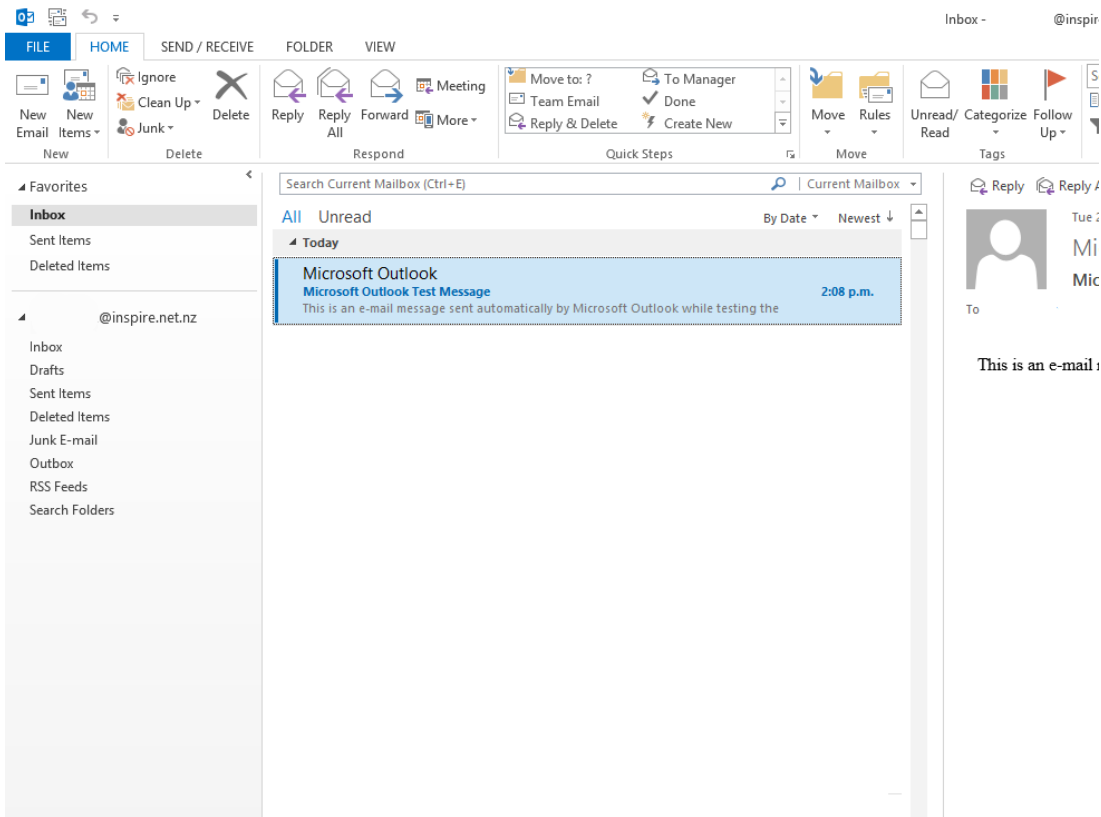


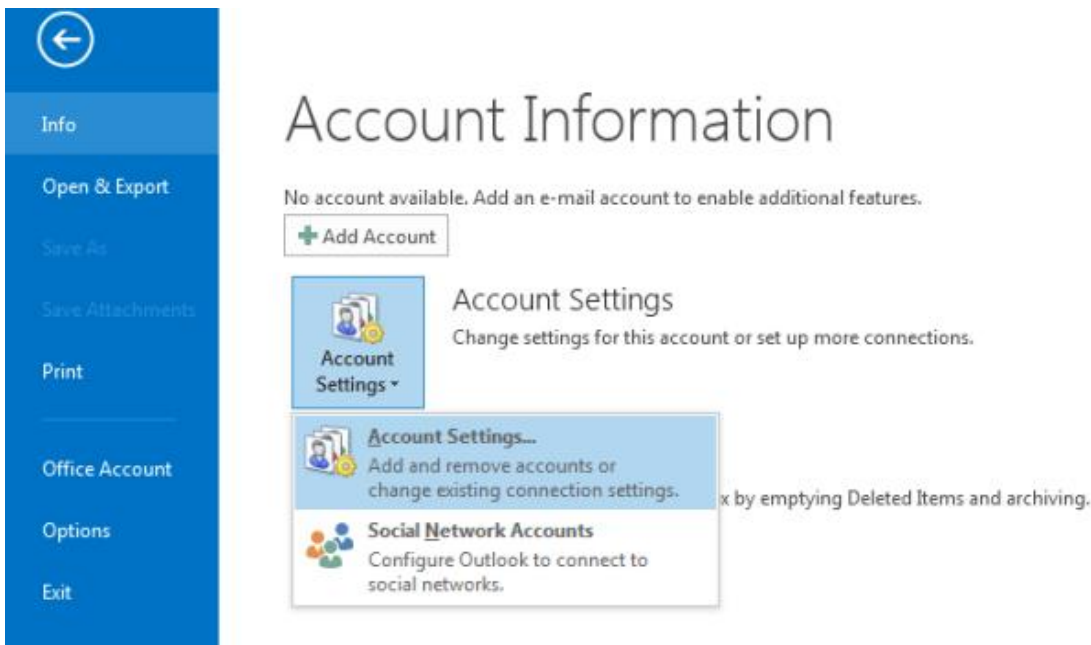
Outlook 2013 setup guide



1. Click on the 'File' Button



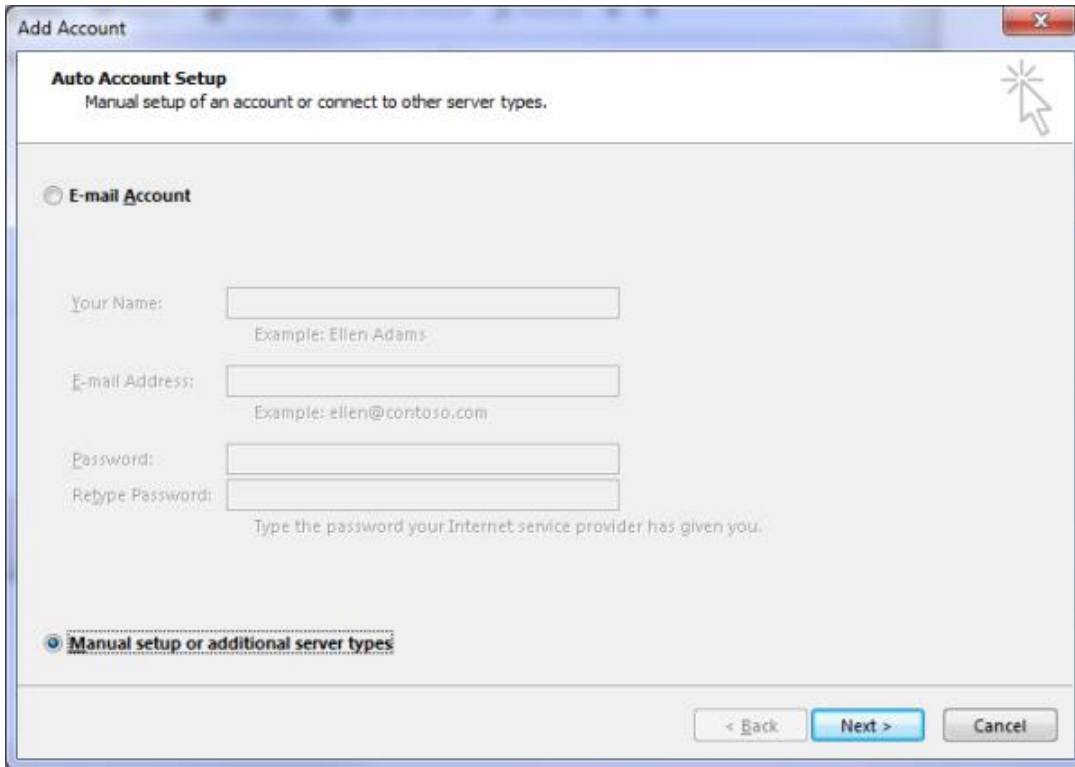
2. Click on "Add Account"



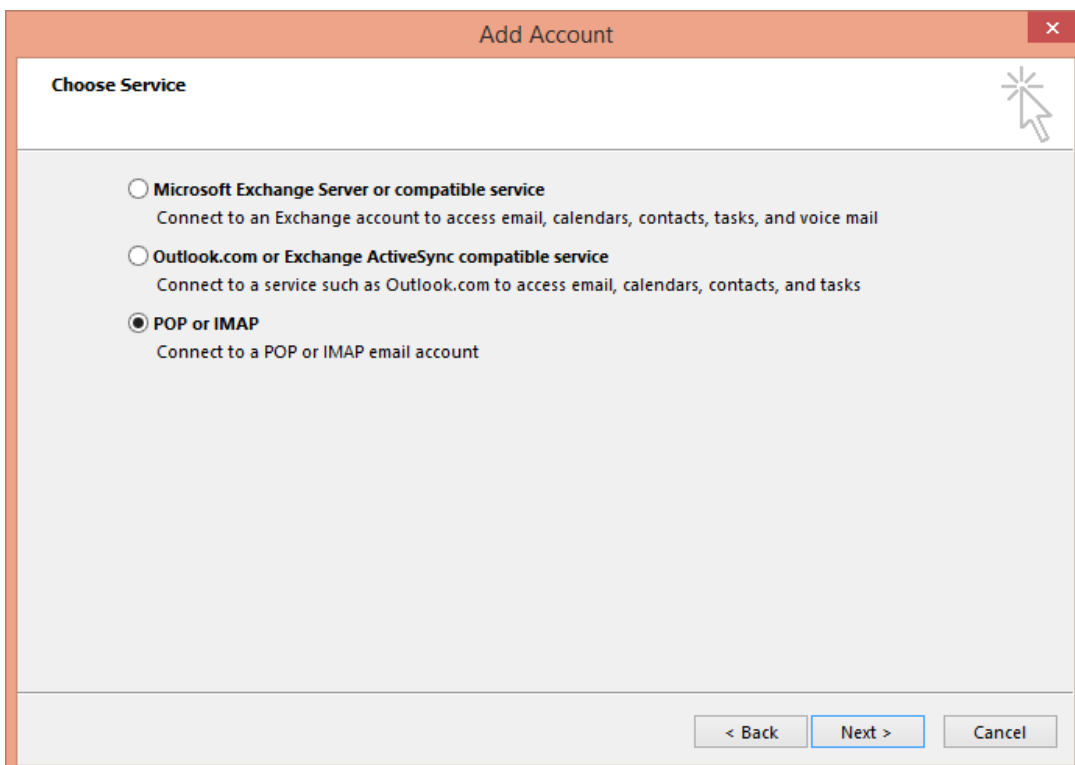
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3. Select 'Manually Configure Server Settings' then click 'Next'



4. Choose the 'POP or IMAP' option and click 'Next'



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5. Enter in the required details and click and click 'Next'

The screenshot shows the 'Add Account' dialog box in Outlook 2013, specifically the 'POP and IMAP Account Settings' screen. The window title is 'Add Account'. The main heading is 'POP and IMAP Account Settings' with the instruction 'Enter the mail server settings for your account.' Below this, there are several sections: 'User Information' with fields for 'Your Name' (John Doe) and 'Email Address' (johndoe@inspire.net.nz); 'Server Information' with a dropdown for 'Account Type' (set to POP3), and fields for 'Incoming mail server' (pop3.inspire.net.nz) and 'Outgoing mail server (SMTP)' (smtp.inspire.net.nz); 'Logon Information' with fields for 'User Name' (johndoe) and 'Password' (masked with asterisks), and a checked checkbox for 'Remember password'; and 'Test Account Settings' with a 'Test Account Settings...' button and a checked checkbox for 'Automatically test account settings when Next is clicked'. There is also a 'Deliver new messages to:' section with radio buttons for 'New Outlook Data File' (selected) and 'Existing Outlook Data File', followed by a 'Browse' button. At the bottom right, there is a 'More Settings...' button. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. Click 'Finish'

The screenshot shows the 'Add Account' dialog box in Outlook 2013, specifically the 'You're all set!' screen. The window title is 'Add Account'. The main heading is 'You're all set!' with the instruction 'We have all the information we need to set up your account.' On the left side, there is a decorative graphic of a stylized building with three envelope icons. At the bottom right, there is an 'Add another account...' button. At the bottom of the dialog, there are two buttons: '< Back' and 'Finish'.