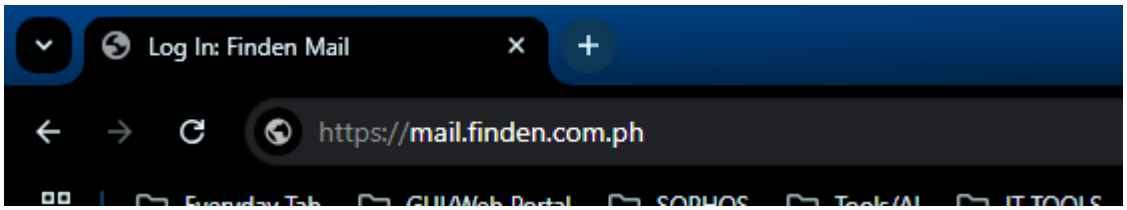
Part 1 - Carbonio Account Log in Guide

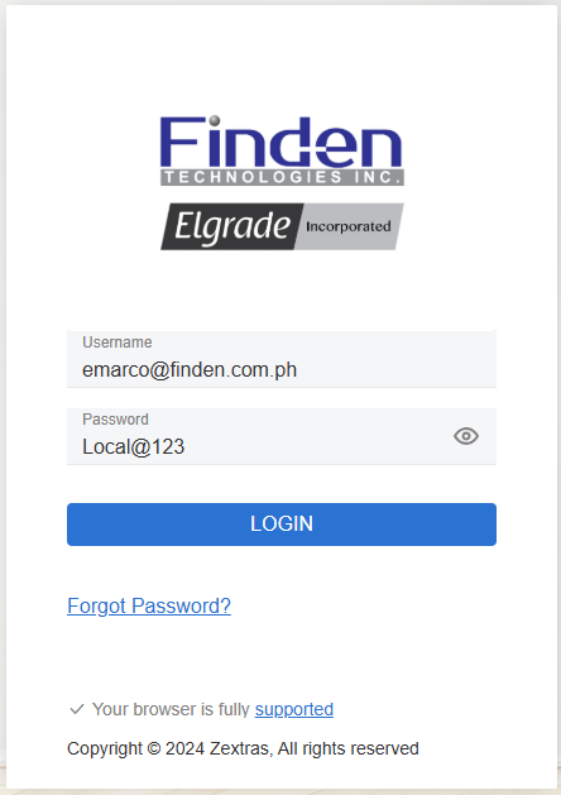
1. **Open your web browser:** Launch your preferred web browser (Chrome, or Edge).
2. **Enter Carbonio Mail address:** mail.finden.com.ph



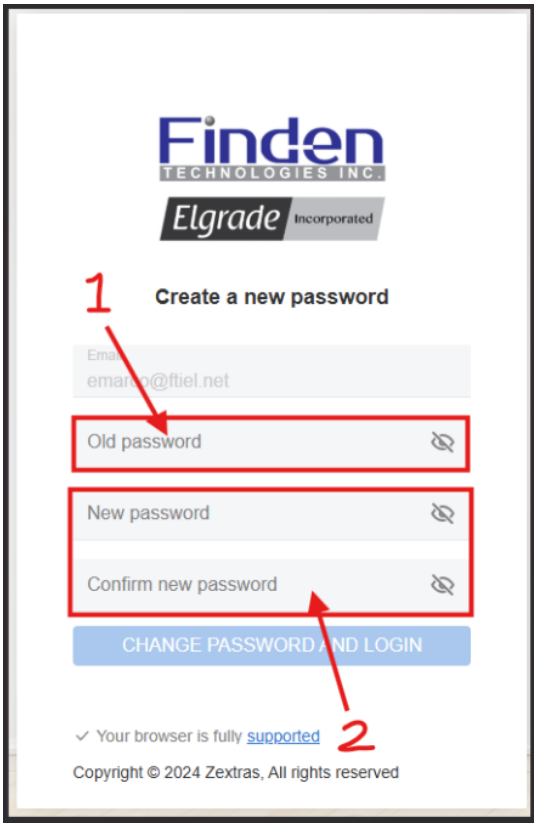
3. **Enter your email address:**

   Username: (first letter name_lastname)@finden.com.ph
   Password: Local@123 (First Log In)

   Ex:
   Eugene Marco
   Username: emarco@finden.com.ph
   Password: Local@123 (First log in password)



4. Create a new password to make it secure. (Follow the Guide bellow)



GUIDE:

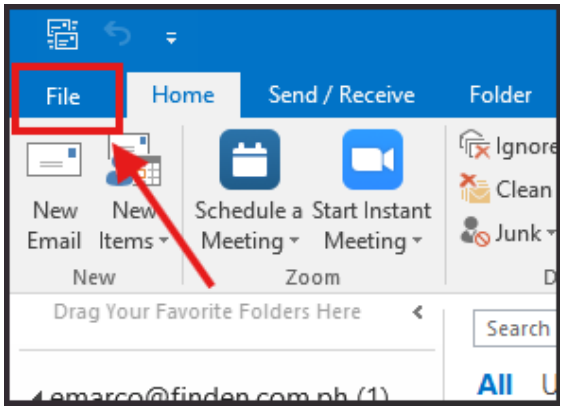
4.1 - Enter Old password – Local@123

4.2 - Enter New Password – Make your own unique password and click "CHANGE PASSWORD AND LOGIN" to finish.

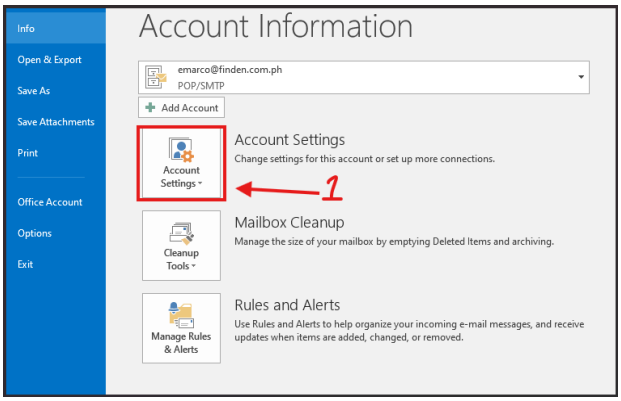
Part 2 - Re-configure Outlook Account.

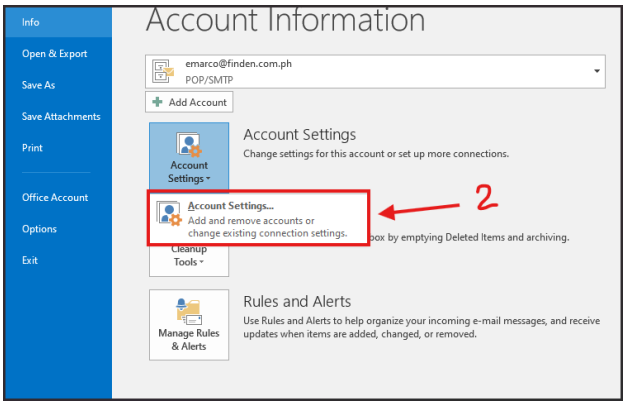
1. Open Outlook Application

2. Click “File” in the upper left corner of your screen.



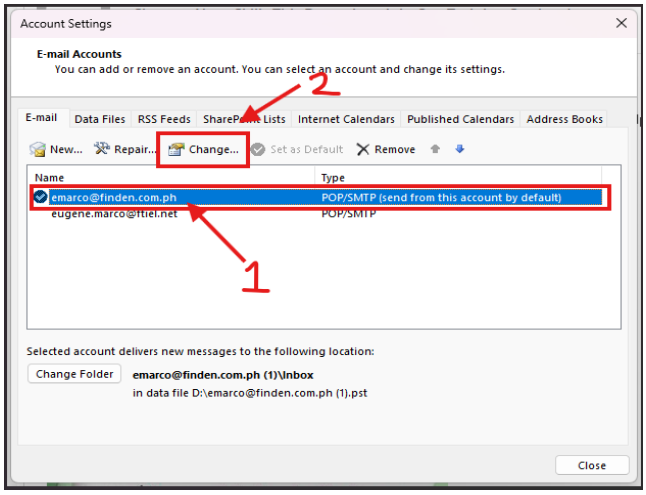
3. In the “Account Information” section Click “Account Setting” dropdown option and Open “Account Setting”.



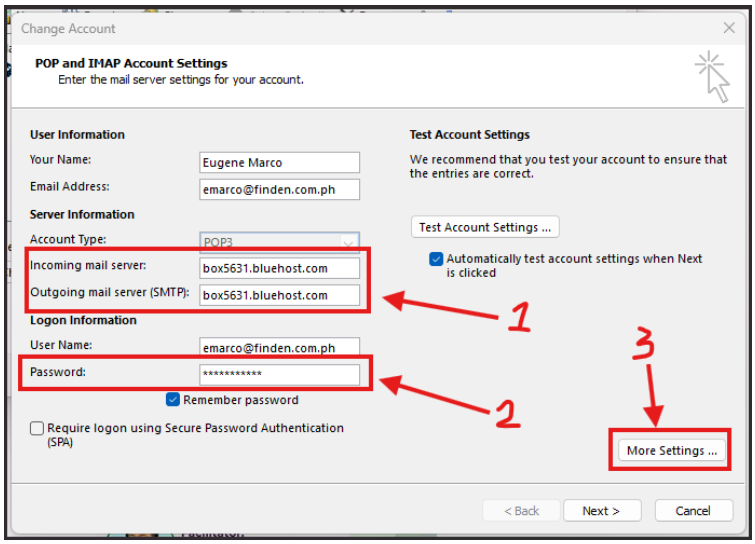


4. Once you open the “Account Setting” window, “Accounting Setting” window will appear.

4.1 - Select your email address.
4.2 - Select “Change”.



5. When “POP and IMAP Account Setting” is open, change the iformation below:

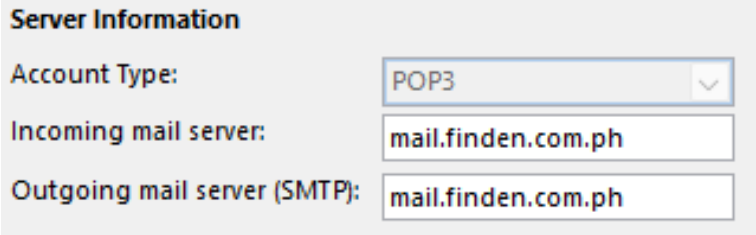


GUIDE:

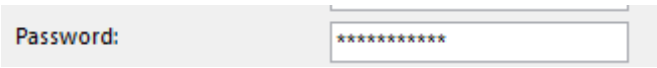
5.1 - In the “Server Information” section. Change Icoming mail server and Outgoing mail server(SMTP) information.

- **Incoming mail server:** box5631.bluehost.com to mail.finden.com.ph

- **Outgoing mail server (SMTP):** box5631.bluehost.com to mail.finden.com.ph

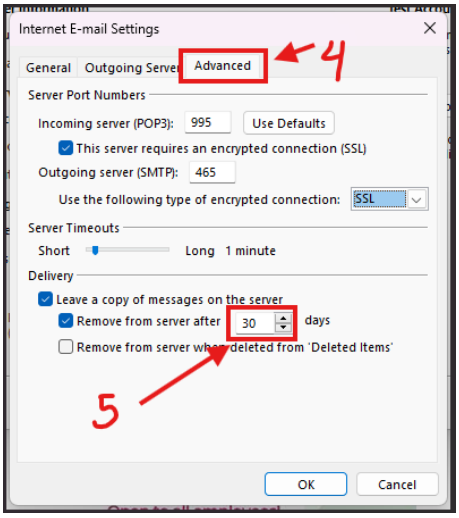
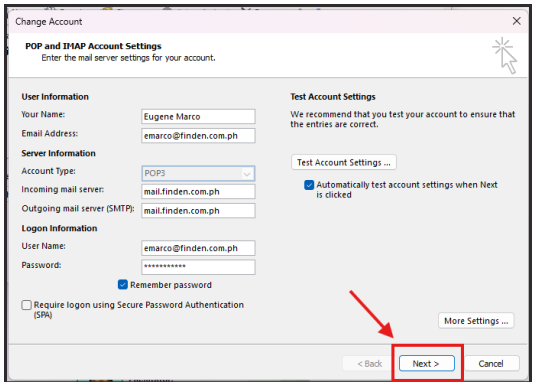
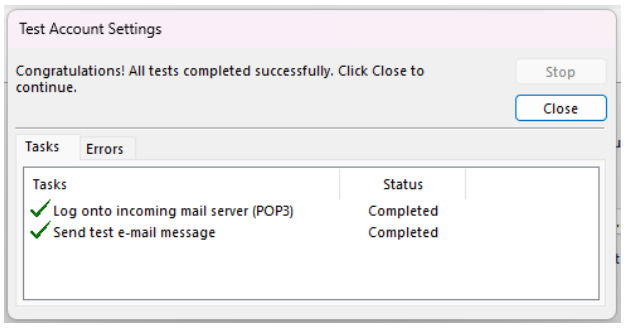


5.2 - Change your "Password". (The password that you will use is the password that you enter on you Carbonio email account)



5.3 - Open "More Settings".

5.4 - When the "Internet E-mail Setting" window appear, select "Advanced" option. In the "Delivery" section, change the days in to **60** from 14 and click "OK".



5.5 - To finish the configuration, click "Next", wait "Test Account Setting" to Complete and click "Close". Click "Finish".