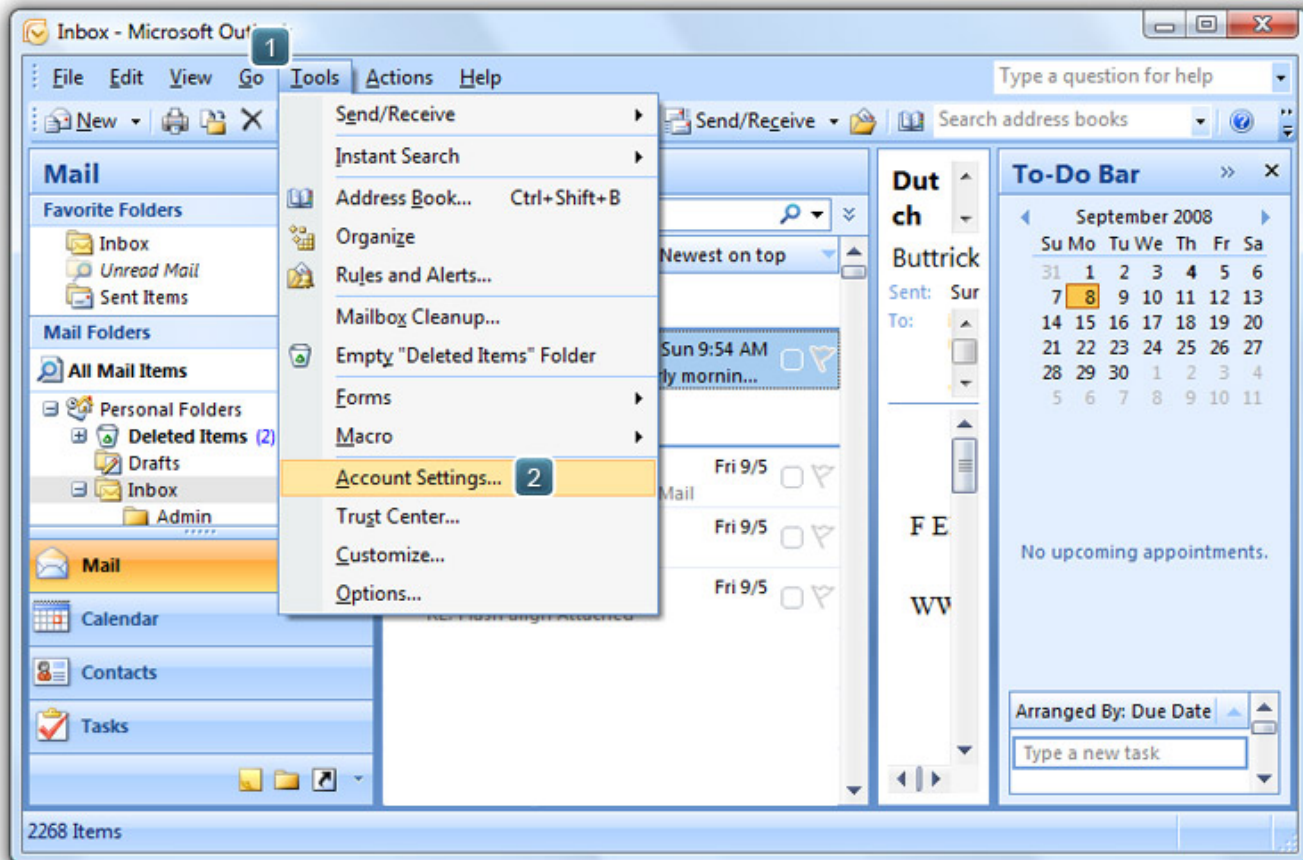


Microsoft Outlook 2007 Setup

Access Your Email through MS Outlook 2007

Support: +27 12 6538 007
Facsimile: +27 86 6508 657
Email: support@regalpanther.com
www.regalpanther.com

By using a 3rd party client you can download all email to your computer, making it possible to access messages even when you're offline. Open Microsoft Outlook 2007 and follow the indicated steps to set it up with your account. Each step has a corresponding number on the screenshot to illustrate where it can be found.



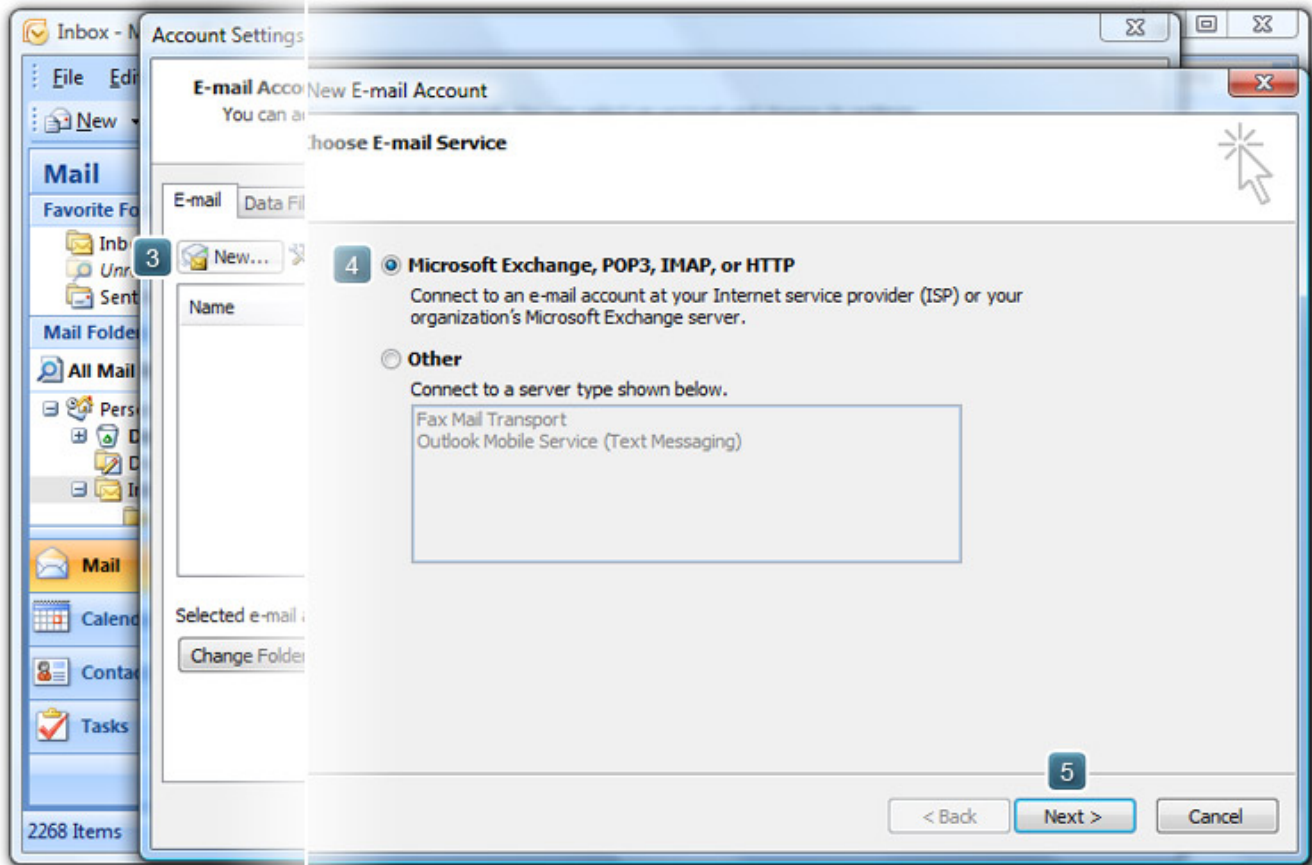
1. With Outlook open, click on the **Tools** menu button at the top of the page.
2. A dropdown menu with options will appear. Go down and click on **Account Settings**.

Note: If you're opening Outlook for the very first time you will be prompted with a screen to immediately setup a new account. If this is the case you can skip to step 4.

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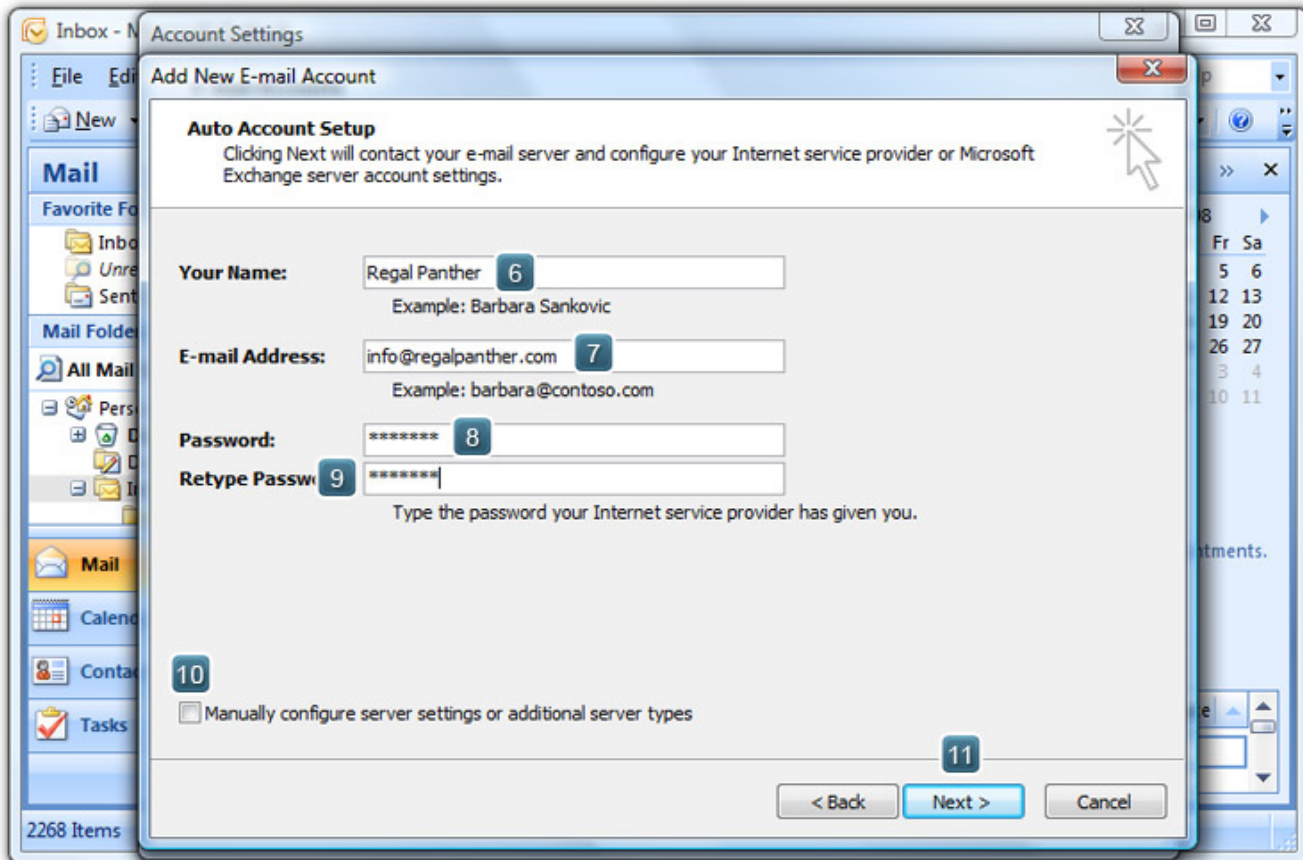


3. A new prompt will appear. The email tab at the top of the screen will be selected by default. You want to create a new email account, so go ahead and click on **New**
4. Another prompt will appear on top of the previous one. By default **Microsoft Exchange, POP3, IMAP, or HTTP** should be selected. If it is not click the radio button next to it to select it as illustrated.
5. Go ahead and click on the **Next** button to continue

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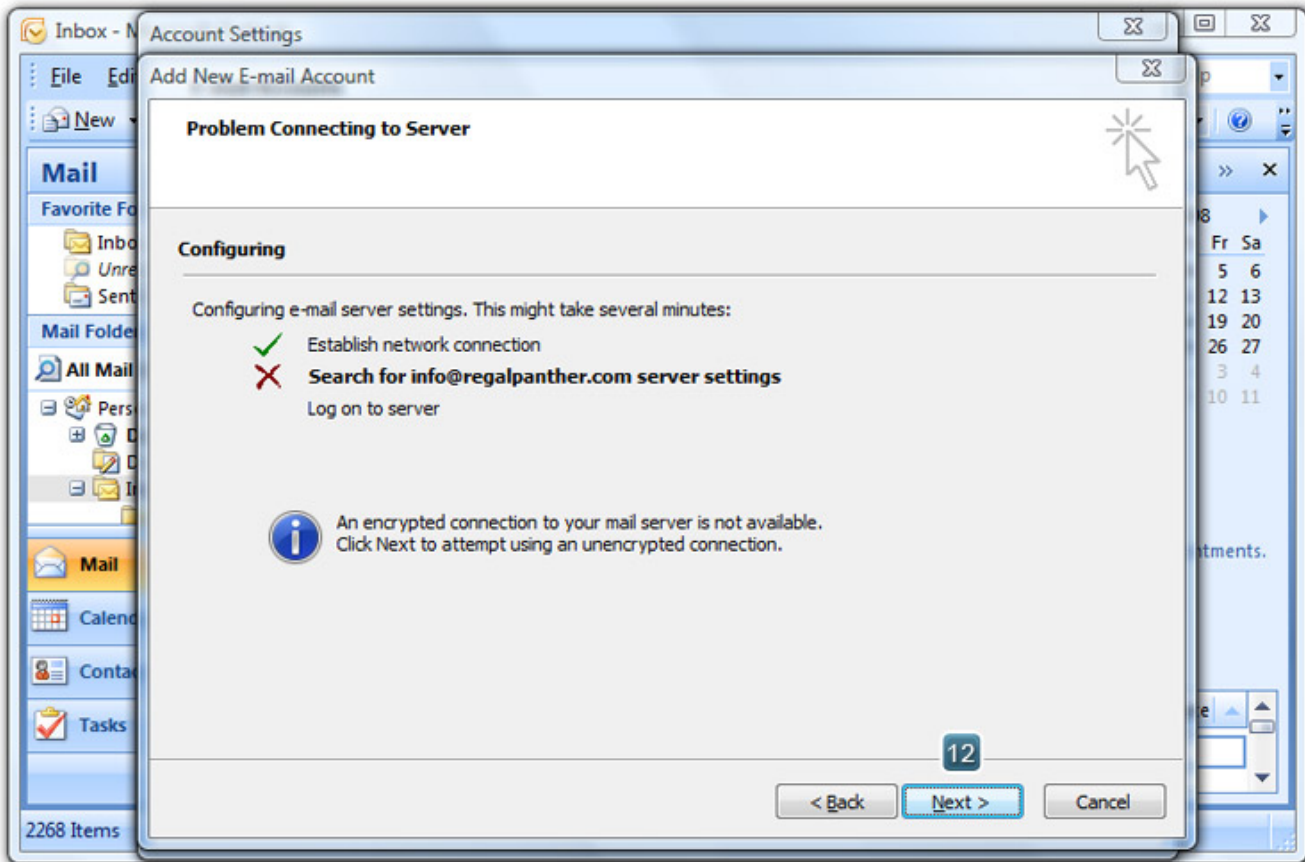


6. You will be prompted to enter your account information. First off enter your name as you want it to appear to those who receive mail from you. In our example we filled in the field as **Regal Panther**
7. In the next field fill in your full email address. In our example we fill in **info@regalpanther.com**
8. In the password field fill in your password for your email address.
9. You will be asked to retype your password.
10. Make sure that the **Manually configure server settings or additional server types** tick box is unselected.
11. When you've filled in all your information on the page, go ahead and click on the **Next** button.

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12. Outlook will first try and connect via an encrypted connection. If this fails, click on Next and it will search via an unencrypted connection. If you filled your details in correctly the account will be created.

Congratulations! You've successfully setup Microsoft Outlook 2007 to use with your email account. If you need further assistance please visit our support page at <http://regalpanther.com/support.php>