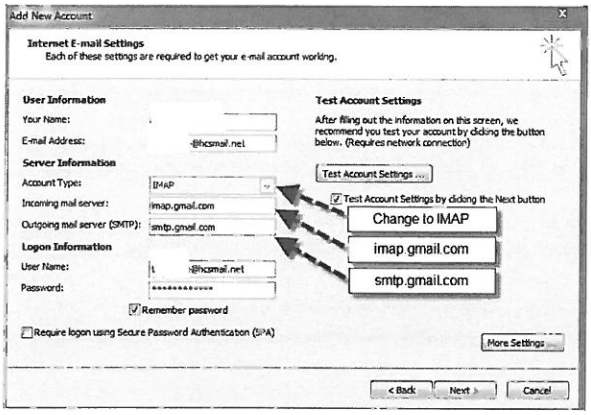
10. Click "Next".



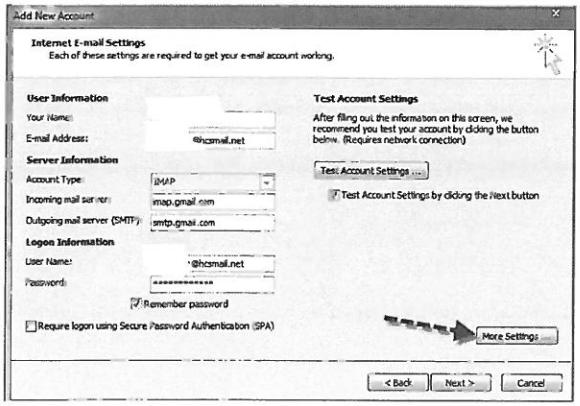
11. Select “Internet E-mail” and select “Next”.



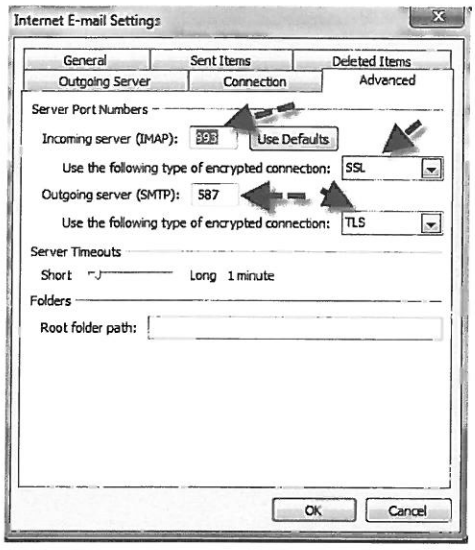
12. Enter your name and full email address under “User Information”.
13. Change the “Account Type” to “IMAP”.
14. Add “imap.gmail.com” to the “Incoming mail server:”.
15. Add “smtp.gmail.com” to the “Outgoing mail server (SMTP):”.
16. Enter your “User Name” (full email address) and “Password”.



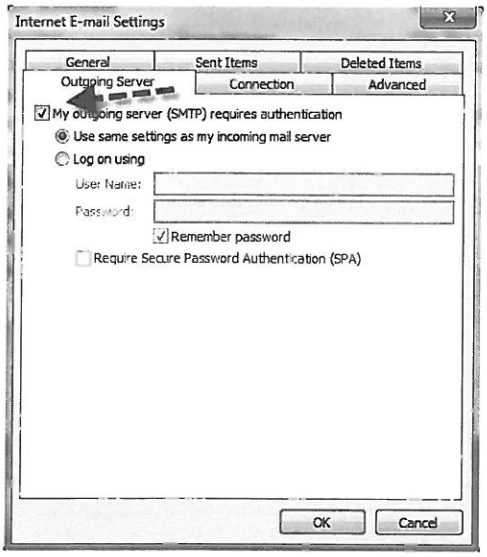
17. Click “More Settings”.



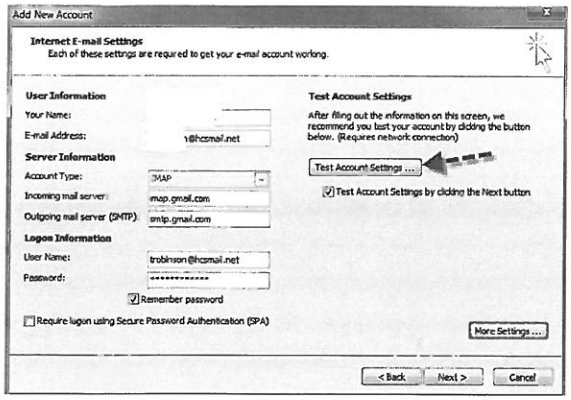
18. Change the encrypted connection for the "Incoming server (IMAP)" to "SSL" and "993"
19. Change the encrypted connection for the "Outgoing server (SMTP)" to "TLS" and "587".



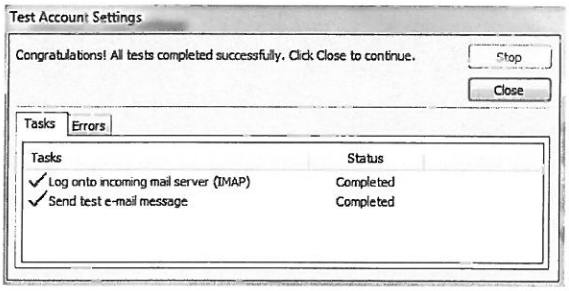
20. Click the "Outgoing Server" tab and check "My outgoing server (SMTP) requires authentication" and ensure the "Use same settings as my incoming mail server" is chosen and select "OK" to commit the changes.



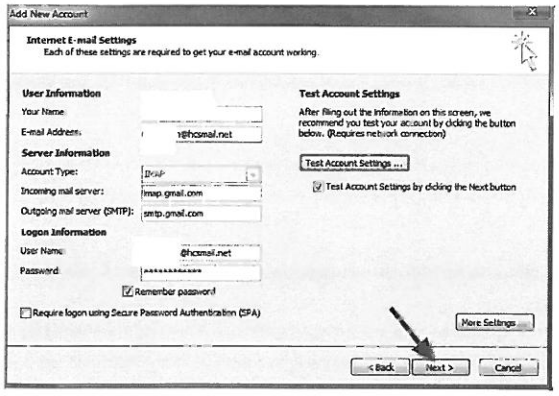
21. Click "Test Account Settings…" in ensure the connection is made with HCSMail.net.



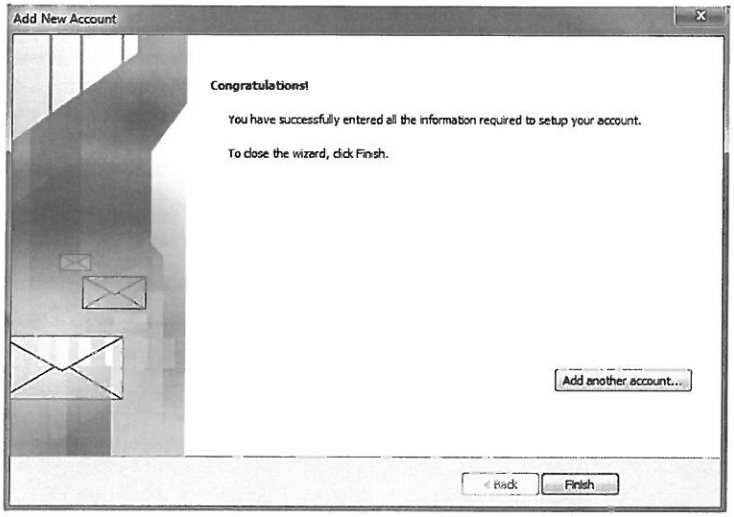
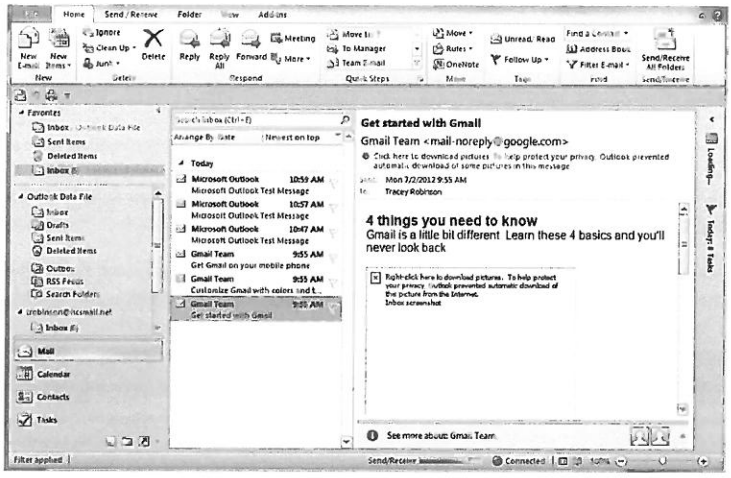
22. Outlook will test the incoming and outgoing email settings and provide if the connection could be made.



23. Select "Next".



24. And then “Finish”.



25. Open Outlook and see your email come flying in!