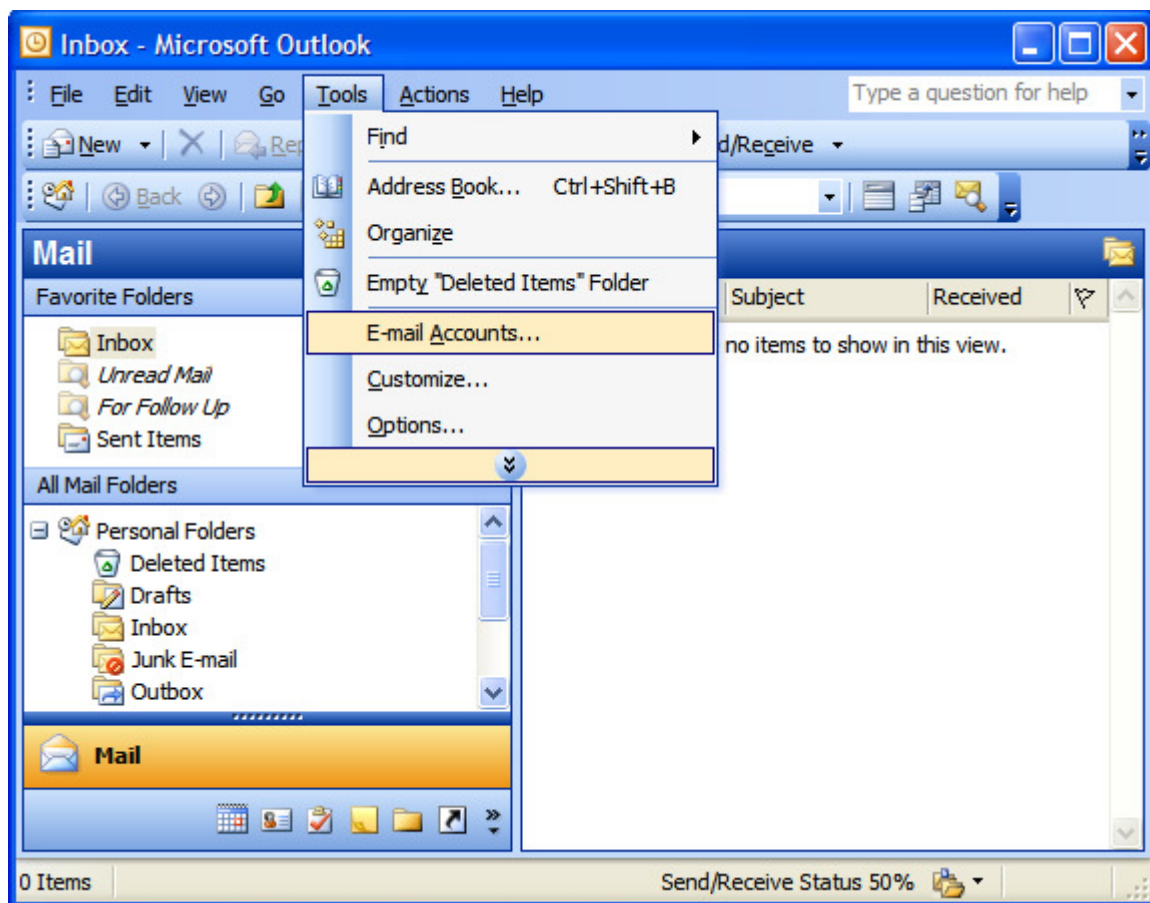


SETTING UP YOUR EMAIL IN MICROSOFT OUTLOOK 2003

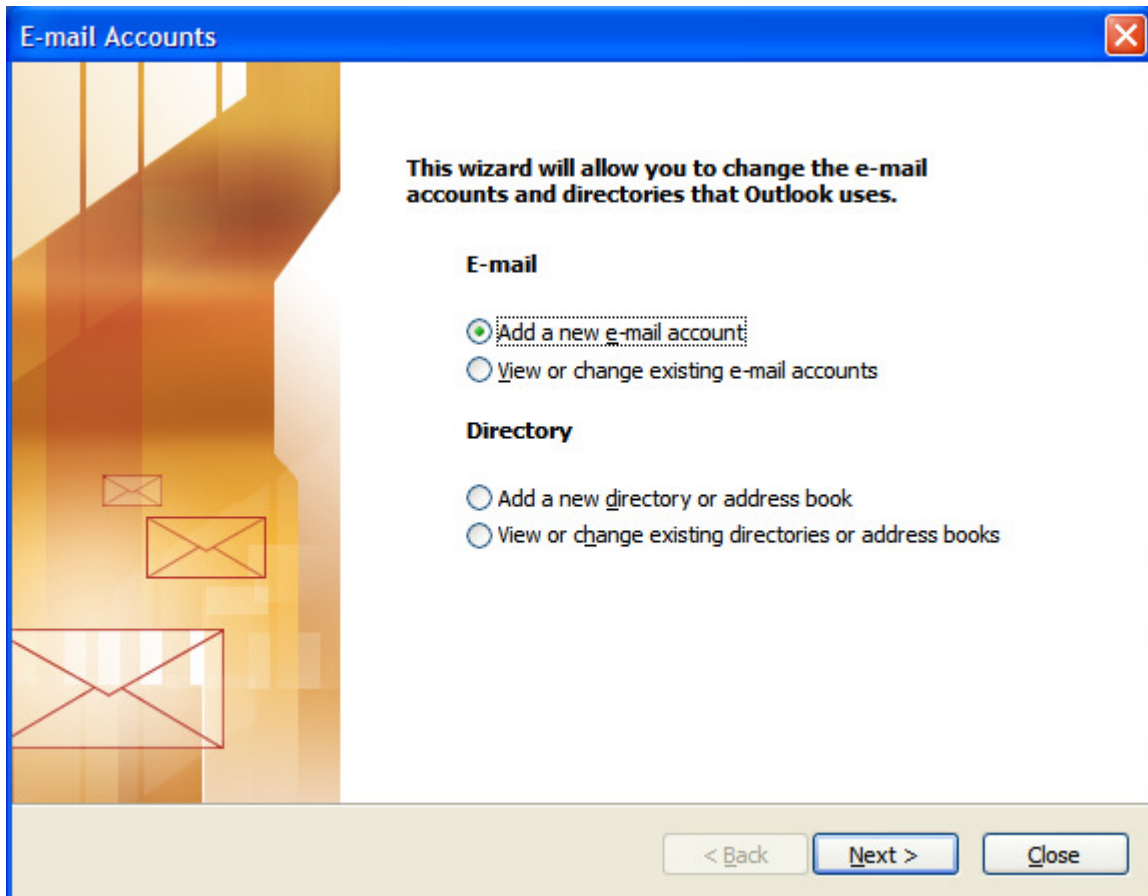
This tutorial shows you how to set up Microsoft Outlook 2003® to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003.

To Set Up Your E-mail Account in Microsoft Outlook

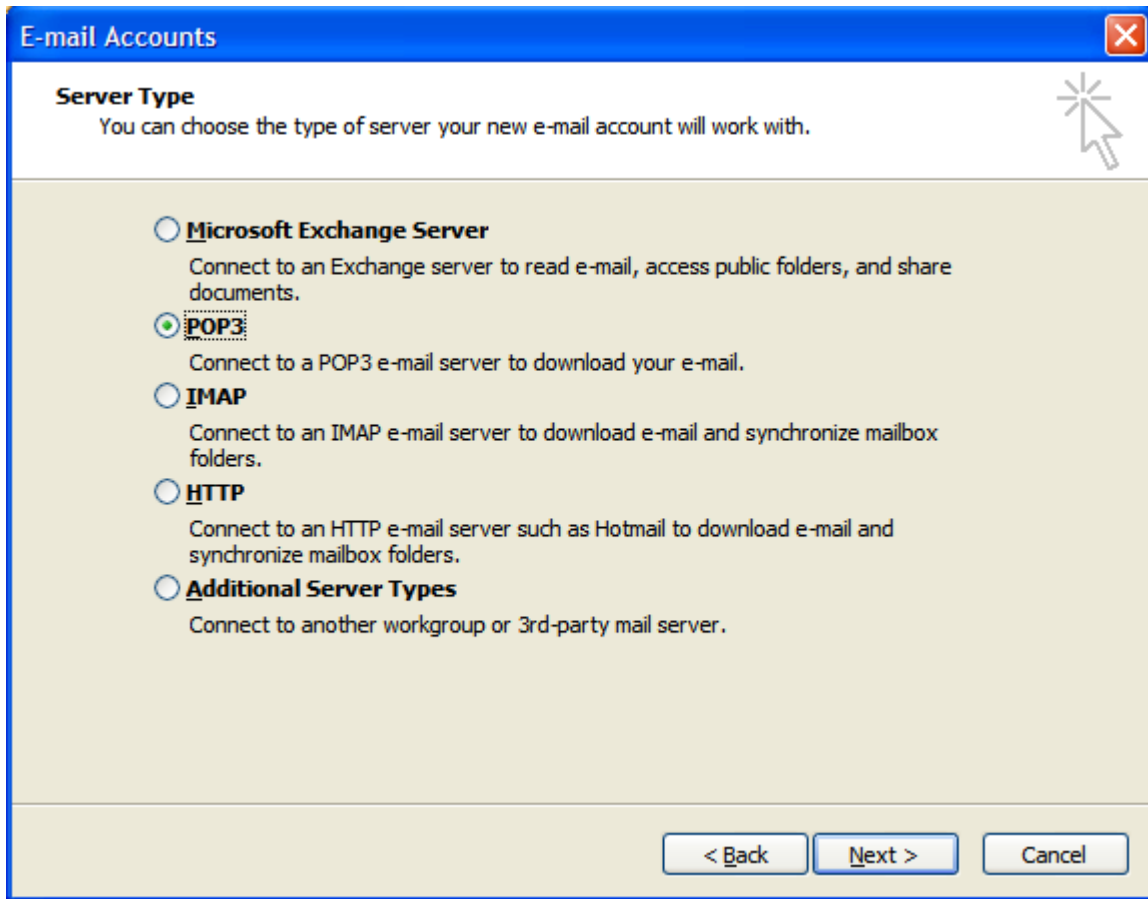
1. In Microsoft Outlook, from the **E-mail Accounts** menu, select **Tools**.



2. On the E-mail Accounts wizard window, select **Add a new e-mail account**, and then click **Next**.



3. For your server type, select **POP3**, and then click Next.



4. On the Internet E-mail Settings (POP3/IMAP) window, enter your information as follows:

Your Name: Your first and last name.

E-mail Address: Your email address.

User Name: Your email address, again.

Password: Your email account password.

Incoming mail server (POP3): **mail.yourdomain.com**

(Be sure to change yourdomain.com to your actual website's domain name.)

Outgoing mail server (SMTP): **mail.yourdomain.com**

(Be sure to change yourdomain.com to your actual website's domain name.)

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

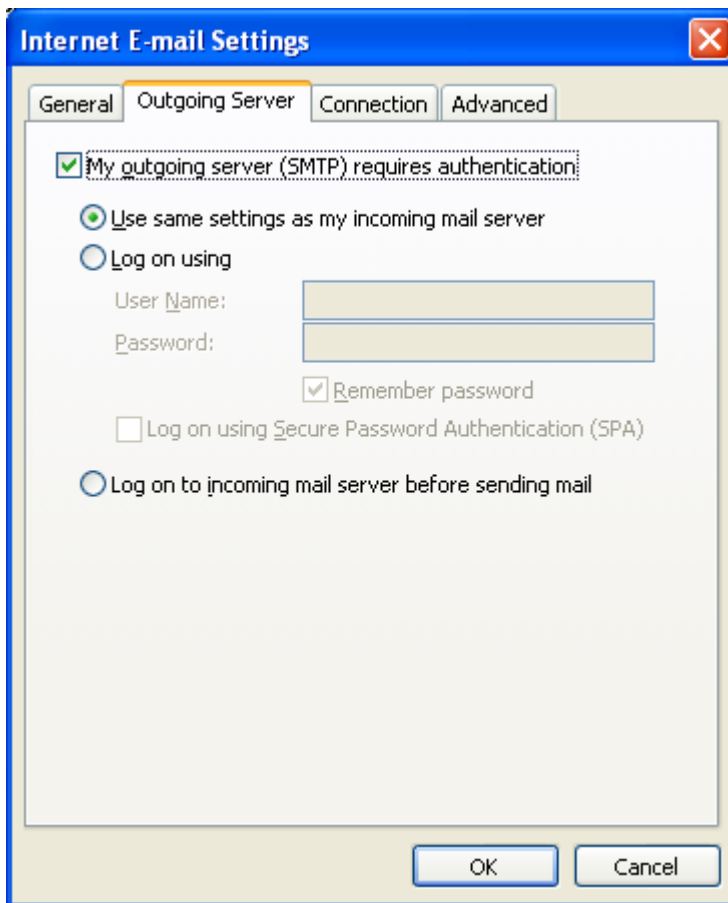
Log on using Secure Password Authentication (SPA)

Test Settings

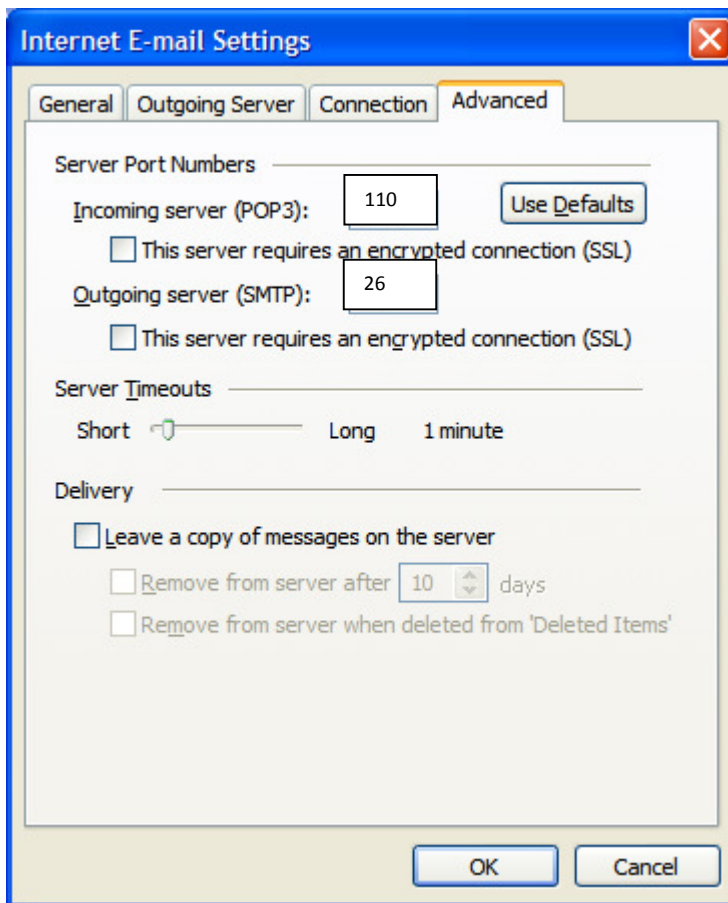
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

5. Then, Click **More Settings**.

6. On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.
7. Select **My outgoing server (SMTP) requires authentication.**
8. Select **Use same settings as my incoming mail server.**



9. Go to the **Advanced** tab, and then change the Outgoing server (SMTP) port to **26** and leave the Incoming port (POP3) to **110**.



NOTE: You can leave a copy on the server if you would like, but make sure you check remove from server after 10 days.

10. Click **OK**, then, **Next**.

11. Click **Finish**.

