

SETTING UP YOUR EMAIL IN MICROSOFT OUTLOOK

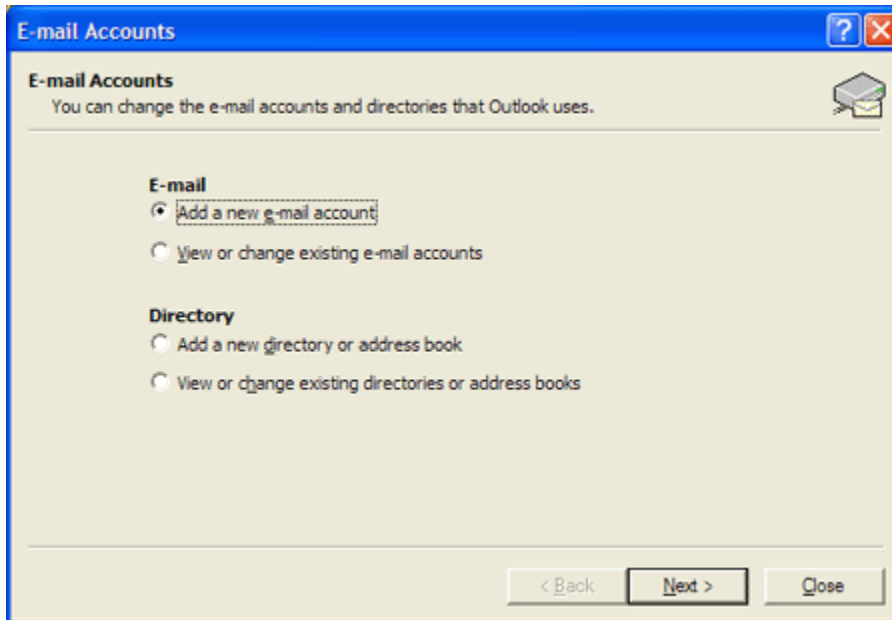
The following steps will walk you through setting up your email account in Microsoft Outlook 2002 (NOTE: When it comes to alternate versions of MS Outlook there are subtle differences, but all in all the set up is much the same.)

Step One:

Open Outlook then, click **Tools**, then **Accounts**.

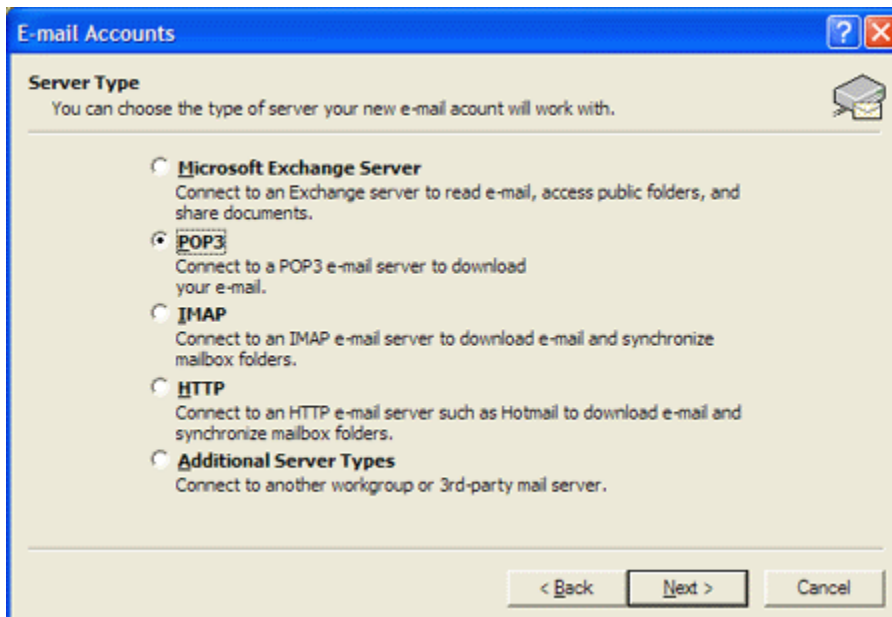
Step Two:

Select **Add a new e-mail account**.



Step Three:

Select **Server Type > POP3**.



Step Four:

Fill in the following fields as follows:

User Information

Your Name: The name the email recipient will see

Email Address: Your email address

Logon Information

Username: The username for your email account (the characters before the "@" in your address)

Password: The password for your email account

(NOTE: Select remember password if you do not want to enter your password everytime you check for new email)

Server Information

Incoming Mail Server (POP3): mail.<yourdomain>.com, net, org, etc...

Outgoing Mail Server (SMTP): mail.<yourdomain>.com, net, org, etc...

When done select **Next >**

The screenshot shows the 'E-mail Accounts' wizard window. The title bar reads 'E-mail Accounts'. Below the title bar, the main heading is 'Internet E-mail Settings (POP3)' with a sub-heading 'Each of these settings are required to get your e-mail account working.' The window is divided into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. In 'User Information', 'Your Name' is 'John Doe' and 'E-mail Address' is 'john@<yourdomain>.com'. In 'Server Information', both 'Incoming mail server (POP3)' and 'Outgoing mail server (SMTP)' are 'mail.<yourdomain>.com'. In 'Logon Information', 'User Name' is 'john', 'Password' is masked with asterisks, and the 'Remember password' checkbox is checked. There is also an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'. The 'Test Settings' section contains a 'Test Account Settings ...' button and a 'More Settings ...' button. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Step Five:

Select **Finish** to end setup.

The screenshot shows the 'E-mail Accounts' wizard window at the 'Congratulations!' screen. The title bar reads 'E-mail Accounts'. The main heading is 'Congratulations!' with a sub-heading 'You have successfully entered all the information required to setup your account.' Below this, it says 'To close the wizard, click Finish.' At the bottom, there are two buttons: '< Back' and 'Finish'.