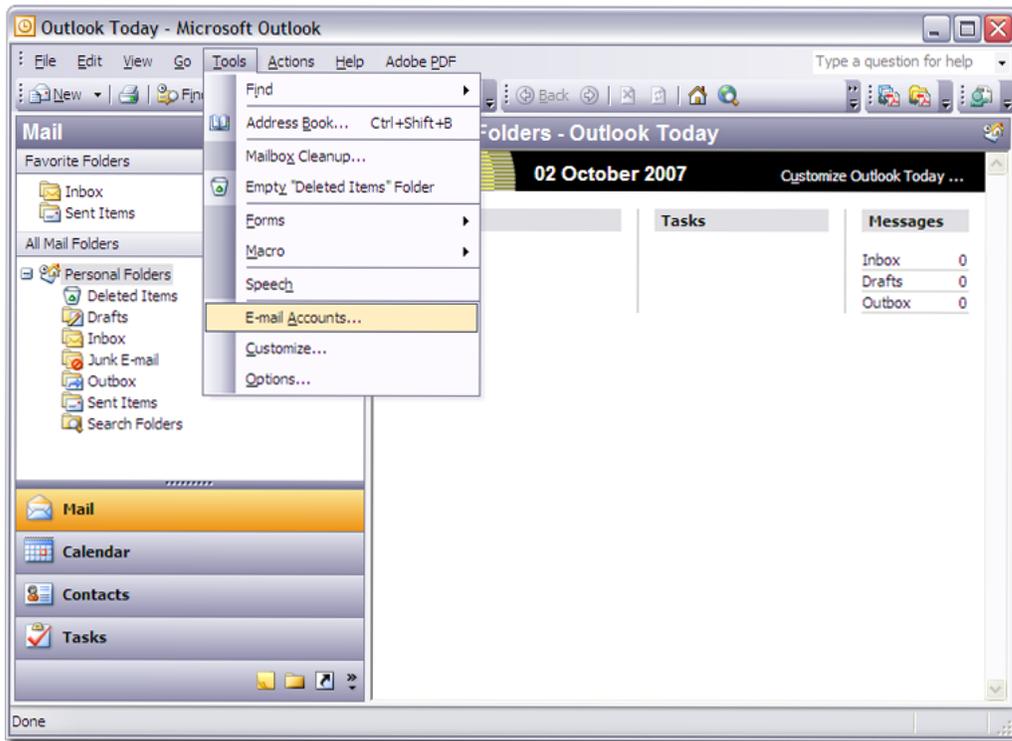
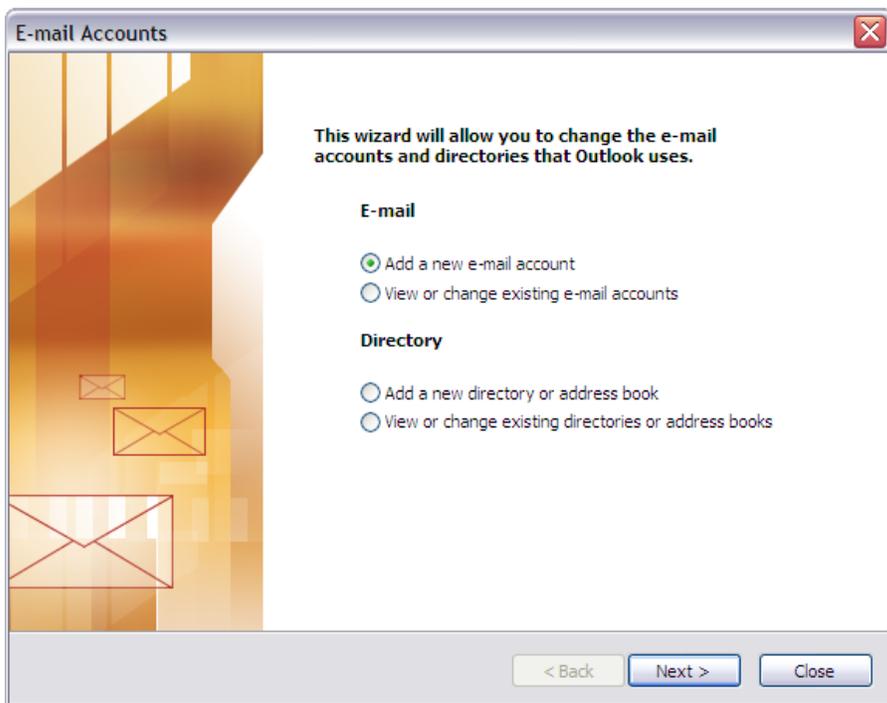


## **CONFIGURING YOUR OUTLOOK 2003 CLIENT.**

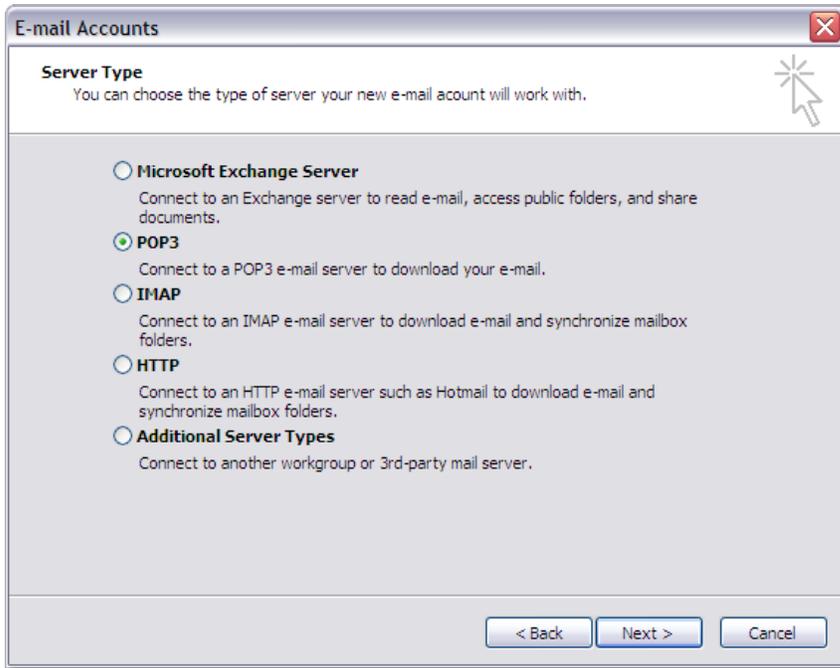
1. Open Outlook.
2. Click the **Tools** menu, and select **E-mail Accounts...**



3. Click **Add a new e-mail account**, and click **Next**.



4. Choose **POP3** as your server type by clicking the radio button, and click **Next**.



5. Fill in all necessary fields to include the following information:

#### **User Information**

*Your Name:* Firstname Lastname

*E-mail Address:* username@yourdomain.com

#### **Server Information**

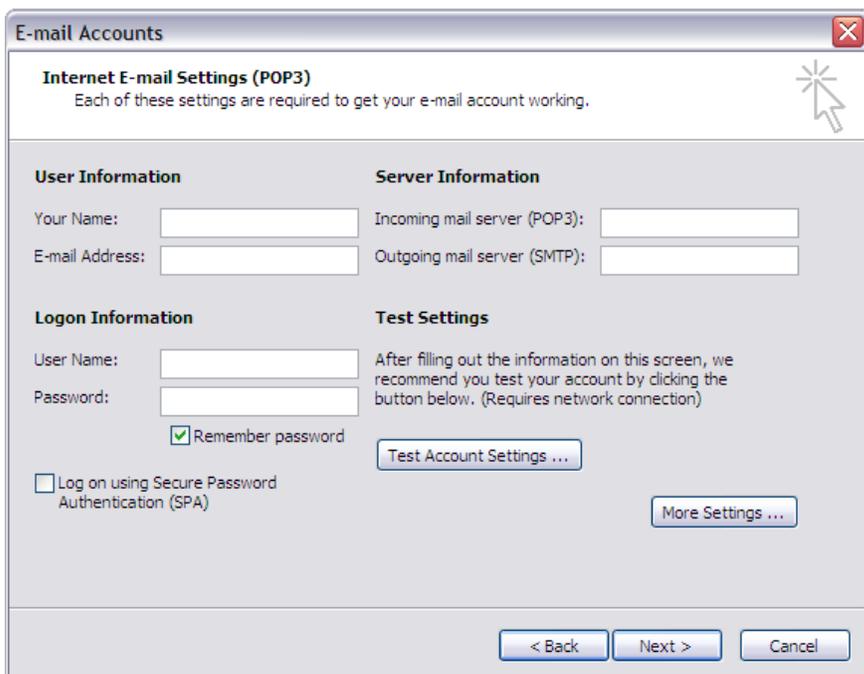
*Incoming mail server (POP3):* mail.yourdomain.com

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

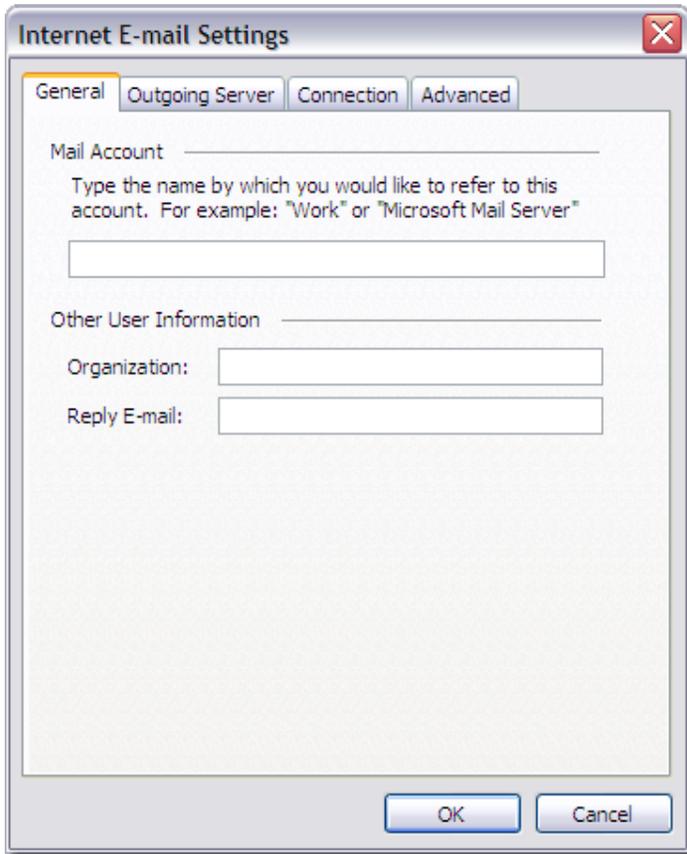
#### **Logon Information**

*User Name:* username@yourdomain.com

*Password:* your\_password



6. Click **More Settings...** button
- 7... and then click the **Outgoing Server** tab.



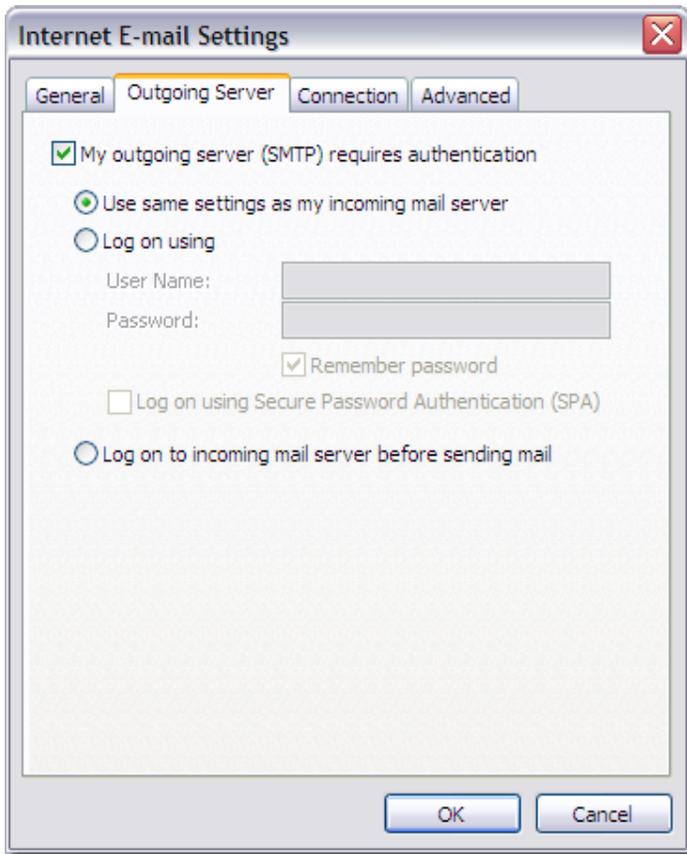
The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'Mail Account' field is empty, with a note: 'Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"'. Below it is an empty text box. The 'Other User Information' section has two fields: 'Organization:' and 'Reply E-mail:', both empty. At the bottom are 'OK' and 'Cancel' buttons.

8. **Uncheck** the box next to **My outgoing server (SMTP) requires authentication.**



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'My outgoing server (SMTP) requires authentication' checkbox is unchecked. Below it are three radio button options: 'Use same settings as my incoming mail server' (selected), 'Log on using', and 'Log on to incoming mail server before sending mail'. The 'Log on using' option has two text boxes for 'User Name:' and 'Password:', and a checked 'Remember password' checkbox. The 'Log on using Secure Password Authentication (SPA)' checkbox is unchecked. At the bottom are 'OK' and 'Cancel' buttons.

9. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.

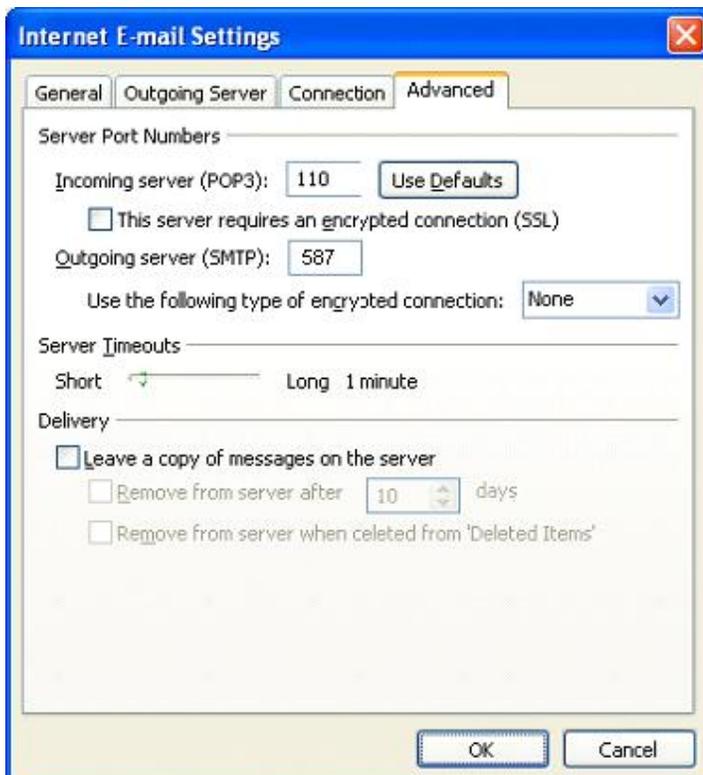


10. Click on **Advanced Tab**

Incoming server (POP3) port is **110**.

Outgoing server (SMTP) port is **587**

Click **OK**.



**11. Click on the Ok button. ... this will return you to the E-mail Accounts settings page.**

The screenshot shows a dialog box titled "E-mail Accounts" with a close button in the top right corner. The main heading is "Internet E-mail Settings (POP3)" with a sub-note: "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a star icon in the top right of the main content area.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

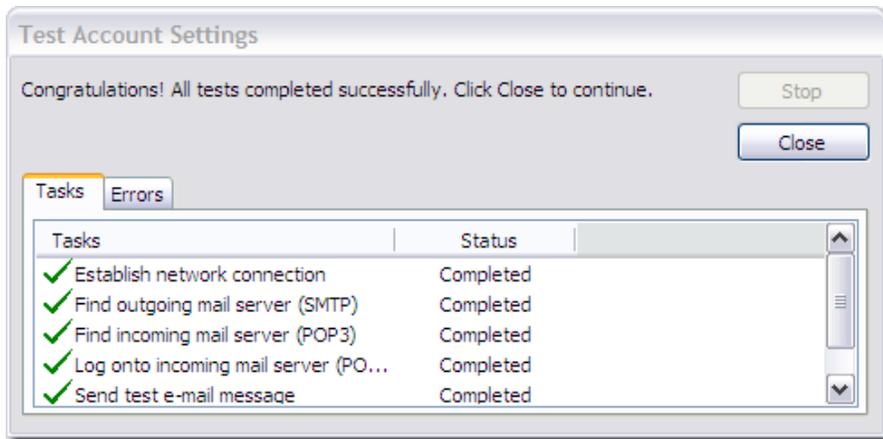
Log on using Secure Password Authentication (SPA)

**Test Settings**

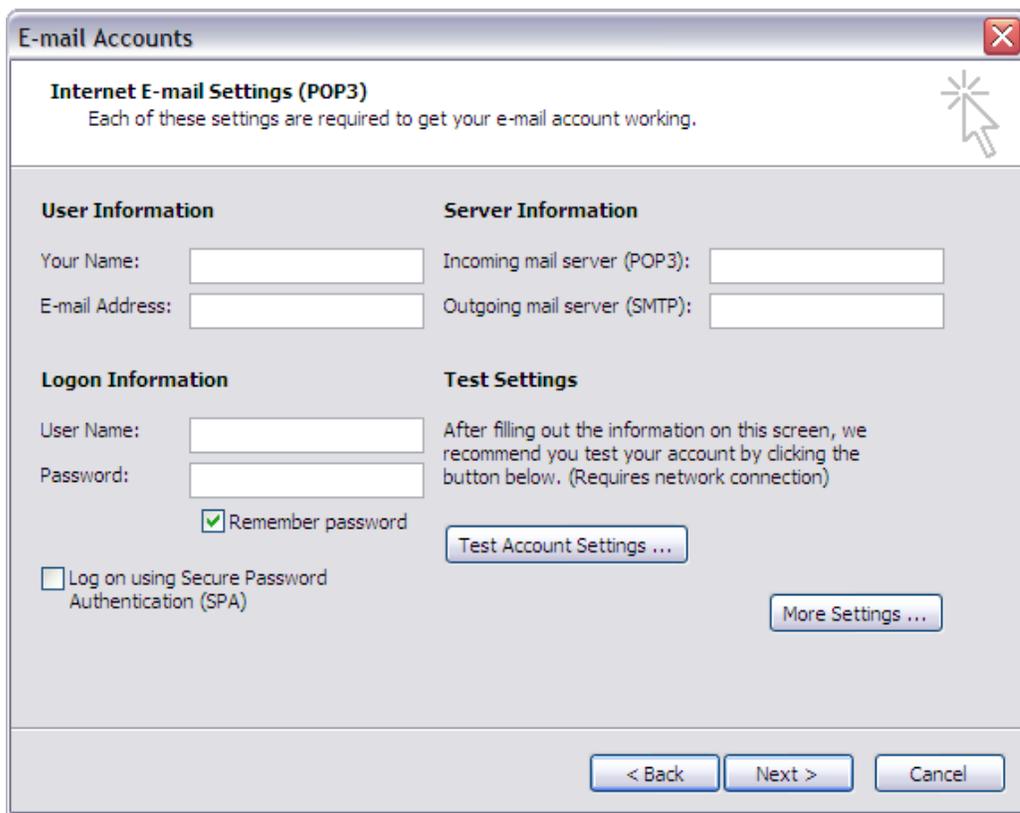
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel".

**12. Click on the Test Account Settings... button.**



**13... click on the Close button after the tests are completed.  
... this will return you to the E-mail Accounts settings page.**



14. Click on the Next button.
15. Click on the Finish button.

