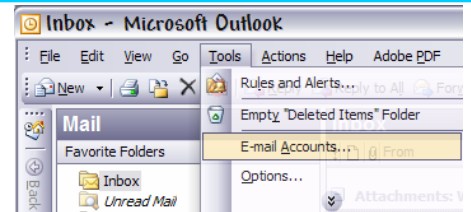




Setting Up Email On OUTLOOK 2003

1. On the **Tools** menu, click **E-mail Accounts**.
2. Select **Add a new e-mail account**, and then click **Next**.



E-mail

- Add a new e-mail account
 - View or change existing e-mail accounts
3. Select the e-mail server used for your account, and then click **Next**.

- Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**
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.
- HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

Note If you are setting up an MSN e-mail account, click **POP3** for MSN Internet Access version 5.3 or earlier, for MSN Explorer, click **HTTP**.

4. In the appropriate boxes, type the information given to you by your Internet service provider (ISP) or administrator.

| User Information | Server Information |
|--|--|
| Your Name: <input type="text" value="Name as you want seen"/> | Incoming mail server (POP3): <input type="text" value="pop"/> |
| E-mail Address: <input type="text" value="email address"/> | Outgoing mail server (SMTP): <input type="text" value="smtp"/> |
| Logon Information | Test Settings |
| User Name: <input type="text" value="email username"/> | 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 ..."/> |



Notes

- Unless your ISP has indicated that your service uses Secure Password Authentication (SPA), do not select the **Log on using Secure Password Authentication (SPA)** check box.
 - Unless specified by your ISP, all server and address entries are typed in lowercase letters. Some ISPs require a combination of lowercase and uppercase letters for passwords to add further security. For example, passWorD. Check with your ISP to see if it requires a case-sensitive password. Use strong passwords that combine upper- and lowercase letters, numbers, and symbols. Weak passwords don't mix these elements. Strong password: Y6dh!et5. Weak password: House27. Use a strong password that you can remember so that you don't have to write it down.
 - You have the option of having Outlook remember your password by typing it in the **Password** box and selecting the **Remember password** check box. While this means that you won't have to type in your password each time you access the account, it also means that the account is vulnerable to anyone who has access to your computer.
5. Do any of the following:
- If you are adding a Microsoft Exchange Server account, click **Check Names** to verify that the server recognizes your name. The name and server you entered should become underlined. Be sure your computer is connected to your network. If your name does not become underlined, contact your administrator.
 - If you are adding a POP3 (POP3: A common protocol that is used to retrieve e-mail messages from an Internet e-mail server.) server account, click **Test Account Settings** to verify that your account is working. If there is missing or incorrect information, such as your password, you will be prompted to supply or correct it. Be sure your computer is connected to the Internet.
6. If you want to configure additional settings, such as how you want your computer to connect to your e-mail server, click **More Settings**. Otherwise, click **Next**.
7. Click **Finish**.

