

Outlook Email Setup

1. Click on the Microsoft Outlook Icon
2. Click Next
3. Click Yes
4. Click Next
5. Choose POP3
6. Click Next
7. Incoming email server = mail.trenholmtech.cc.al.us
8. Outgoing mail server = mail.trenholmtech.cc.al.us
9. User name = first initial of the first name, last name
10. Password = #first letter of last name @ last four digits of social security number#
11. Click Next
12. Click Finish

Outlook Email Scan Configuration

1. Open Outlook
2. Click on Tool/ Email Scan Properties
3. Click on the Detection Tab
4. Choose to scan all file attachments
5. Click Advanced
6. Click Enable Heuristics Scanning
7. Click Enable Macro and program file heuristic scanning
8. Click OK
9. Click OK