### **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.

E-mail Accounts	$\overline{\mathbf{X}}$
	This wizard will allow you to change the e-mail accounts and directories that Outlook uses. E-mail Add a new e-mail account View or change existing e-mail accounts Directory
	<ul> <li>Add a new directory or address book</li> <li>View or change existing directories or address books</li> </ul>
	< Back Next > Close

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

E-mail Accounts			
Internet E-mail Settings (POP3) Each of these settings are required to get your e-mail account working.			
User Informati	ion	Server Information	
Your Name:		Incoming mail server (POP3):	
E-mail Address:		Outgoing mail server (SMTP):	
Logon Informa	tion	Test Settings	
User Name: Password:		After filling out the information recommend you test your acco button below. (Requires netwo	on this screen, we unt by clicking the rk connection)
_	Remember password	Test Account Settings	
Log on using S Authentication	Secure Password n (SPA)		More Settings
		< Back	Next > Cancel

# 6. Click More Settings... button

7... and then click the **Outgoing Server** tab.

In	ternet	E-mail Setting	5		
[	General	Outgoing Server	Connection	Advanced	
	Mail Aco Type acco	count the name by whicl unt. For example:	n you would lik "Work" or "Mic	e to refer to rosoft Mail S	this Server"
	Other U Organ	Jser Information			
				ОК	Cancel

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

Internet E-mail Settings 🛛 🔀				
General Outgoing Server	Connection	Advanced		
My outgoing server (Sf	My outgoing server (SMTP) requires authentication			
<ul> <li>Use same settings as</li> </ul>	s my incoming	mail server		
O Log on using				
User Name:				
Password:				
	Remember	password		
Log on using Sec	ure Password	Authentication (SPA)		
O Log on to incoming m	nail server bef	ore sending mail		
		OK Cano	:el	

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

Internet E-mail Settings		
General Outgoing Server Connection Advanced		
✓ My outgoing server (SMTP) requires authentication		
⊙ Use same settings as my incoming mail server		
O Log on using		
User Name:		
Password:		
✓ Remember password		
Log on using Secure Password Authentication (SPA)		
O Log on to incoming mail server before sending mail		
OK Cancel		

# 10. Click on **Advanced Tab**

Incoming server (POP3) port is **110**. Outgoing server (SMTP) port is **587** Click **OK**.

Internet E-mail Settings	
General Outgoing Server Connection Advanced	
Server Port Numbers Incoming server (POP3): 110 Use Defaults This server requires an encrypted connection (SSL) Outgoing server (SMTP): 587 Use the following type of encrypted connection: Nor	ie 💌
Short Cong 1 minute Delivery	
Leave a copy of messages on the server Remove from server after 10 ays Remove from server when celeted from 'Deleted It	ems'
ОК	Cancel

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

E-mail Accounts			
Internet E-mail Settings (POP3) Each of these settings are required to get your e-mail account working.			
User Informat	ion	Server Information	
Your Name:		Incoming mail server (POP3):	
E-mail Address:		Outgoing mail server (SMTP):	
Logon Informa	ation	Test Settings	
User Name: Password:		After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)	
	Remember password	Test Account Settings	
Log on using Authenticatio	Secure Password n (SPA)	More Settings	
		< Back Next > Cancel	

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

est Account Settings		
ongratulations! All tests completed successfully. Click Close to continue. Stop		
		Class
		Close
Tasks Errors		
Tasks	Status	^
<ul> <li>Establish network connection</li> </ul>	Completed	
✓ Find outgoing mail server (SMTP)	Completed	≡
✓ Find incoming mail server (POP3)	Completed	
✓ Log onto incoming mail server (PO	Completed	
1. And a	Completed	×

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

E-mail Accounts			
Internet E-mail Settings (POP3) Each of these settings are required to get your e-mail account working.			
User Informati	ion	Server Information	
Your Name:		Incoming mail server (POP3):	
E-mail Address:		Outgoing mail server (SMTP):	
Logon Informa User Name: Password: Log on using S Authentication	tion Remember password Secure Password h (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) Test Account Settings	
		< Back Next > Cancel	

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

