

Configuring an Outlook Profile for outgoing-only mail

Intro Paragraph

1. *Login* to the B9s remote desktop using the account of the user you want to set up with an Outlook profile.
2. *Open* Outlook
3. In “New Profile,” *enter* profile name (use user name)
Click OK
4. Add New Account
Choose: “Manually configure server settings or additional server types”
Click Next
5. Add New Account – Choose Service dialog
Choose “Internet E-Mail”
Click Next
6. In the next screen follow instructions in graphic below:

The important fields that you enter are highlighted in red.

For User Information, enter the user's name and email address.

For Outgoing Mail Server, enter rockyroad.beyondnines.com

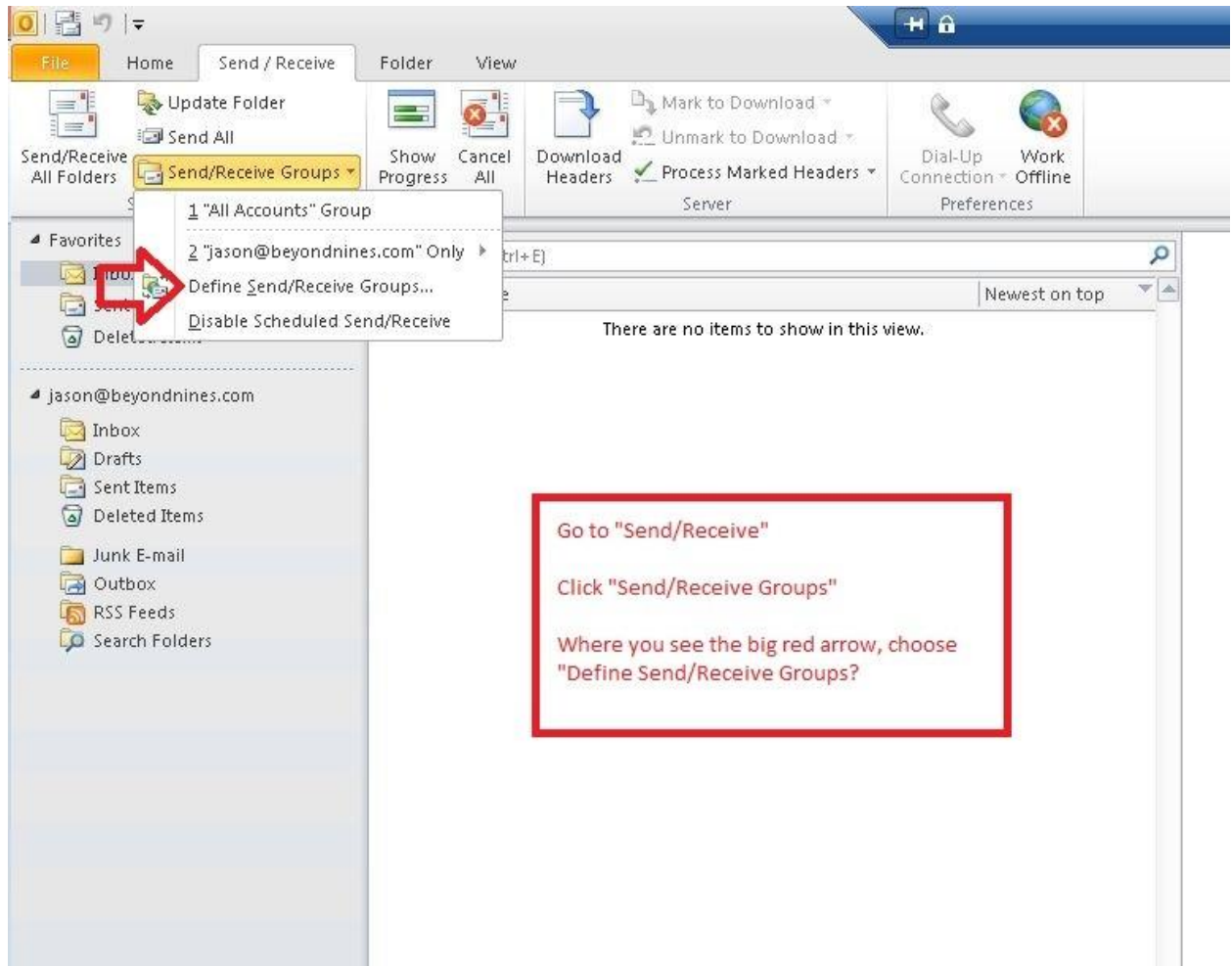
Make sure Test Account settings box is unchecked.

For Logon Information you must enter something. It doesn't matter what it is, enter some text for user name and password.

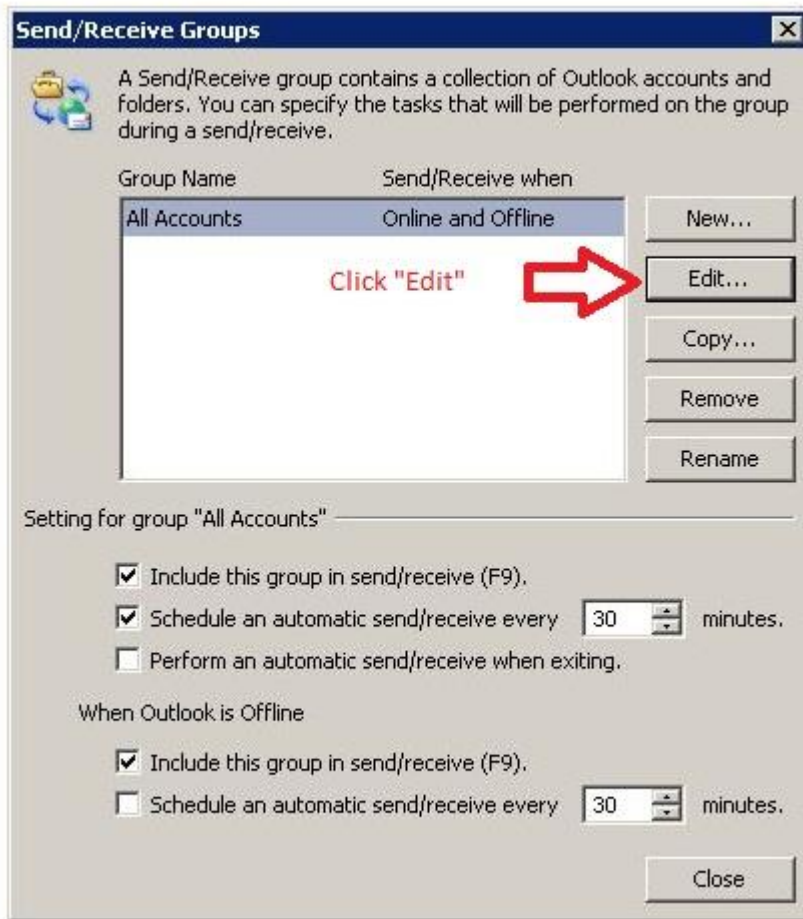
When finished, click NEXT

7. Click Finish. Outlook should open up. If it doesn't, open it up.

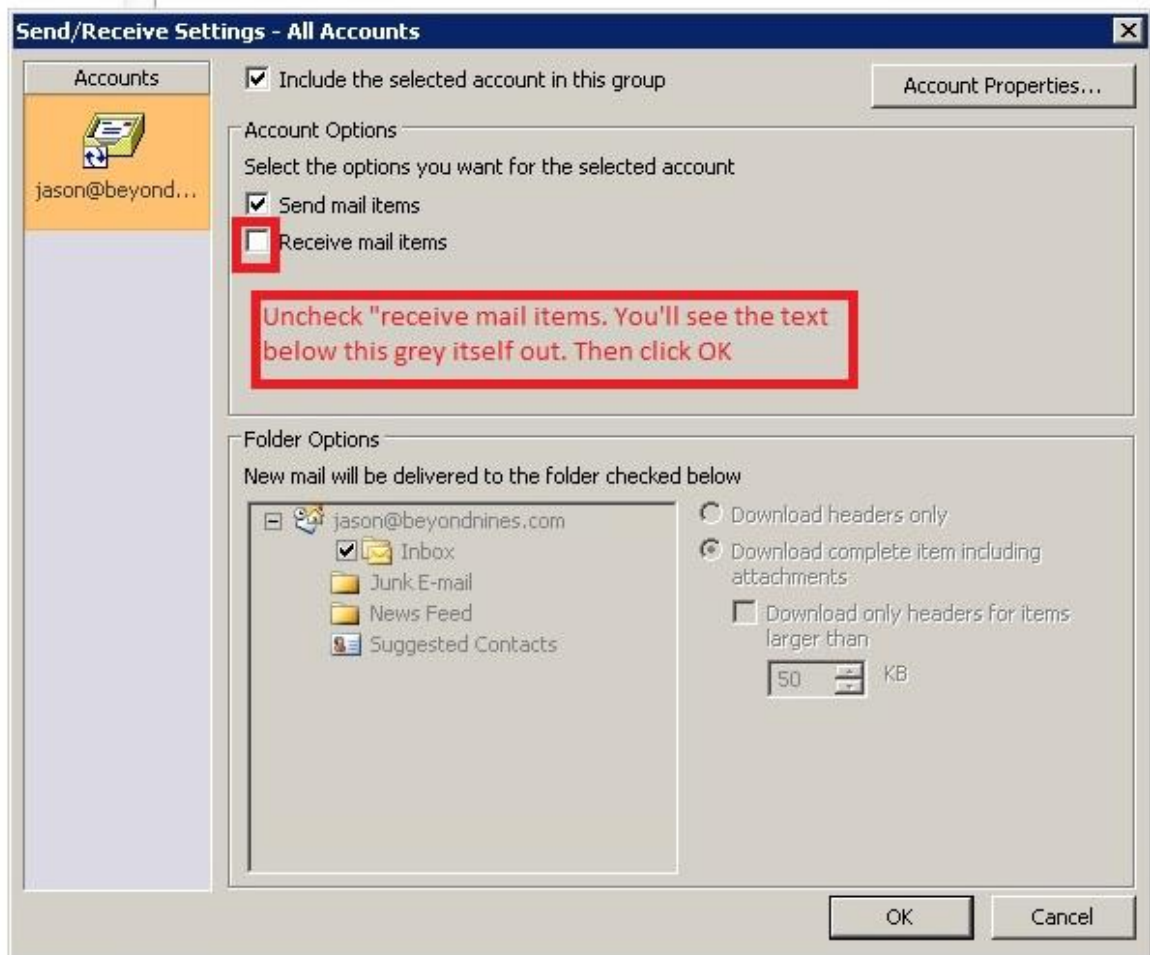
8. Follow instructions on graphic below:



9. After clicking "Define Send/Receive Groups," you should see the following screen pop up. Follow instructions in Red:



10. Now you will see the screen pictured below. Follow instructions in red.



11. After clicking "OK" in step 10, you will see the screen from step 9 again. Click "Close"

That's it. You're done!