

INSTRUCTIONS FOR SETTING UP OUTLOOK ON MULTIPLE MACHINES (these steps must be performed on ALL the computers that are connecting to the same account)

First you need to decide which computer will be your master computer. Only one computer should be deleting the emails from the server (you have to have a computer deleting your messages from the server or you mailbox will fill up and stop receiving messages). This “master computer” should be the main computer that you use and is most important that this computer receives all email.

1. Open Outlook or Outlook Express
2. Click the tools menu, then Accounts or Email Accounts
3. If the menu option you clicked was just Accounts and didn't have the word Email please skip to step 4, if the menu option included the word Email continue here
 - a. Select view or change existing account
 - b. Select the IGD Solutions account and select change
 - c. Once you reach the properties screen select the more settings button and skip to step 5
4. Select your mail.igdsolutions.com account and click Properties
5. Click the advanced tab at the top
6. Make sure the check box is checked next to the option Leave a copy of messages on the server
7. Follow these next steps only on the master computer, otherwise skip to step 8
 - a. Make sure the box is checked next to the option Remove from server after days
 - b. Set the number of days to a number that gives you enough time to connect with your other computer(s), but don't set it too high because as long as the messages are on the server they are taking up space that may be needed for new messages
 - c. If you receive a lot of junk mail AND you regularly empty your 'Deleted Items' you may want to check the box next to Remove from server when deleted from Deleted Items. (please note: doing this will limit the likelihood of deleted messages being downloaded on your other computer(s))
8. Click OK
9. Your Outlook is now set up for multiple computers to connect to the same account, please make sure you follow these instructions for all computers you are using to check the same email account.