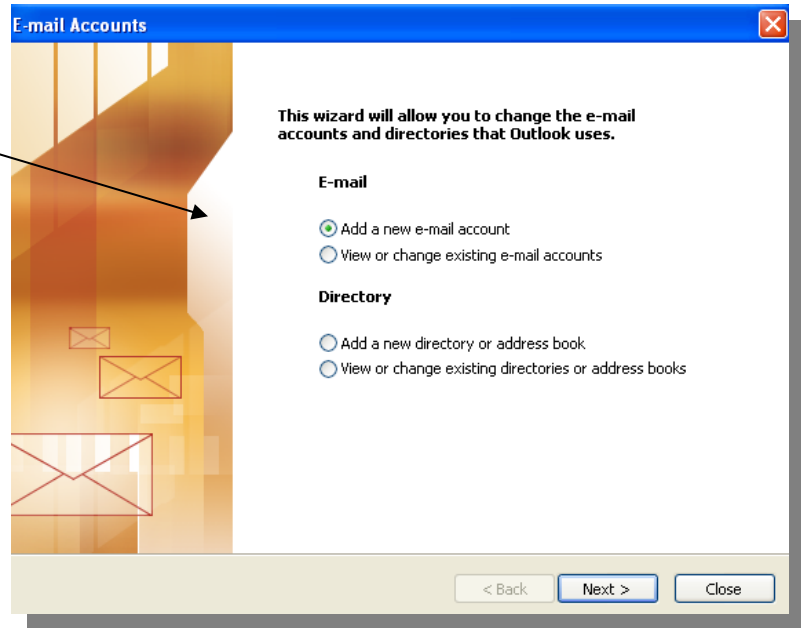
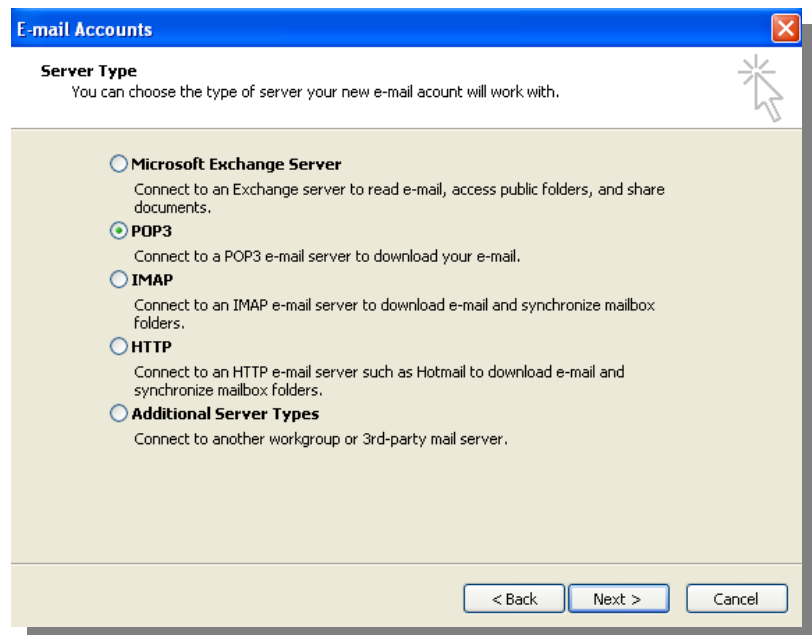


- Open Outlook and click on **"Tools"** and then **"Email Accounts"**.

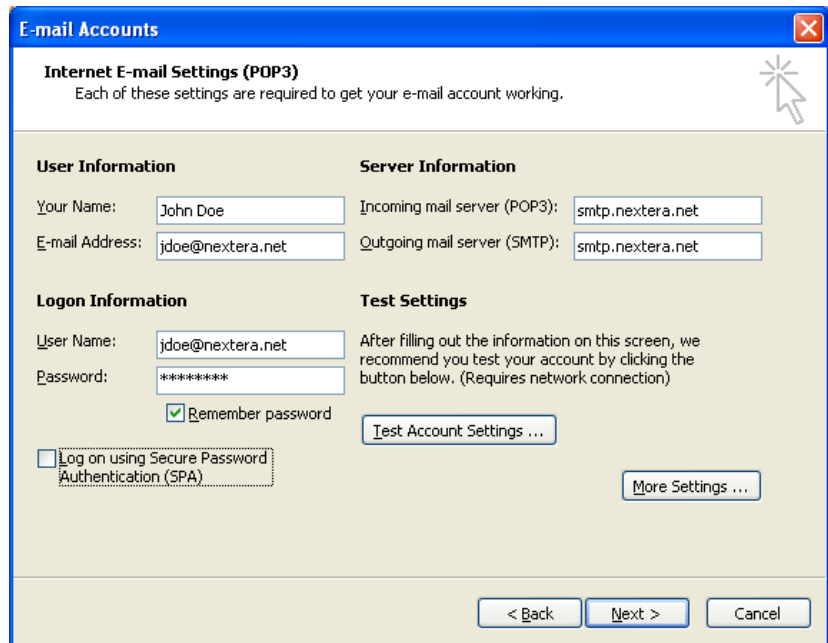
Select **"Add a new email Account"**



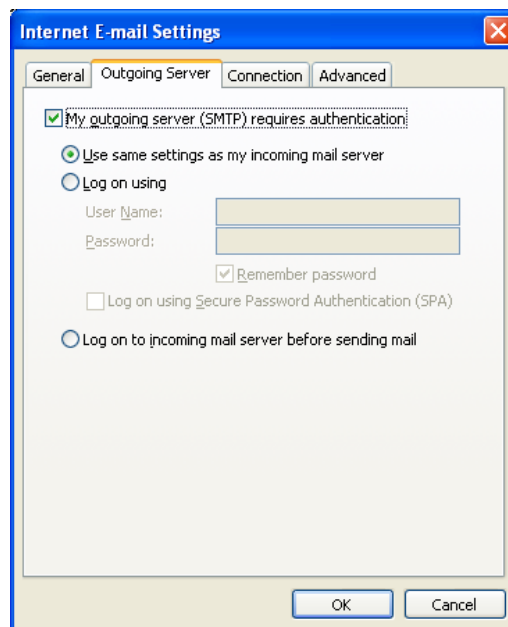
Select **"POP3"** as the Server type.



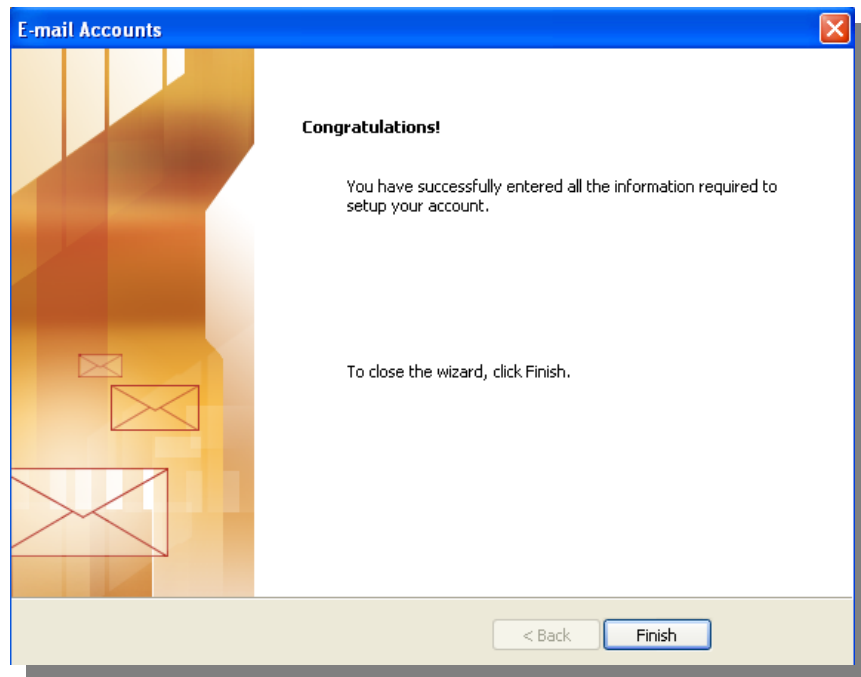
- The next screen will be **"Internet Email Settings (POP3)"**
- Under **"User Information"** enter your name and email address. Ex: yourname@nextera.net.
- **"Server Information"** needs to have **smtp.nextera.net** in both the Incoming and Outgoing Mail Server fields. This tells Outlook where to send and receive your email.
- **"Logon Information"** Enter the username and password assigned to you. The User Name **must** be your full email address (i.e. yourname@nextera.net). Passwords are important to keep unauthorized persons from using your email account. If you would like Outlook to remember your password, select **"Remember Password"**. This will prevent you from having to enter it each time.
- Click **"More Settings"**.



- Click **"My outgoing server (SMTP) requires authentication"**.
- Click **"Use same settings as my incoming mail server."**
- Click **"OK"**.



You have now successfully set up your email account! Select **"FINISH"**.



You e-mail set up is complete, now what?

Your Outlook e-mail program will send e-mail using the new account you just set up. It will receive or look for e-mail at both your new and old locations. Eventually your old domain name hosting company will discontinue or delete your domain name information from their servers and you will get an error message saying Outlook cannot find the e-mail server. At that time you can go into your "Tools" "Accounts" and delete the old e-mail account.

How can I remotely access my e-mail account?

Remote access to your e-mail account is available through the Internet webpage **webmail.nextera.net**. You must log on with your full e-mail address and password. There are many features available through this site, in addition to accessing all your e-mails, such as vacation messaging, auto responders, passwords, personal and group calendars just to name a few.

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Feel free to contact Nextera at CustomerSupport@nextera.net or 218-818-6400 if you have any problems.