

Configure Microsoft Outlook 2003

NOTICE:

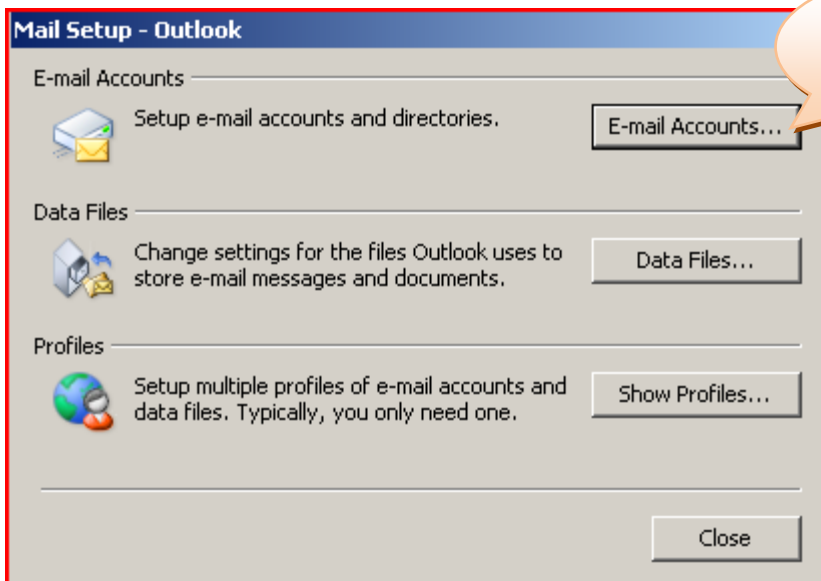
It is important that you have the following information before you start this process:

- Your email address
- Your user name
- Your email password
- Your Incoming mail server (POP3)
- Your Outgoing mail server (SMTP) - You will need contact either your internal IT person or your ISP to find out what to use here.

To configure your email client when running Microsoft Office 2003, click on Start, then click on Control Panel, and then click on the

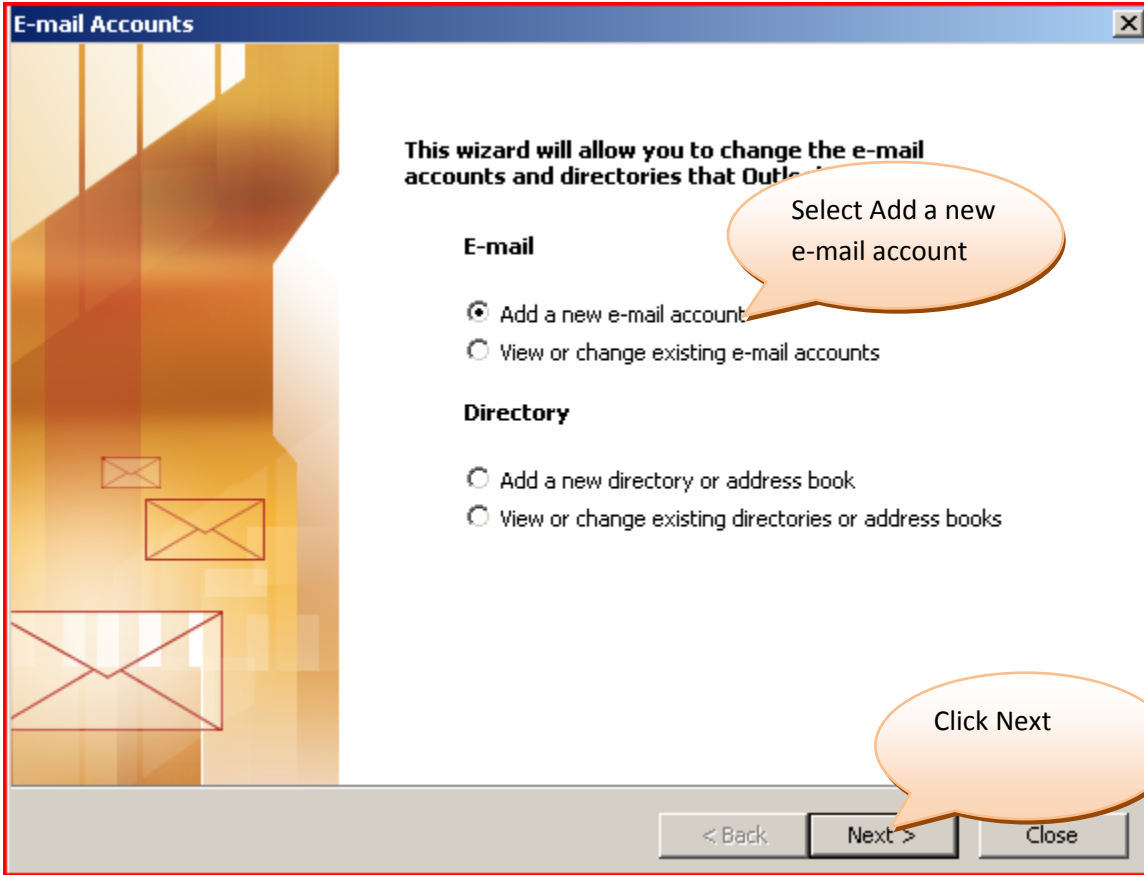


mail icon. A screen similar to the following should then appear-

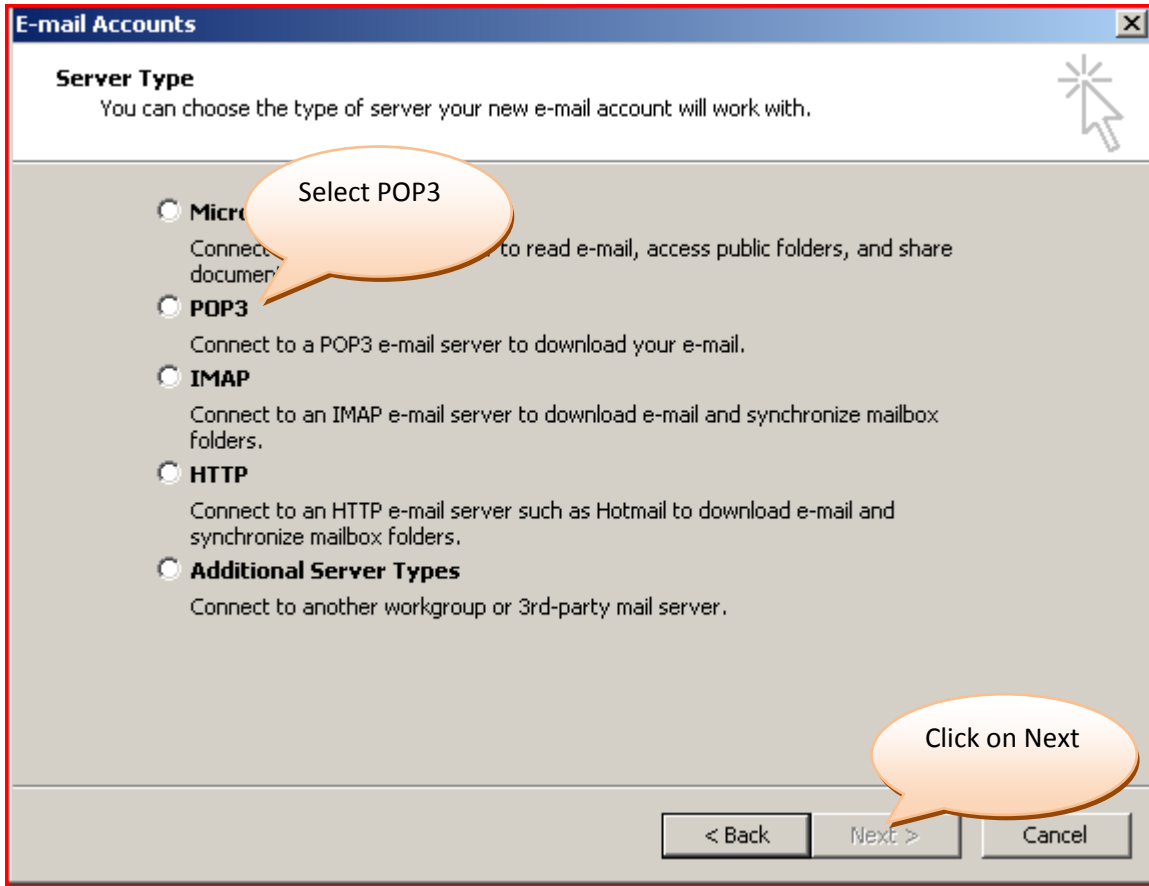


Click on E-mail Accounts

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Configure Microsoft Outlook 2003

E-mail Accounts [X]

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)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

When we configure your mail accounts, we always configure a machine name called Mail.mydomain.com where mydomain.com is whatever domain name you've registered. For example, if your domain name is Acme.com, fill in mail.acme.com in the Internet mail Server field.

Next, fill in the name of your mail account (such as jsmith in the account Name field. This is the name of your "POP" (Post Office Protocol) mailbox. It may be different from your "from" address that you give out to others.

If we configured your mail on our IMAIL server, then your POP account name will be the same as your from address (jsmith@acme.com for example).

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E-mail Accounts [X]

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.acme.com"/>
E-mail Address: <input type="text" value="jsmith@acme.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.windstream.net"/>
Logon Information	Test Settings
User Name: <input type="text" value="jsmith@acme.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 ..."/>

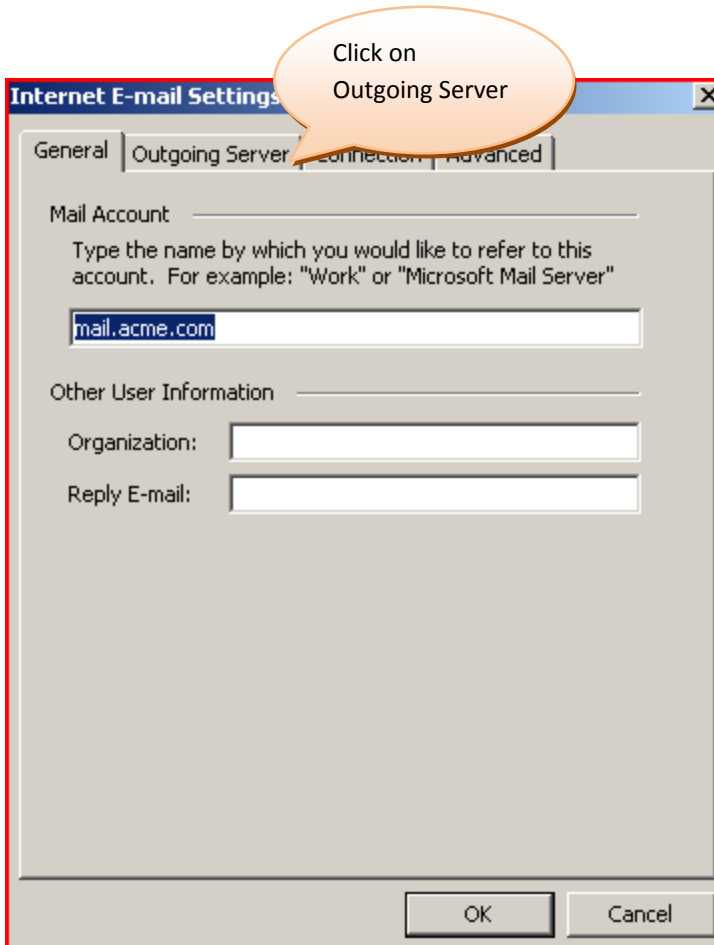
< Back Next > Cancel

Fill in the form with your information

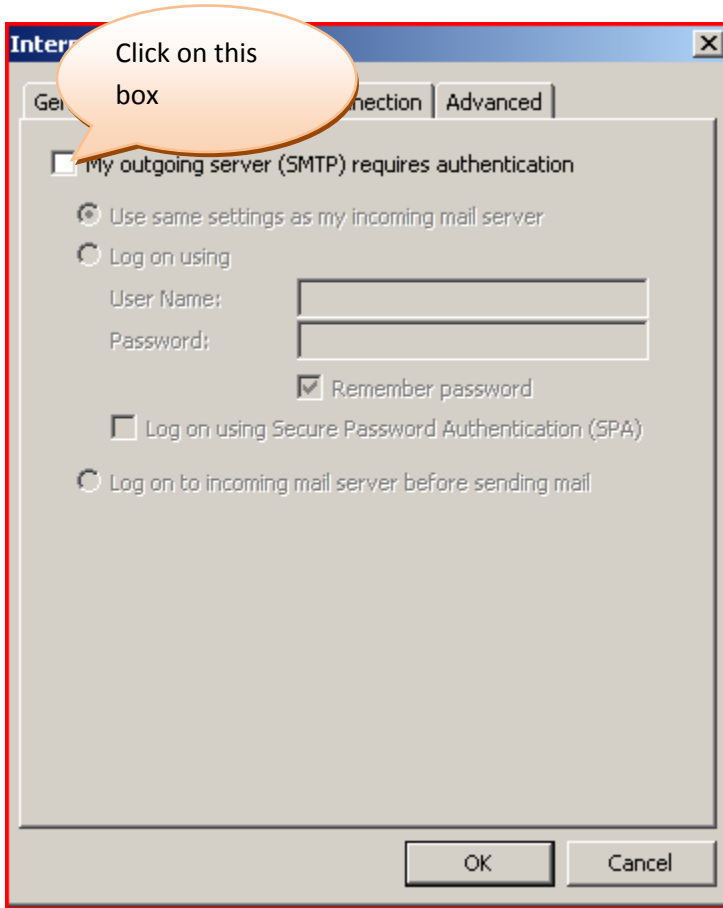
Click on More Settings

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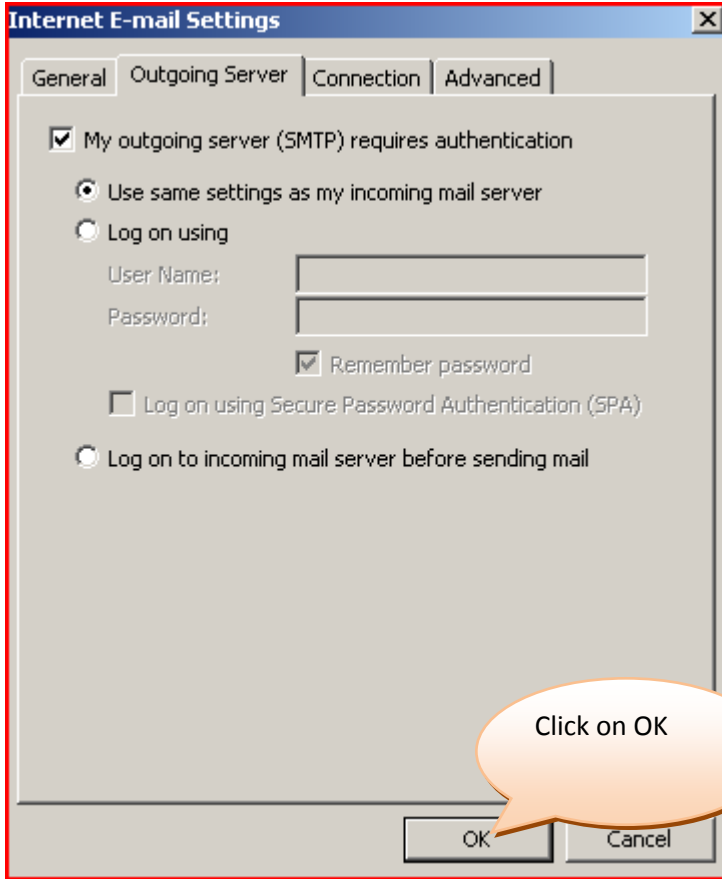
If you do use our server for sending email, make sure to perform the next three steps.



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E-mail Accounts [X]

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)

Click on Next

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