

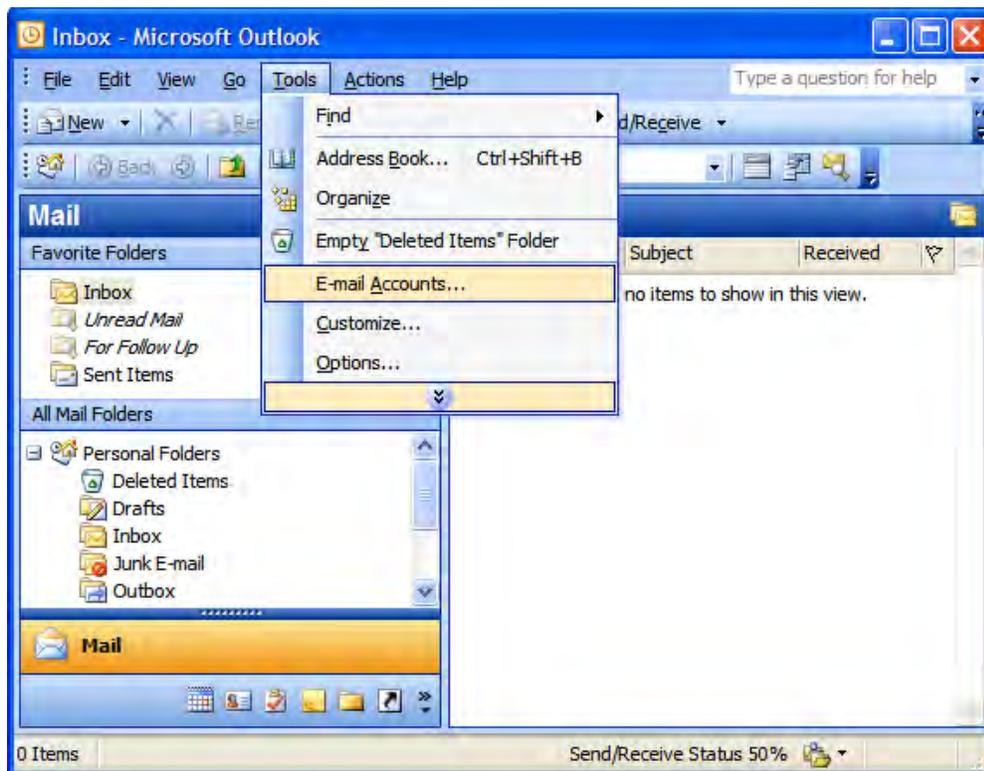


## Configure Outlook 2003 email

In order to send and receive E-mail, you can configure Outlook as your E-mail client with the following required settings. This step-by-step tutorial will demonstrate how to make the necessary changes so that you will be sending and receiving E-mail quickly and conveniently. Start by configuring Outlook to check E-mail services – Let's begin:

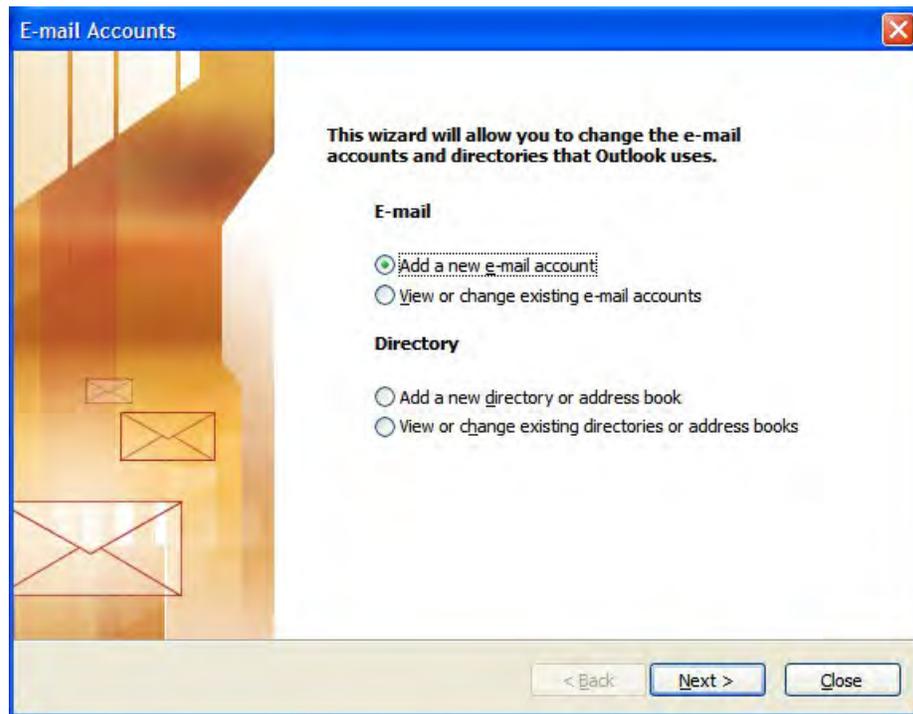
### Step 1:

(1) Open Outlook and select the **Tools** button and navigate to the **E-mail Accounts** selection. This will open up a new dialog box.



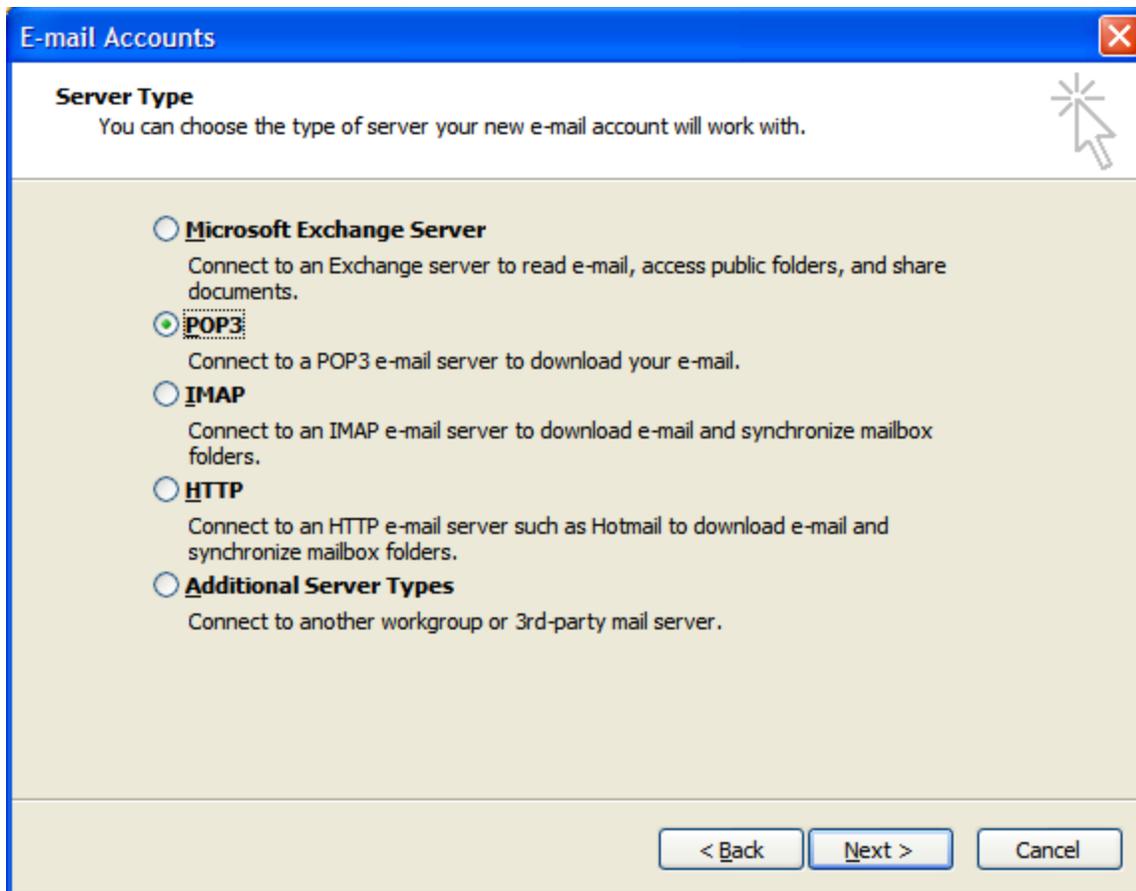
### Step 2:

Select the **Add a new e-mail account** option in the E-mail Accounts dialog.



### Step 3:

On the Server Type window, select the **POP3** option.



## Step 4:

The **Internet E-mail Settings (POP3)** window will be where most information will be filled in the text boxes provided.

1. Under **User Information** section enter your First Name and Last Name (e.g. John Doe).
2. Enter your E-mail address in the E-mail Address text box (e.g. **yourusername@yourdomain.com**)
3. Under the **Logon Information** section enter your **full E-mail address** as your User Name.
4. Enter your password in the Password text box
5. Under the **Server Information** section enter the following addresses:
  1. Incoming mail server (POP3): **mail.yourdomain.com**
  2. Outgoing mail server (SMTP): **mail.yourdomain.com**
6. When you have entered all of the information required, **move on to step 5** below.

**E-mail Accounts**

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

User Information	Server Information
Your Name: <input type="text" value="Your Name"/>	Incoming mail server (POP3): <input type="text" value="mail.yourdomain.com"/>
E-mail Address: <input type="text" value="user@yourdomain.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.yourdomain.com"/>

Logon Information	Test Settings
User Name: <input type="text" value="user@yourdomain.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/> <input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>
	<input type="button" value="More Settings ..."/>

## Step 5:

1. While in the **E-mail Accounts** dialog window, press the **Test Account Settings...** button. The **Test Account Settings** dialog window will open and Outlook will test the settings you have configured.
2. If everything was entered correctly, you should see green check marks and the status message **Completed**.
3. Click the **Close** button on the **Test Account Settings** dialog if it does not close automatically.
4. Click the **Next** button at the bottom right corner of the **E-mail Accounts** dialog window.
5. Click the **Finish** button at the bottom right corner of the **E-mail Accounts** dialog window.
6. **Congratulations, your new account is configured properly.**



**Congratulations!**

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back

Finish