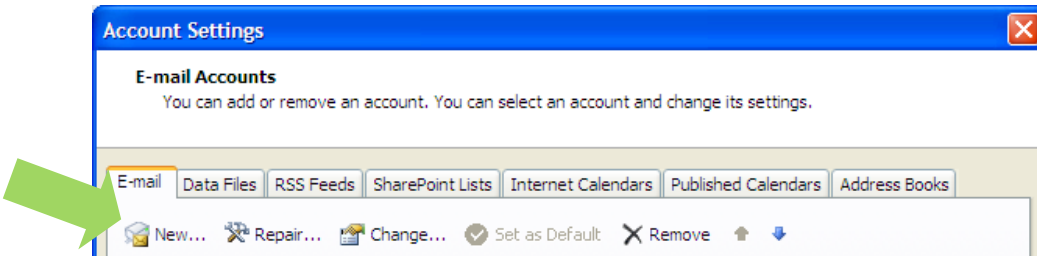
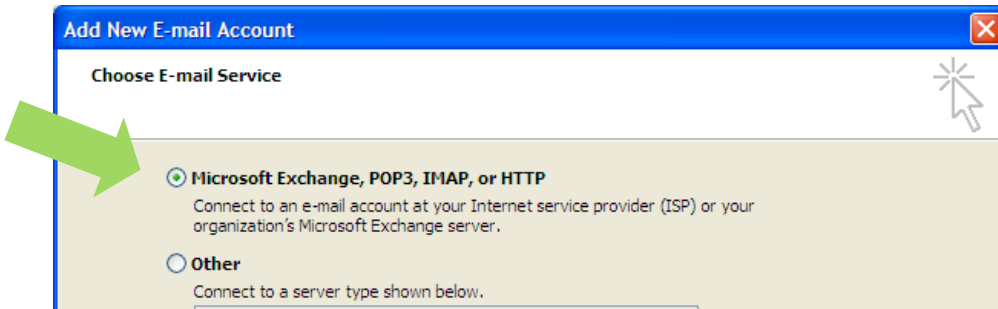


Launch Microsoft Outlook, then:

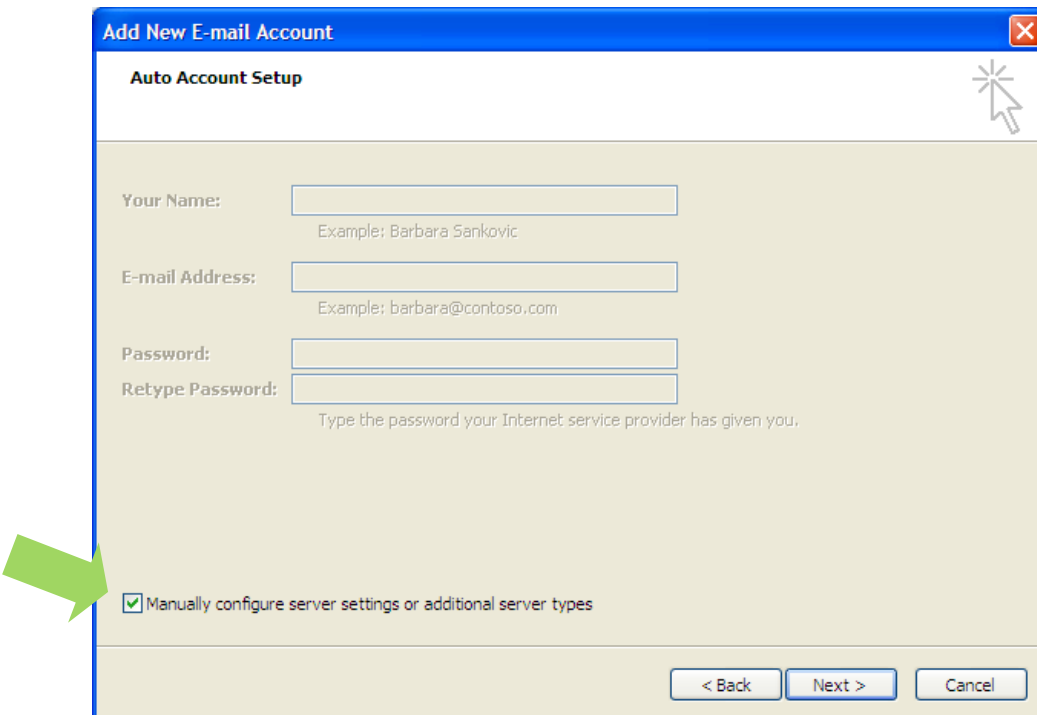
- Tools, Account Settings, Under Email tab- New



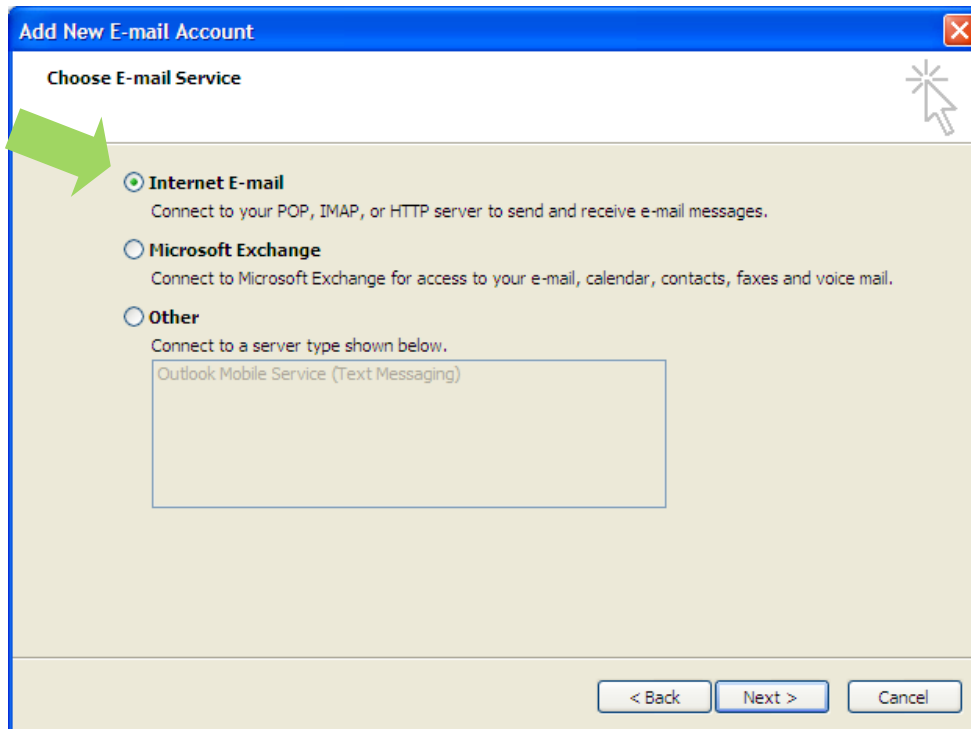
- Select Microsoft Exchange POP3, IMAP, or HTTP and then click Next.



- Check “Manually configure server setting or additional server types” and then click Next.

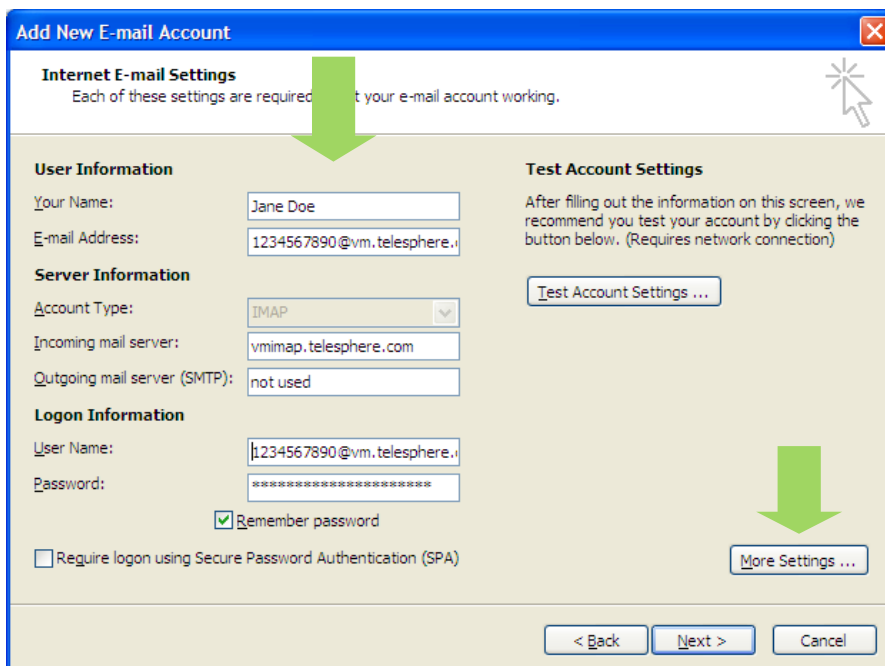


- Select “Internet E-mail” and then click Next

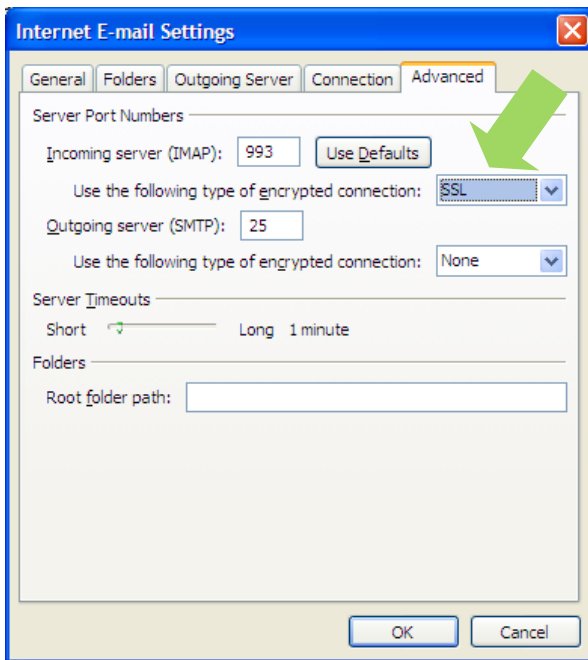


Your Name: Jane Doe  
Email Address: [1234567890@vm.telesphere.com](mailto:1234567890@vm.telesphere.com) (Numbers =your 10 digit DID)  
Account Type: IMAP  
Incoming Mail Server: vmimap.telesphere.com  
Outgoing Mail Server: Customer provided (Enter anything, email will not be sent using account)  
User Name: [1234567890@vm.telesphere.com](mailto:1234567890@vm.telesphere.com) (Numbers = your 10 digit DID)  
Password: XXXXXXXXXXXXXXXXXXXX (Please dial 888-Mysphere to receive this password)

- Select Remember password and click More Settings.



- Click on the Advanced tab, select “SSL” from the drop down next to “Use the following type of encrypted connection:”.



- Click Finish to complete the install.

