Setting up E-Mail in Microsoft Outlook 2003

The E-mail Accounts wizard will guide you through the process of setting up the subscriber's e-mail.

- To begin, launch Microsoft Outlook by selecting
 - 1. Start
 - 2. Programs
 - 3. Microsoft Office
 - 4. Microsoft Office 2003



• From Microsoft Office, select **Tools** and then **E-mail Accounts** to launch the E-mail Accounts wizard.



- In the opening screen of the wizard, select the option to "Add a new e-mail account."
- Then, click the **Next** button.



• Select **POP3** as the Server Type. Click the **Next** button.

Server Type	고몬
You can choose the type of server your new e-mail account will work with.	F
O Microsoft Exchange Server	
Connect to an Exchange server to read e-mail, access public folders, and share documents.	
OP093	
Connect to a POP3 e-mail server to download your e-mail.	
○ IMAP	
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.	
OHTTP	
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.	
O Additional Server Types	
Connect to another workgroup or 3rd-party mail server.	
< Back Next	Cancel

- Enter the subscriber's User information and Logon Information.
- Use the work order to enter the Server Information.
- Select the More Settings button.

ser Informa	tion	Server Information	
our Name:	Your Name	Incoming mail server (POP3):	pop.domain.com
-mail Address:	user@domain.com	Outgoing mail server (SMTP):	mail.domain.com
ogon Information		Test Settings	
Jser Name:	user	After filling out the information	n on this screen, we
Password:	***	button below. (Requires netwo	ork connection)
	Remember password	Test Account Settings	
	Secure Password		

- At the Internet E-mail Settings window:
 - Select the Outgoing Server tab
 - Check the box that states "My outgoing server (SMTP) requires authentication"
 - Click the option to "Use the same settings as my incoming mail server"
 - Click OK

Internet	E-mail Settings)		E
General	Outgoing Server	Connection	Advanced	
My My	outgoing server (SN	1TP) requires	authentication	
<u>ا (</u>	lse same settings as	Ny incoming	mail server	
OL	og on using			
1	Jser Name:			
F	Password:			
		Remember	password	
	Log on using Sec	ure Password	Authentication (SPA)
OL	og on to incoming m	iail server bef	ore sending mail	

• The wizard is complete. To close, click the **Finish** button.

