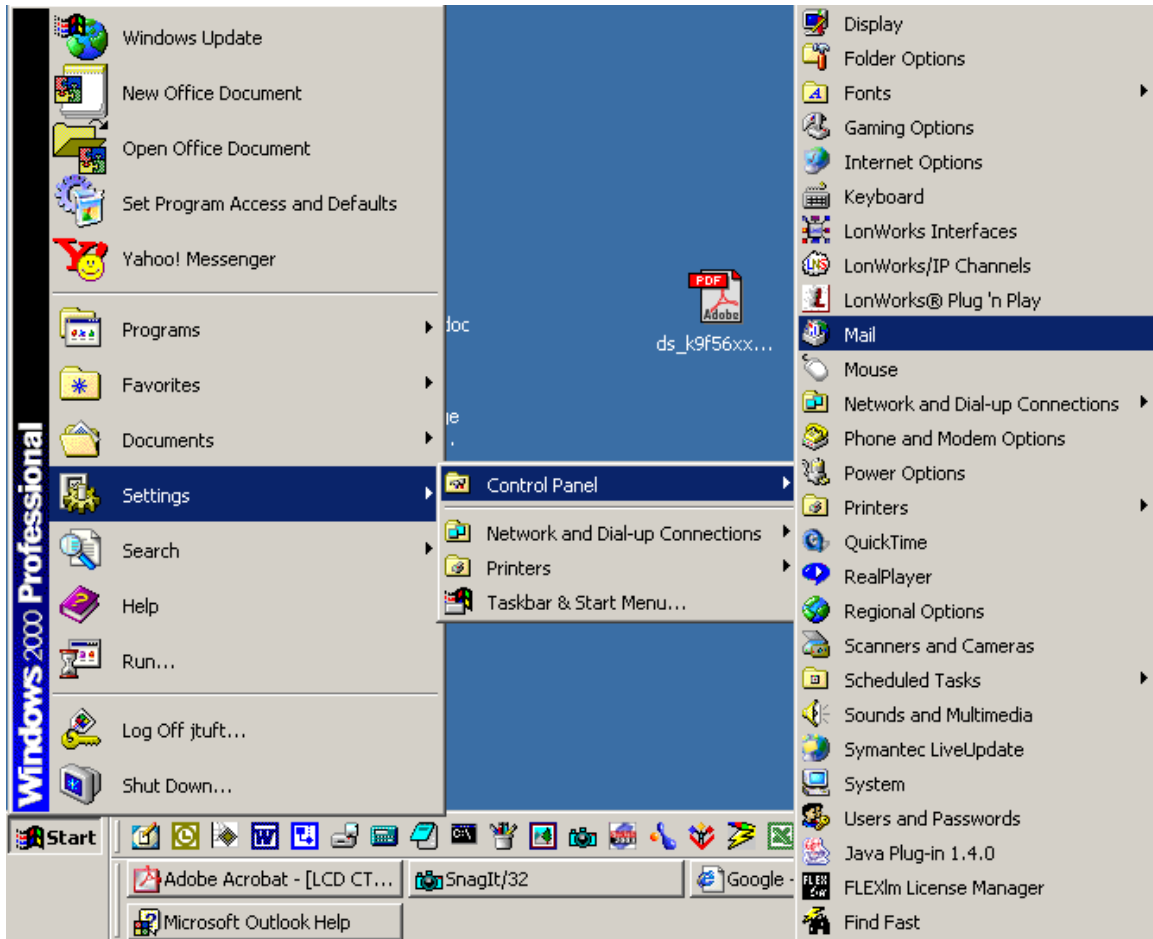


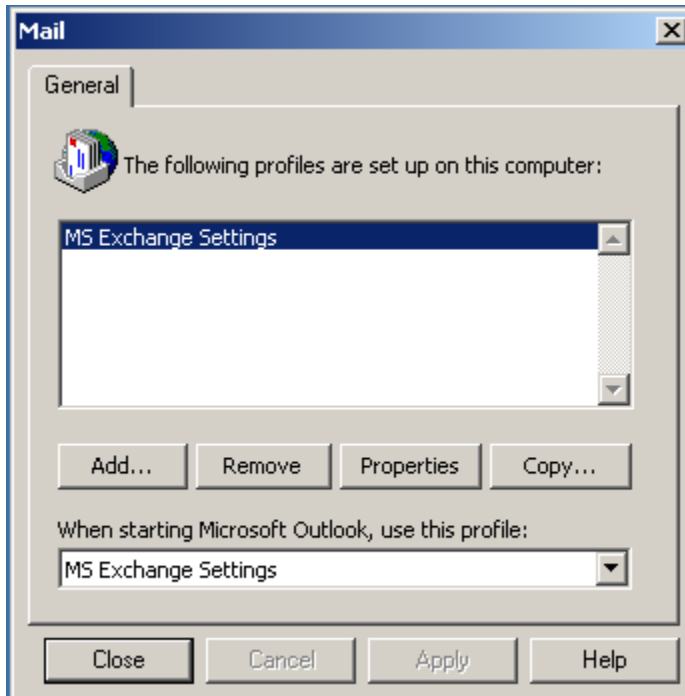
So, I just set up Outlook to retrieve my emails. I like using that much better than the web. You're using this at work, you can setup another profile in outlook so you can switch back and forth between your work and personal emails. Here's instructions on how to do that. If you are only using outlook for your totallytuft email, the setup should be identical.

These instructions are for windows 2000, they should be similar for winXP

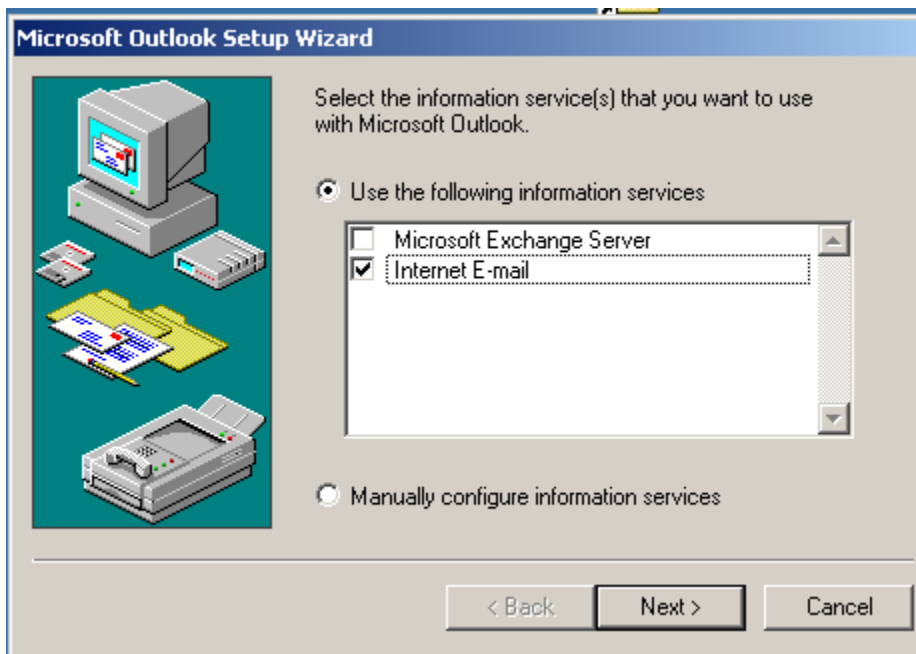
First, you must set up an email profile in windows. Go to the control panel and select Mail:



Choose Add



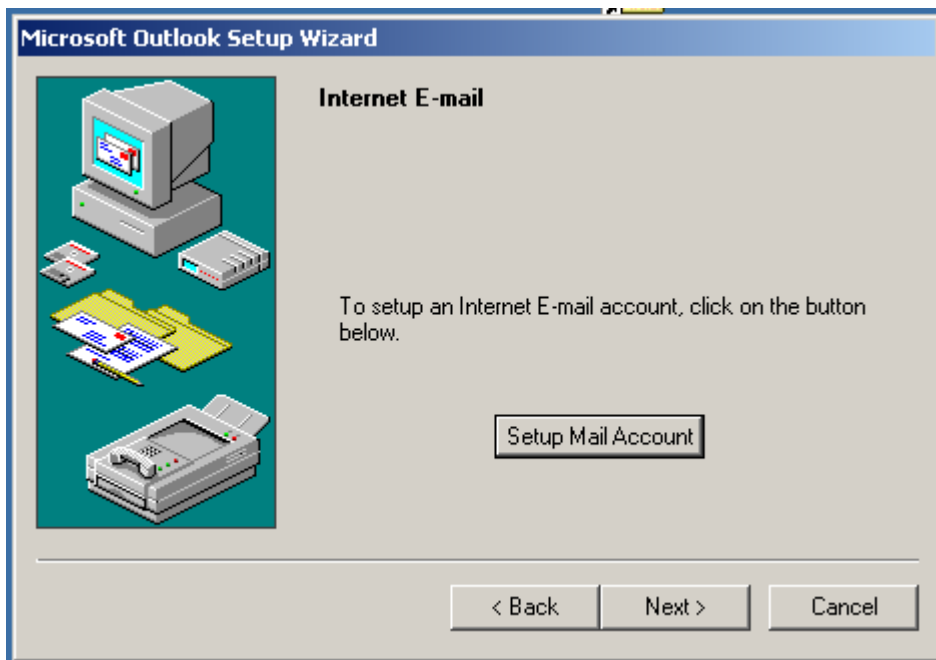
Then Internet Email:



Next, name the profile whatever you want:



Click next, then Setup Mail Account:



Enter General information with your name and email address:

The image shows a Windows-style dialog box titled "jacob@totallytuft.com Properties". It has four tabs: "General", "Servers", "Connection", and "Advanced". The "General" tab is selected. The dialog is divided into two sections: "Mail Account" and "User Information".

Mail Account: A text box contains "jacob@totallytuft.com". Above it is a small icon of a server and a text instruction: "Type the name by which you would like to refer to these servers. For example: 'Work' or 'Microsoft Mail Server'".

User Information: This section contains four text boxes:

- Name:** "Jacob Tuft"
- Organization:** (empty)
- E-mail address:** "jacob@totallytuft.com"
- Reply address:** "jacob@totallytuft.com"

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

Enter Server Information:

The image shows a Windows-style dialog box titled "jacob@totallytuft.com Properties". It has four tabs: "General", "Servers", "Connection", and "Advanced". The "Servers" tab is selected. The dialog is divided into sections for "Server Information", "Incoming Mail Server", and "Outgoing Mail Server".

Server Information

- Incoming mail (POP3):
- Outgoing mail (SMTP):

Incoming Mail Server

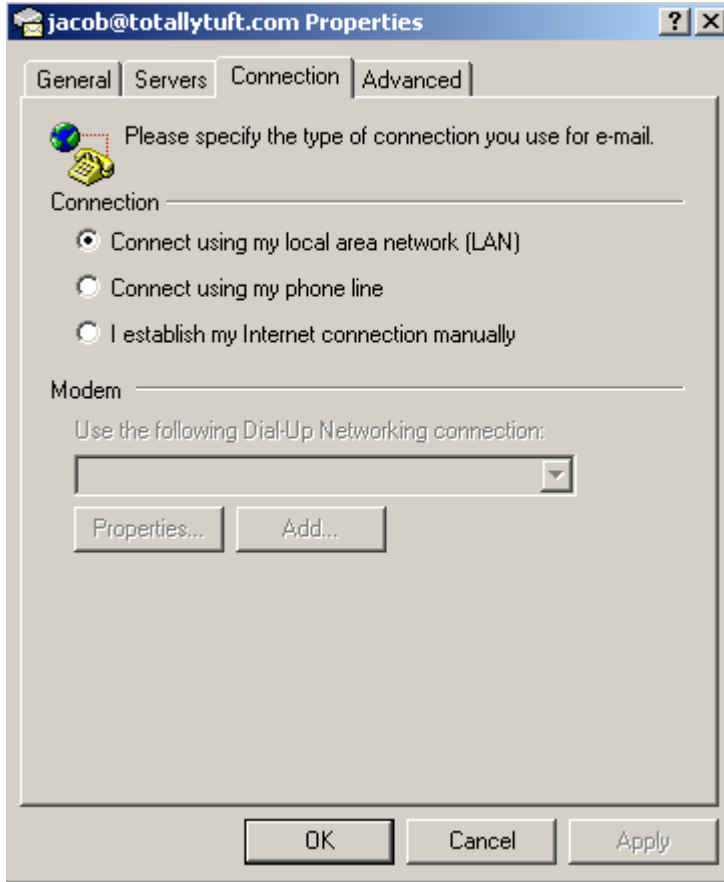
- Account name:
- Password:
- Remember password
- Log on using Secure Password Authentication

Outgoing Mail Server

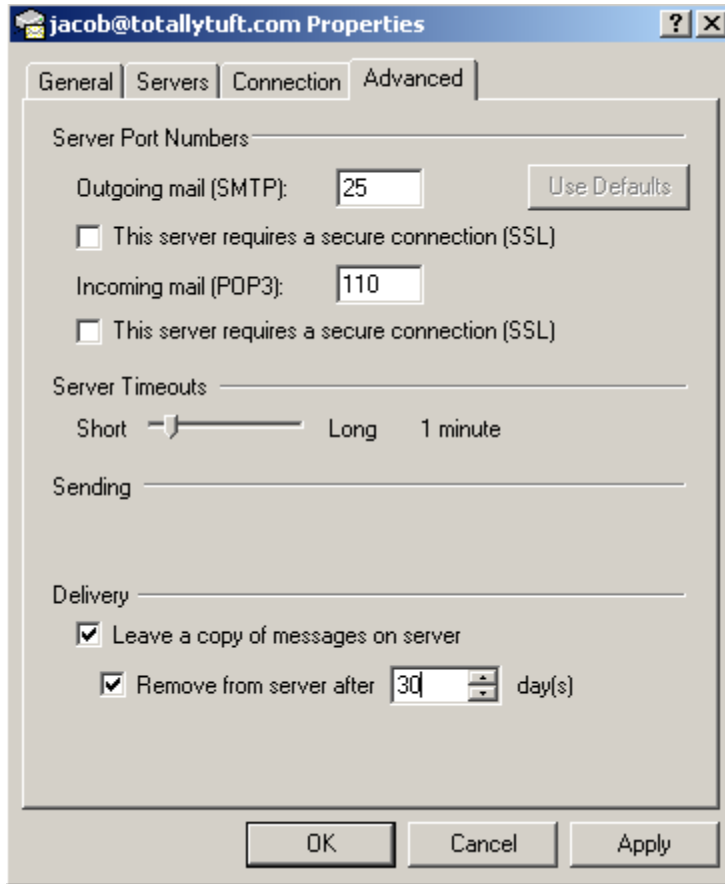
- My server requires authentication
-

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Apply".

Specify your internet connection:



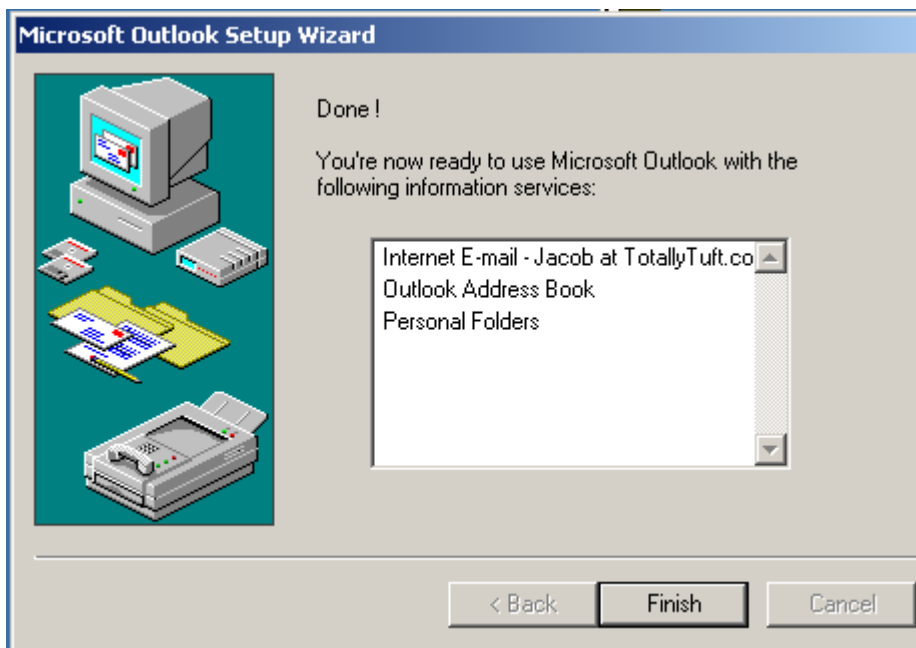
Leave the Advanced properties at their default settings. Or if you want, you can change the settings like I did so that outlook will leave your messages on the server for a period of time. This will allow you to access recent emails via the web even though outlook has downloaded them.



Specify the location where you want your outlook files stored (default is fine)



Click Next and you're almost done:

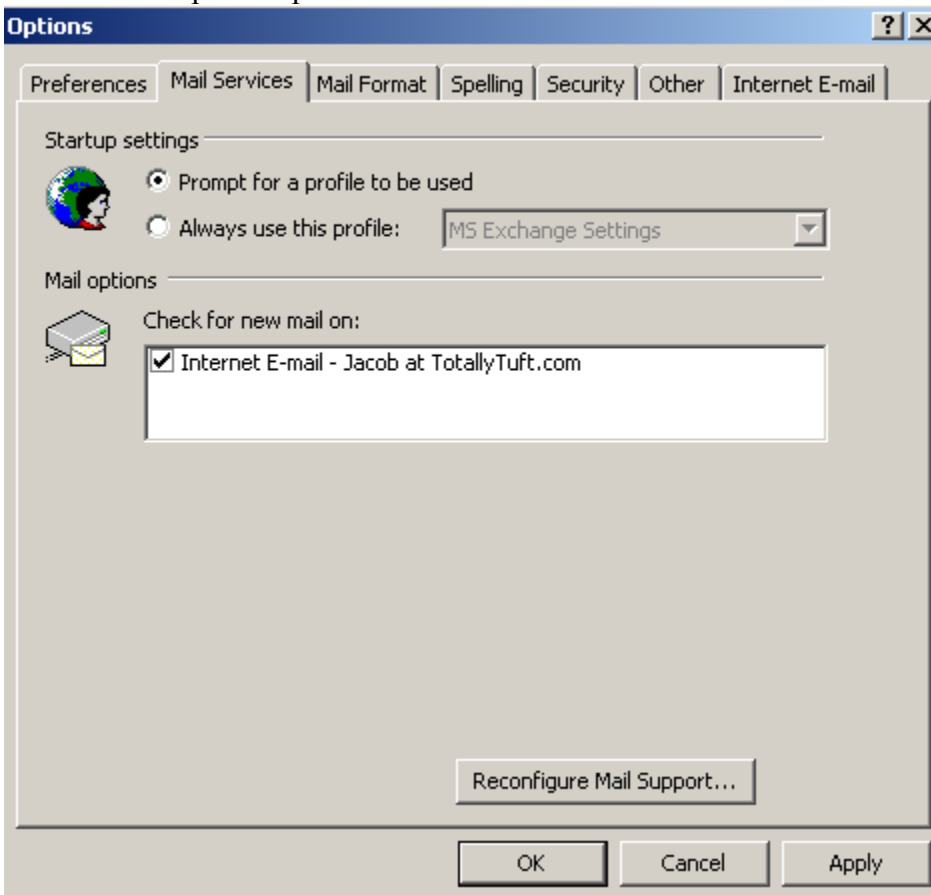


Finally, if you are at work and have more than one profile (ie. One for work and one for totallytuft) you have to tell Outlook to ask you which profile to use instead of opening the same one all the time.

Go to outlook and choose the options menu:



Choose "Prompt for a profile to be used"



Now everytime you open outlook it will ask you what profile you want to use. To switch back and forth you have to close outlook and re-open it.