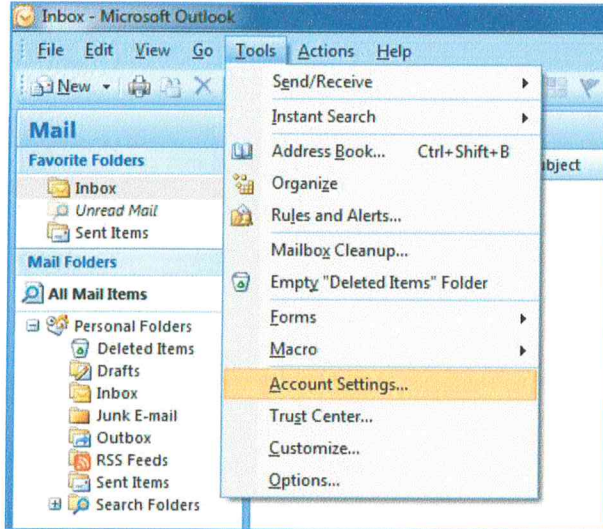


This guide will help you update your Outlook 2007 email program to receive and send email using your new account settings.

IMPORTANT: If you have not synchronized your account with the new system by logging in to the new webmail portal at mail.indytel.com, you will be unable to use the new settings below.

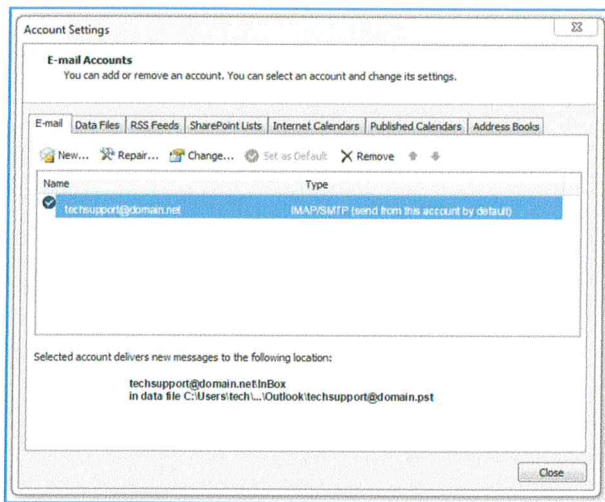
Step 1. Navigate to your Account Settings:

- Open Outlook 2007
- Click the **Tools** drop down menu
- Select **Account Settings**



Step 2. Open the Change E-mail Account wizard:

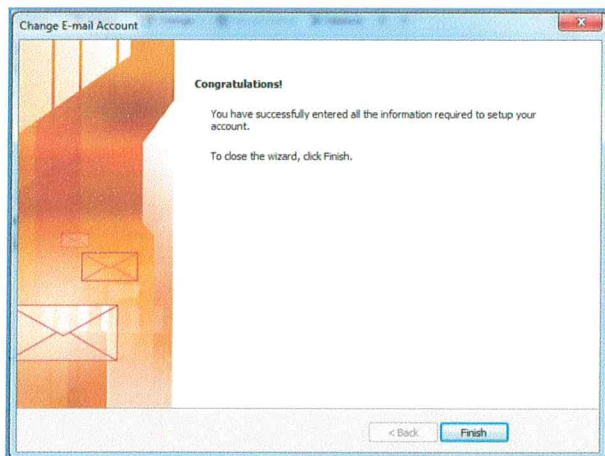
- Select your @indytel.com email address to highlight in the center of the window
- Click **Change...**



Step 3. Update the server settings:

- Edit the **Incoming mail server** to: **in.indytel.com**
- Edit the **Outgoing mail server (SMTP)** to: **out.indytel.com**
- Ensure that the email username is your **full email address (ex: myemail@indytel.com)** and that your Password is correct
- Click **Test Account Settings...**
- If you receive an error message, double-check that all steps were completed correctly and that your Internet connection is active
- When the test is successful, click **Next** to complete the process

Step 4. To close the **Change E-mail Account** wizard, click **Finish**



Congratulations, your Outlook 2007 email is now set up!