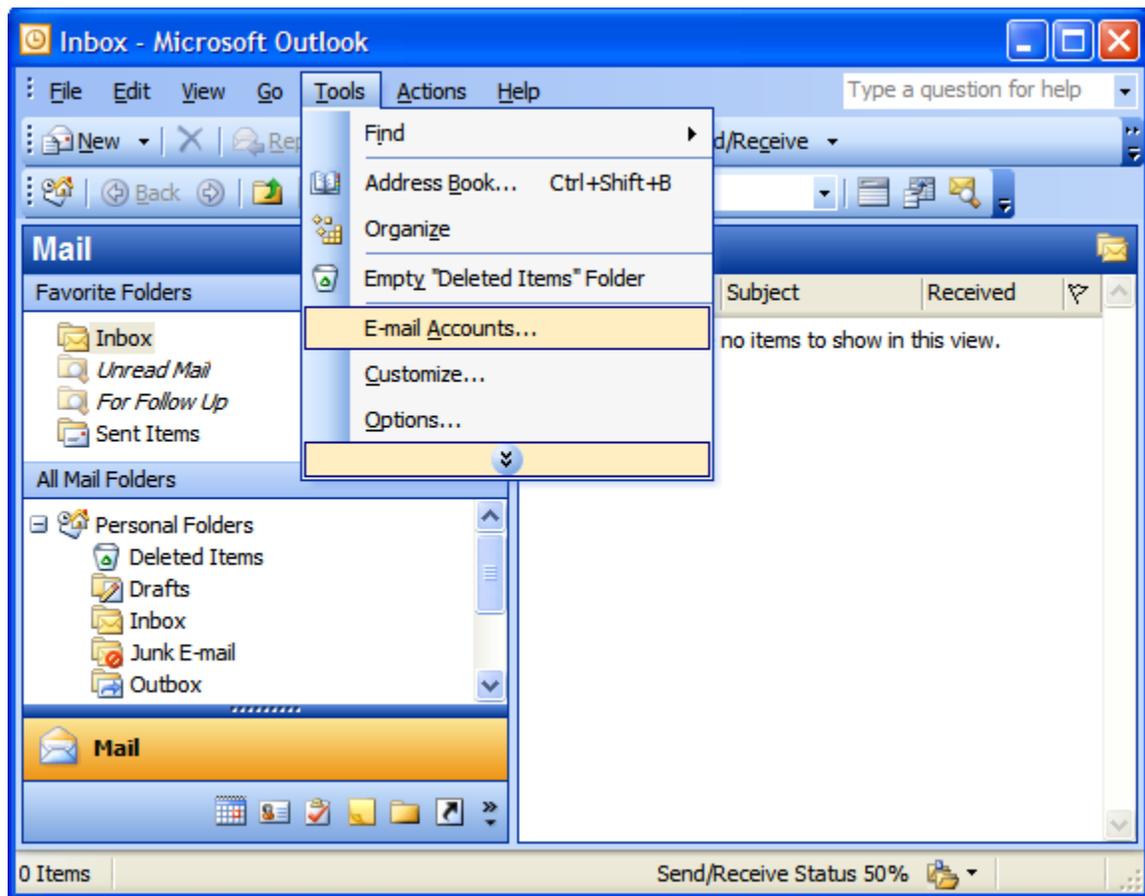


Setting Up Your E-mail in Microsoft Outlook

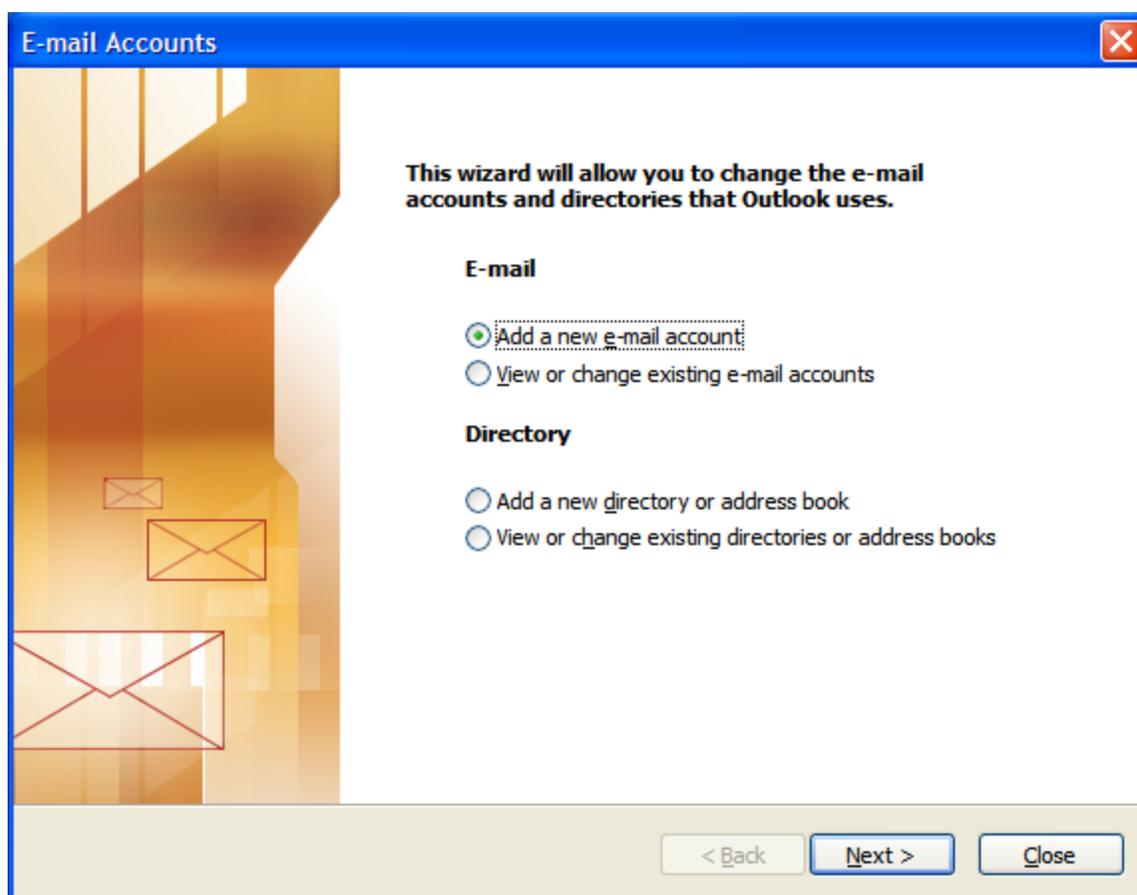
This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

To Set Up Your E-mail Account in Microsoft Outlook

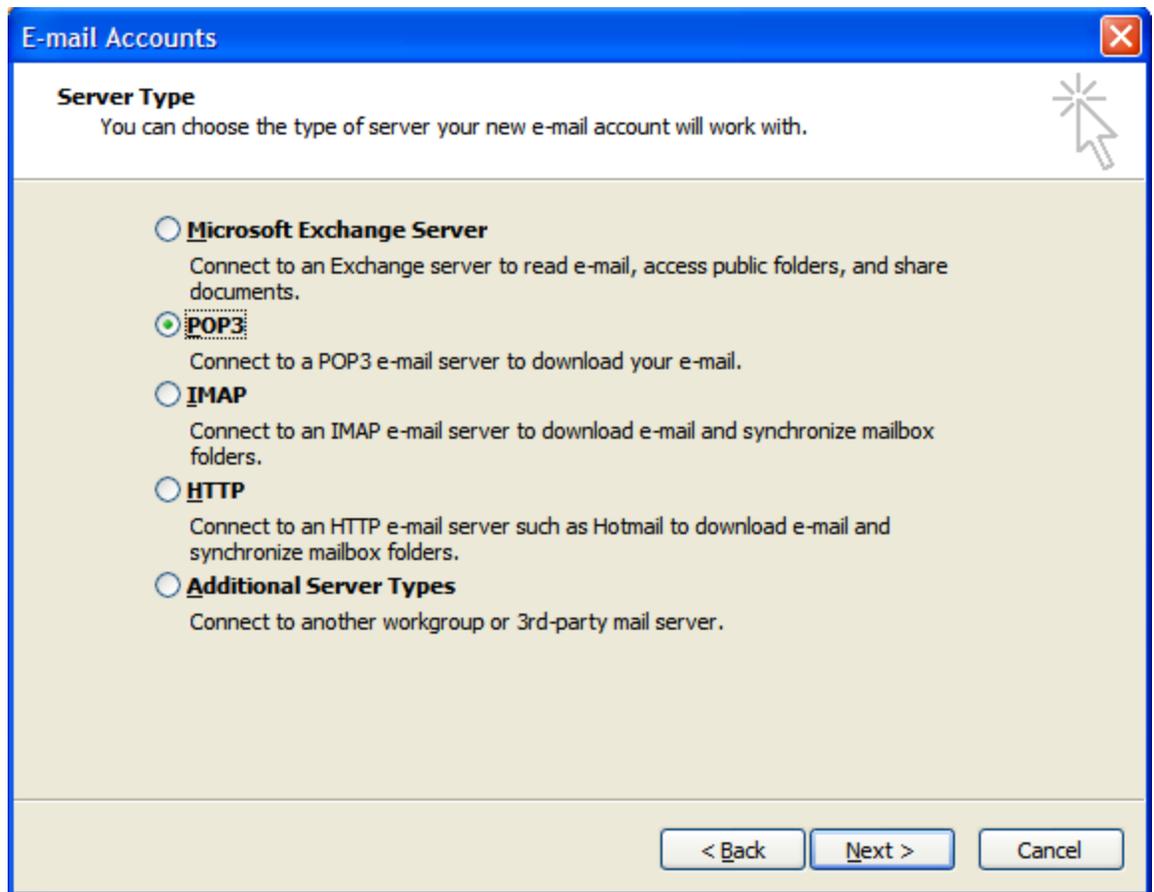
1. In Microsoft Outlook, select Tools > E-mail Accounts.



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



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



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

Your Name

Enter your first and last name.

E-mail Address

Enter your e-mail address.

User Name

Enter your e-mail address, again.

Password

Enter the password you set up for your e-mail account.

Incoming mail server (POP3)

Your incoming server is *mail.mydomain.com*, where "mydomain.com" is the name of your domain.

Outgoing mail server (SMTP)

Your outgoing server is *mail.mydomain.com*, where "mydomain.com" is the name of your domain.

Click "More Settings."

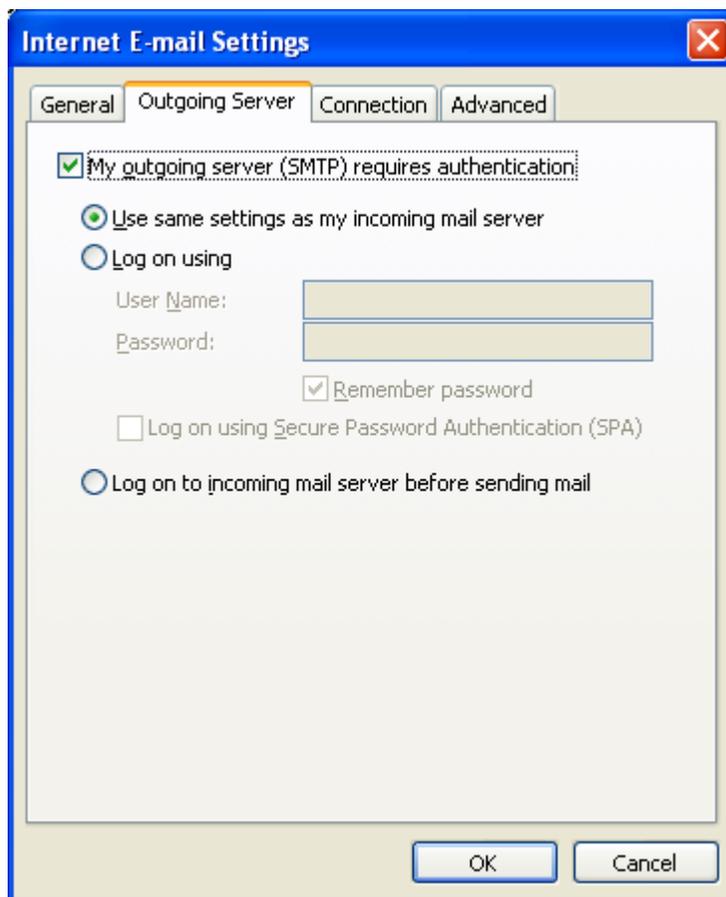
The screenshot shows a window titled "E-mail Accounts" with a close button in the top right corner. Below the title bar, the text "Internet E-mail Settings (POP3)" is displayed, followed by the instruction "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a star icon in the top right corner of the main content area.

The main content area is divided into four sections:

- User Information:** "Your Name:" with the text "Jane Smith" and "E-mail Address:" with the text "jsmith@mydomain.com".
- Server Information:** "Incoming mail server (POP3):" with the text "mail.mydomain.com" and "Outgoing mail server (SMTP):" with the text "mail.mydomain.com".
- Logon Information:** "User Name:" with the text "jsmith@mydomain.com", "Password:" with the text "*****", and a checked checkbox labeled "Remember password". Below this is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".
- Test Settings:** A text block stating "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)" and a button labeled "Test Account Settings ...".

At the bottom right of the main content area is a button labeled "More Settings ...". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

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



8. Click OK.
9. 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	Server Information
Your Name: <input type="text" value="Jane Smith"/>	Incoming mail server (POP3): <input type="text" value="mail.mydomain.com"/>
E-mail Address: <input type="text" value="jsmith@mydomain.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.mydomain.com"/>

Logon Information	Test Settings
User Name: <input type="text" value="jsmith@mydomain.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="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

10. Click Finish.



Congratulations!

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

To close the wizard, click Finish.



< Back

Finish