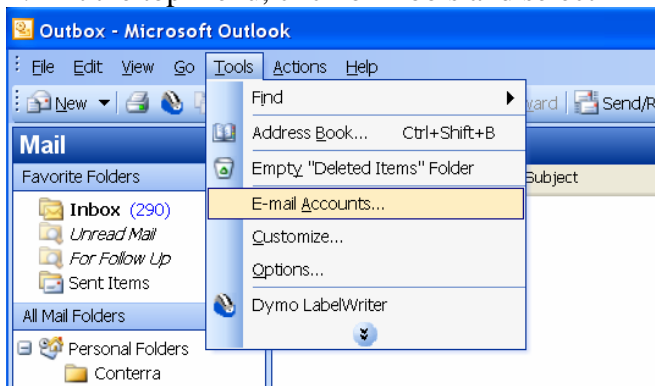
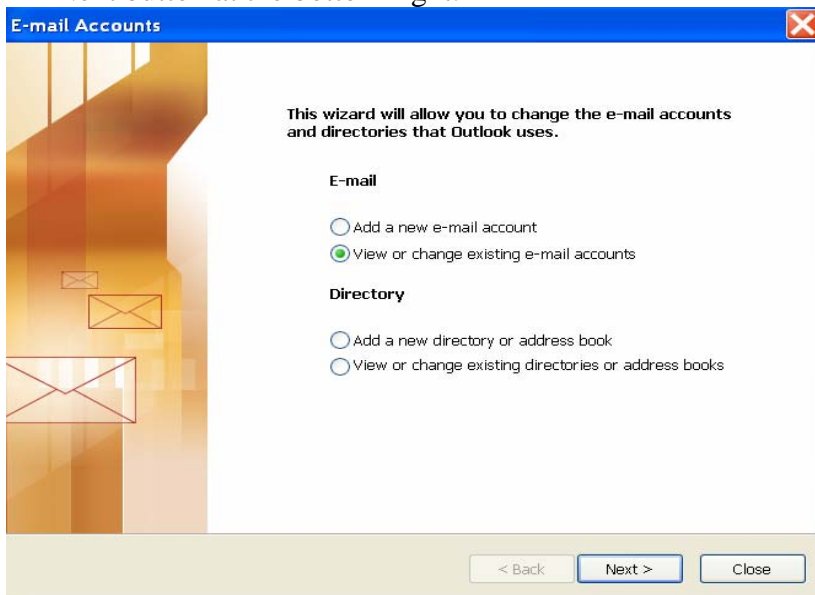


Outlook – Leave A Copy On Server

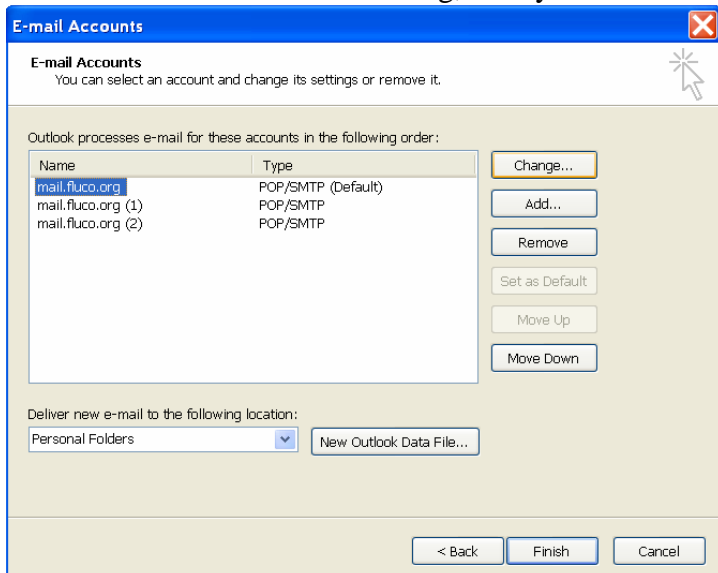
1. Open Microsoft Outlook
2. At the top menu, click on Tools and select E-Mail Accounts....



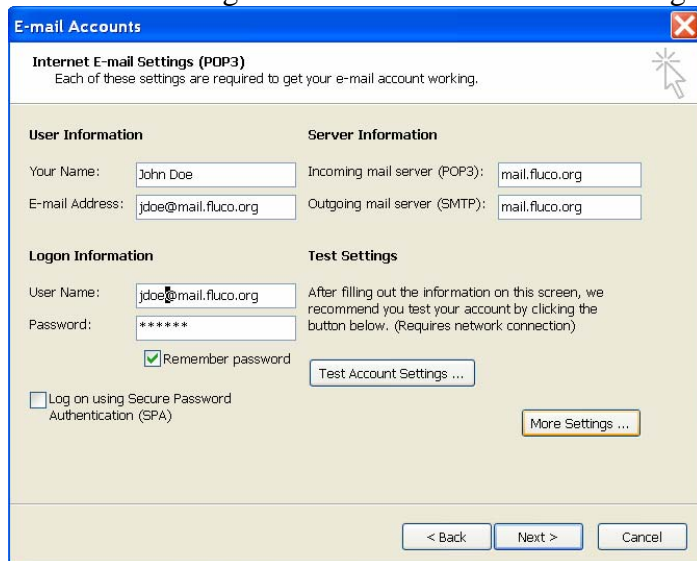
3. When the E-Mail Accounts window pops up, select “View or change existing e-mail accounts”. Then click the Next button at the bottom right.



4. In the next window, highlight your default email account and click the change button. If you have more than once Fluco email account, You will have to repeat the following steps. Please note that just because the Name of the account is mail.fluco.org, it may not be a Fluco email account.

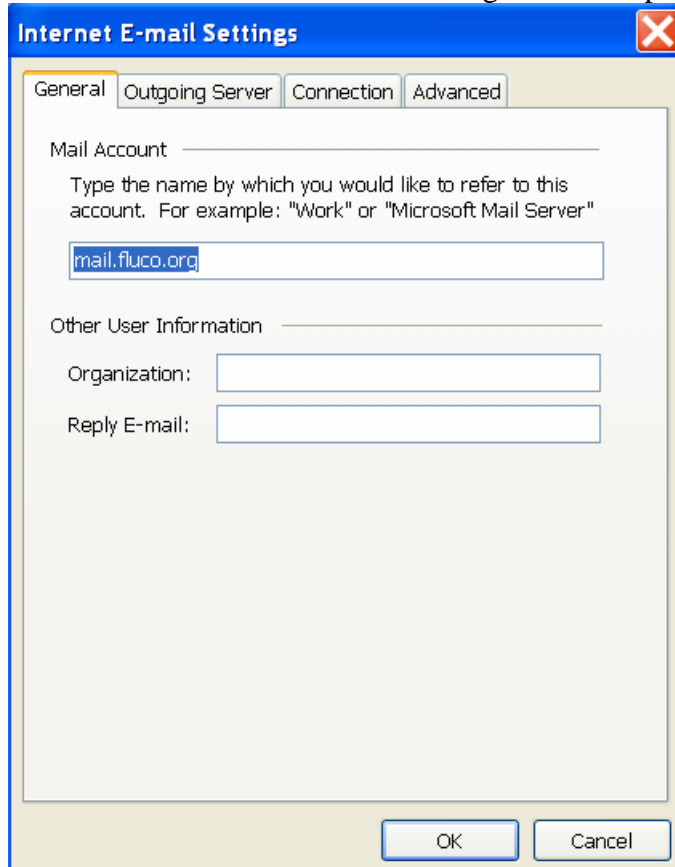


5. You are now at the screen where you can change the email settings for the specific user. Please click on the “More Settings...” button towards the bottom right corner.



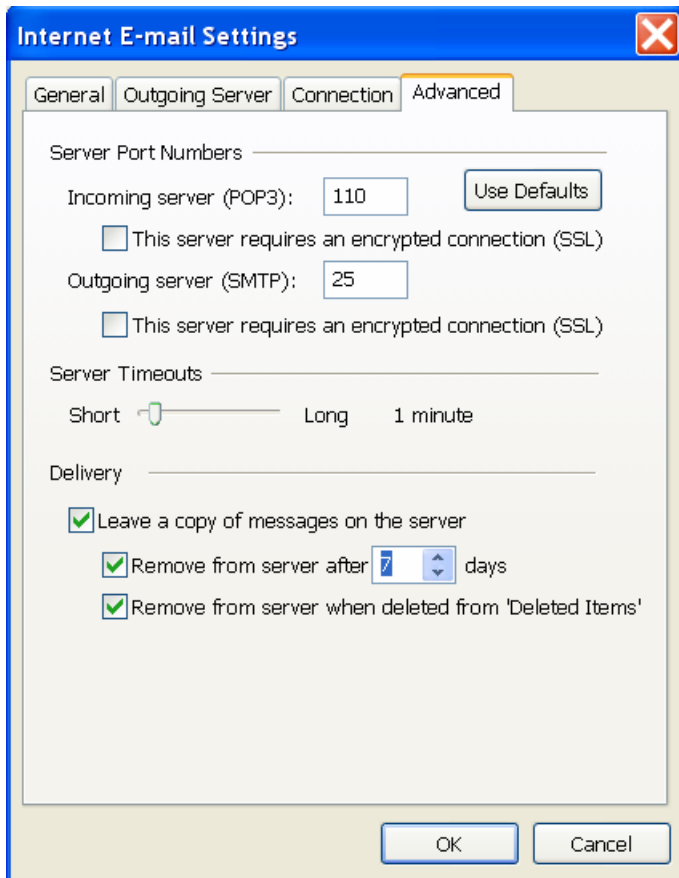
The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (POP3)' tab selected. The window title is 'E-mail Accounts' and it has a close button in the top right corner. Below the title bar, there is a sub-header 'Internet E-mail Settings (POP3)' and a note: 'Each of these settings are required to get your e-mail account working.' The settings are organized into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. 'User Information' includes 'Your Name' (John Doe) and 'E-mail Address' (jdoe@mail.fluco.org). 'Server Information' includes 'Incoming mail server (POP3)' and 'Outgoing mail server (SMTP)', both set to mail.fluco.org. 'Logon Information' includes 'User Name' (jdoe@mail.fluco.org) and 'Password' (masked with asterisks), with a checked 'Remember password' checkbox. 'Test Settings' includes a 'Test Account Settings ...' button. At the bottom right, there is a 'More Settings ...' button. At the bottom of the dialog, there are '< Back', 'Next >', and 'Cancel' buttons.

6. When the “Internet E-Mail Settings” window pops up, click on the “Advanced” Tab.



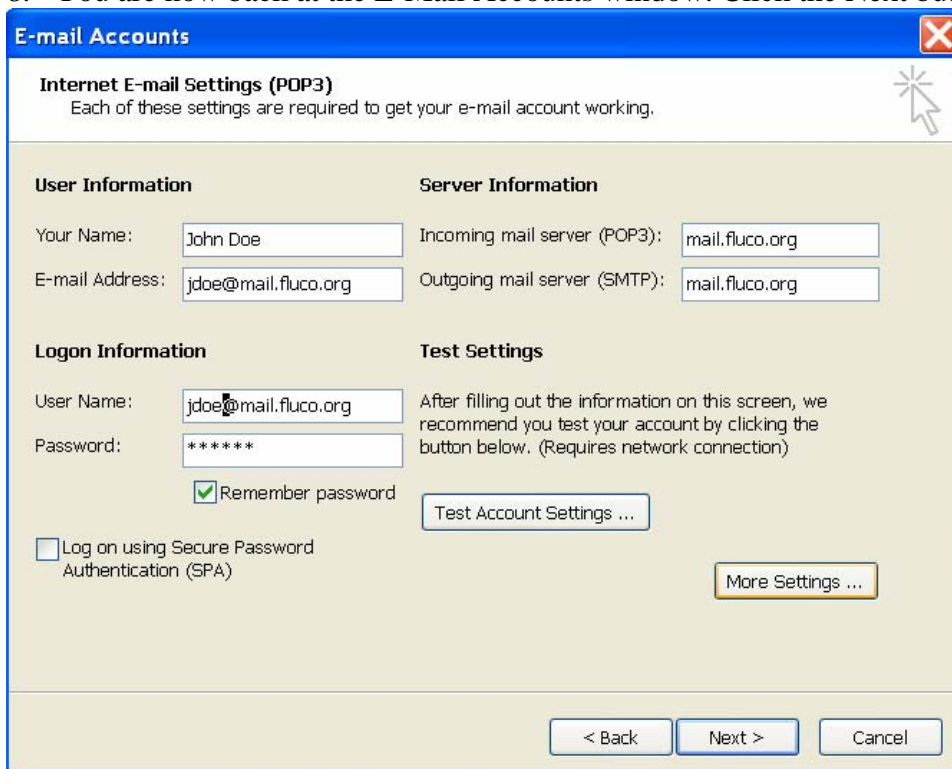
The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The window title is 'Internet E-mail Settings' and it has a close button in the top right corner. The dialog has four tabs: 'General', 'Outgoing Server', 'Connection', and 'Advanced'. The 'Advanced' tab is active. The 'Mail Account' section has a text input field containing 'mail.fluco.org'. Below it, there is a section for 'Other User Information' with two text input fields: 'Organization' and 'Reply E-mail'. At the bottom of the dialog, there are 'OK' and 'Cancel' buttons.

7. Check the “Leave a copy of messages on the server”, “Remove from server after 7 days”, and the “Remove from server when deleted from ‘Deleted Items’” check boxes. Then click ok.



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (POP3)' set to 110 and 'Outgoing server (SMTP)' set to 25. The 'Server Timeouts' section has a slider between 'Short' and 'Long' (1 minute). The 'Delivery' section has three checked options: 'Leave a copy of messages on the server', 'Remove from server after 7 days', and 'Remove from server when deleted from 'Deleted Items''. 'OK' and 'Cancel' buttons are at the bottom.

8. You are now back at the E-Mail Accounts window. Click the Next button at the bottom right.



The screenshot shows the 'E-mail Accounts' dialog box. The title bar says 'E-mail Accounts'. Below the title bar, it says 'Internet E-mail Settings (POP3)' and 'Each of these settings are required to get your e-mail account working.' There are four sections: 'User Information' (Your Name: John Doe, E-mail Address: jdoe@mail.fluco.org), 'Server Information' (Incoming mail server (POP3): mail.fluco.org, Outgoing mail server (SMTP): mail.fluco.org), 'Logon Information' (User Name: jdoe@mail.fluco.org, Password: *****, Remember password checked), and 'Test Settings' (Test Account Settings ... button). There is also a 'More Settings ...' button. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

9. Click on the Finish Button.