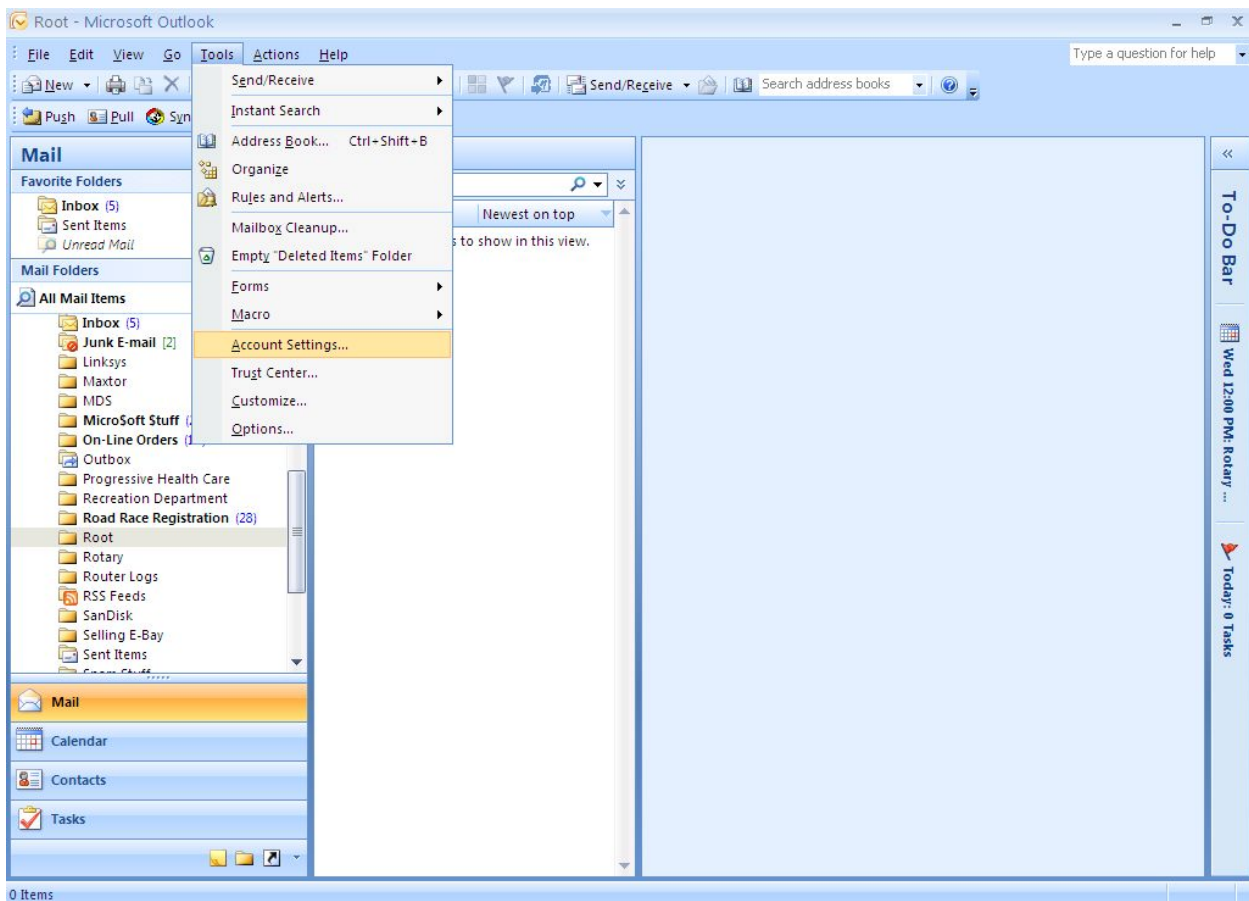


We have upgraded our servers and need to make 2 changes:

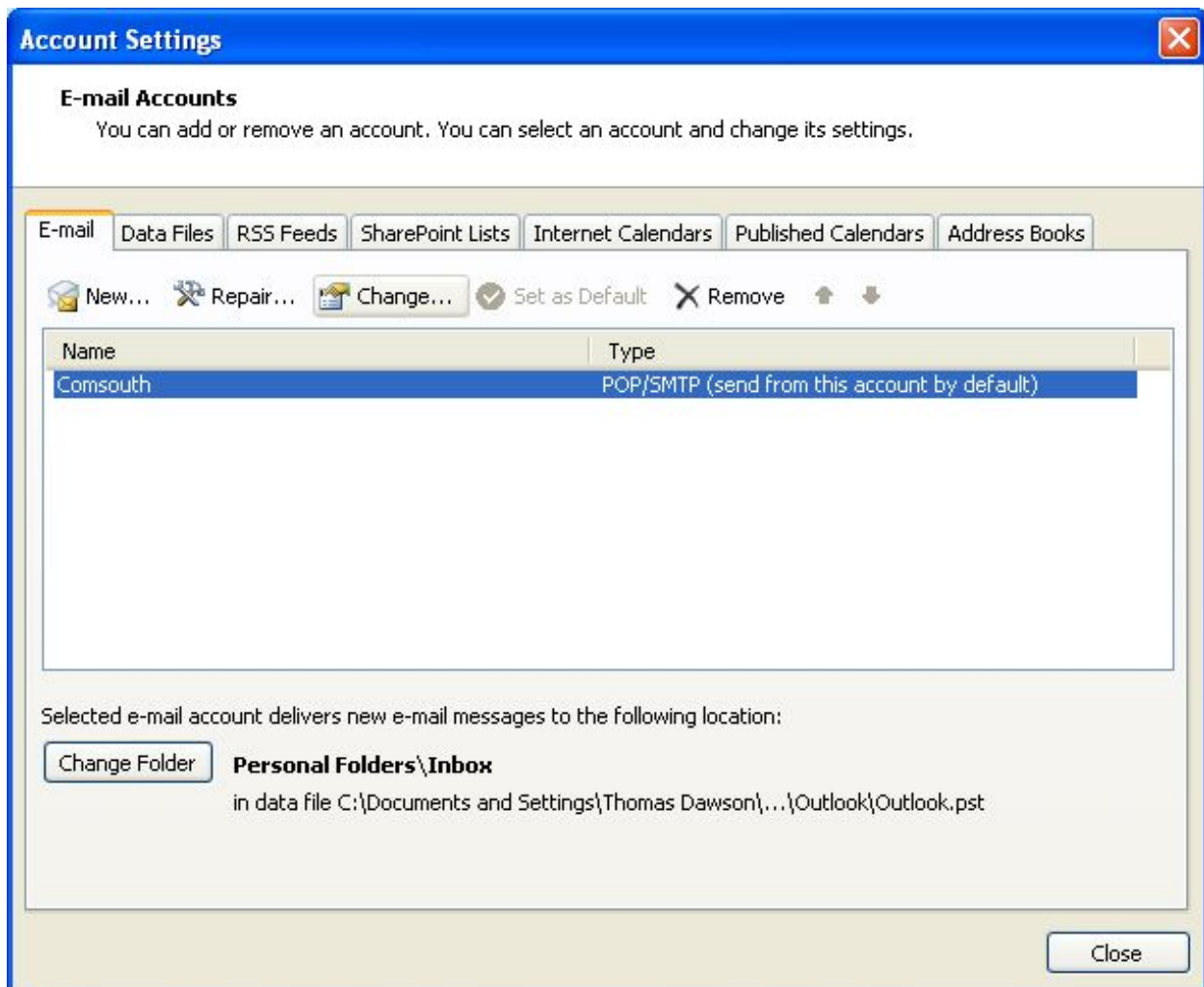
1. Add @comsouth.net to your Account Name
2. Check the box “My outgoing Server requires authentication”

The reason for these changes are many. In our fight to curb spam we are now requiring a password to send an E-Mail out. This should slow down virus' and outsiders from our network to be able to send spam through our servers. This will also keep us off blacklists. These lists are created by good intending sites that are also in a war against spam. However they blacklist companies simply if you do not authenticate your outgoing mail. Many ISP's use these blacklists and it disrupts the flow of good e-mail when you get on these lists. We are also offering larger mailboxes to accommodate more and larger e-mail. The separate Postini spam filtering will be incorporated to a GreyMail filtering. This will also offer real-time Virus protection. This does not mean you do not need protection on your PC, it only means one more level of protection. Personal Web Space and N Drive are also two new added value features.

**The steps below are screen shots while setting up @comsouth.net E-Mail settings for Outlook 2007**



In outlook, click on tools, account settings



In the E-Mail tab, click new if it is a new install or change to edit an existing account.

**Change E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Put in your name or how you want it to look to others in the E-Mail

### Server Information

The account type is POP3

Incoming Server: mail.comsouth.net

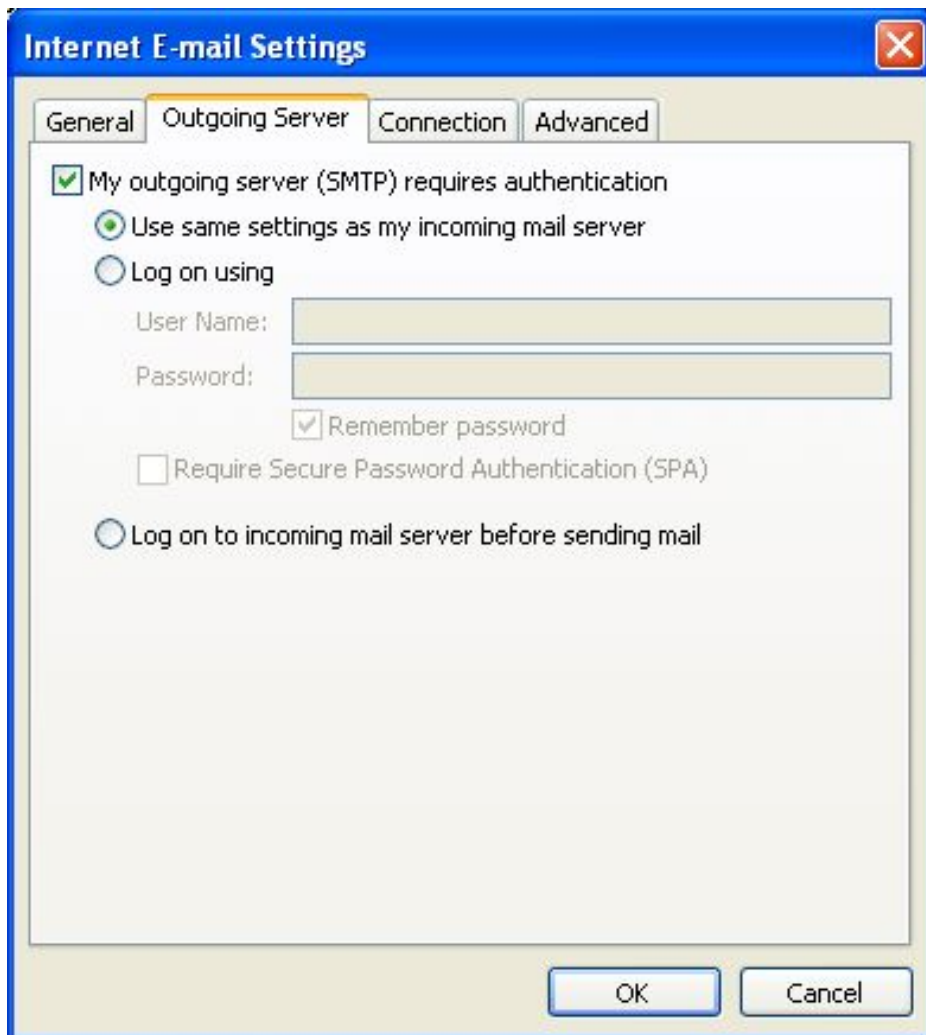
Outgoing Server: smtp.comsouth.net

### Logon Information

User Name: Your account [name@comsouth.net](mailto:name@comsouth.net)

Password: your password (should you not remember what it is, we cannot lookup your password, however we can change it for you)

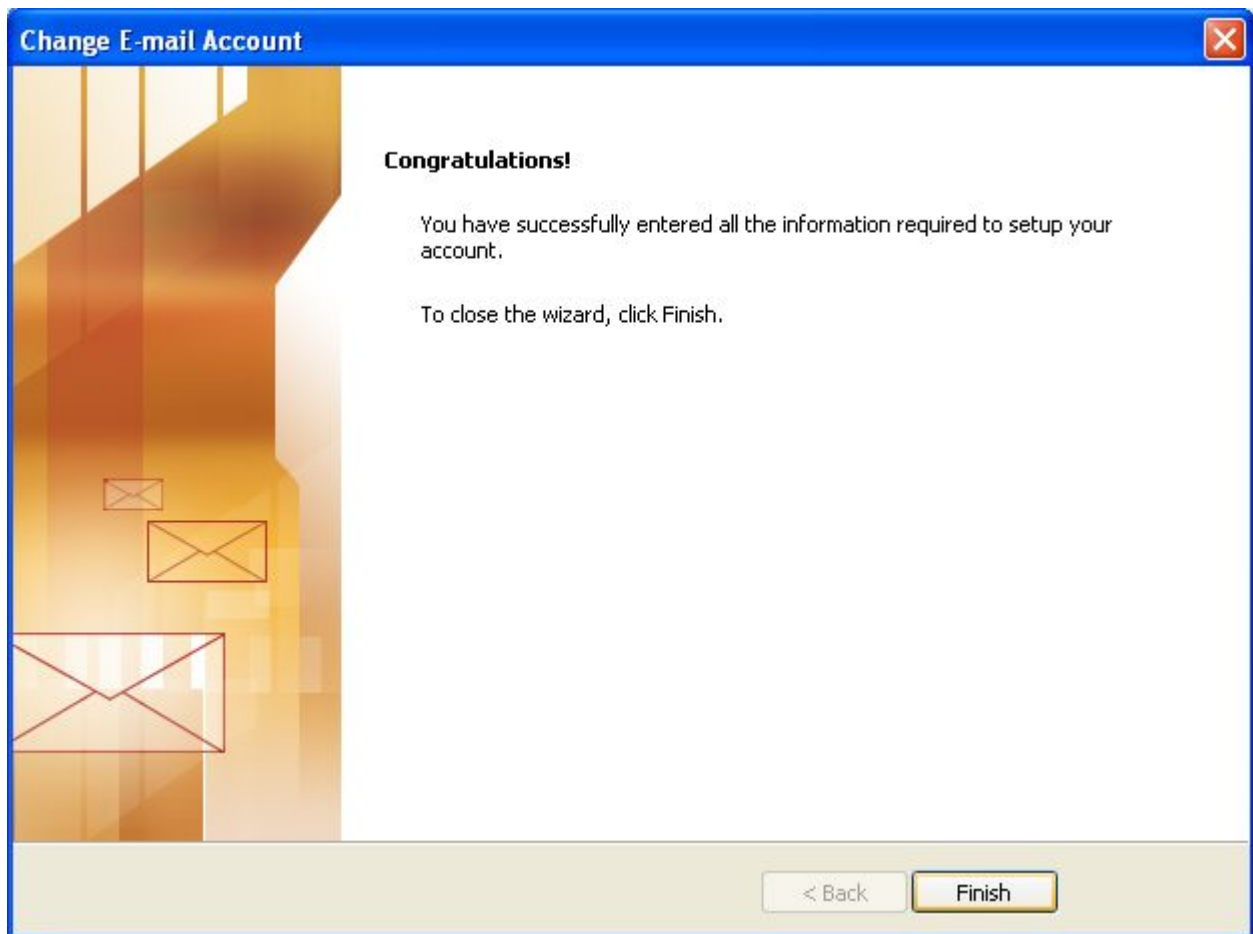
**Click on More Settings**



Click on the outgoing server tab and check the box:

“My outgoing server (SMTP) requires authentication

Click OK



**Click Finish**