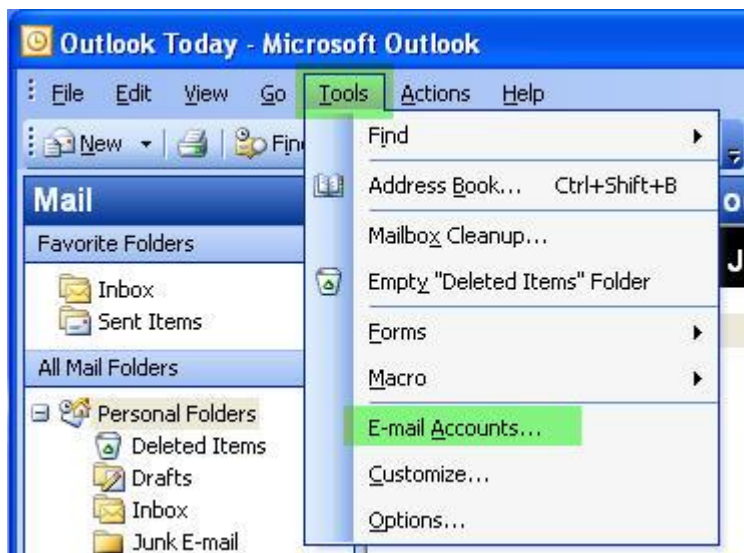


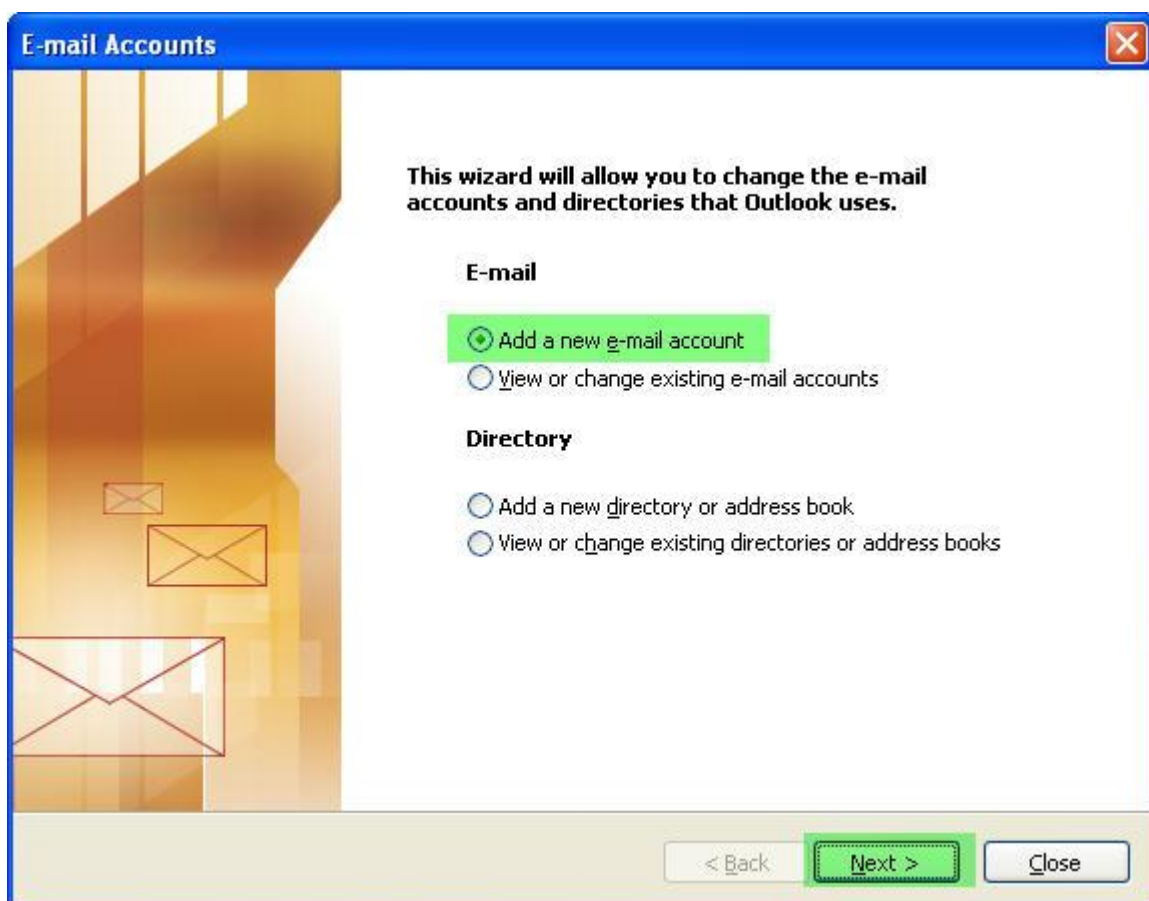


Microsoft Outlook 2003

1. Open **Microsoft Outlook**, click **Tools > E-mail Accounts...**



2. In the **E-mail Accounts** window, under **E-mail**, click **Add a new e-mail account**, and click **Next**.





3. For the **Server Type**, choose **POP3**, and click **Next**.

E-mail Accounts [X]

Server Type
You can choose the type of server your new e-mail account will work with.

☐ **Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.

☒ **POP3**
Connect to a POP3 e-mail server to download your e-mail.

☐ **IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.

☐ **HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.

☐ **Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

< Back **Next >** Cancel



4. Enter the following and click **More Settings...**

- a. Under User Information Enter **your full name** and **email address**.
- b. Under Server Information Enter your domain name with a "mail." prefix (eg. **mail.yourdomain.com**) for both **Incoming mail server (POP3)** and **Outgoing mail server (SMTP)**.
- c. Under Logon Information Enter your **email address** and **password**.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

☒ Remember password

☐ Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)



5. Select the **Outgoing Server** tab.

The screenshot shows a Windows-style dialog box titled "Internet E-mail Settings" with a blue title bar and a close button (X) in the top right corner. The dialog has four tabs: "General", "Outgoing Server" (which is highlighted with a green border), "Connection", and "Advanced".

Under the "Outgoing Server" tab, there are two main sections:

- Mail Account:** A label followed by a text input field. Below the field is a hint: "Type the name by which you would like to refer to this account. For example: 'Work' or 'Microsoft Mail Server'". The input field contains the text "mail.yourdomain.com".
- Other User Information:** A label followed by two text input fields:
 - Organization:** An empty text input field.
 - Reply E-mail:** An empty text input field.

At the bottom of the dialog, there are two buttons: "OK" and "Cancel".



6. Enable **My outgoing server(SMTP) requires authentication**, choose **Log on Using** and enter **your email address** and **password**. Click **OK**.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'General' tab is also visible. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. The 'Log on using' radio button is selected. The 'User Name' field contains 'yourname@yourdomain.com' and the 'Password' field contains '*****'. The 'Remember password' checkbox is checked. The 'Log on using Secure Password Authentication (SPA)' checkbox is unchecked. The 'Log on to incoming mail server before sending mail' radio button is selected. The 'OK' button is highlighted in green.

Internet E-mail Settings

General Outgoing Server Connection Advanced

☒ My outgoing server (SMTP) requires authentication

☐ Use same settings as my incoming mail server

☒ Log on using

User Name: yourname@yourdomain.com

Password: *****

☒ Remember password

☐ Log on using Secure Password Authentication (SPA)

☐ Log on to incoming mail server before sending mail

OK Cancel



7. Click **Next**.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

☒ Remember password

☐ Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

< Back **Next >** Cancel



8. Click **Finish**.

