**Detail instructions for configuring your e-mail client - Outlook 2003:**

Open "Outlook 2003". Click "Tools" menu, select "E-mail Accounts
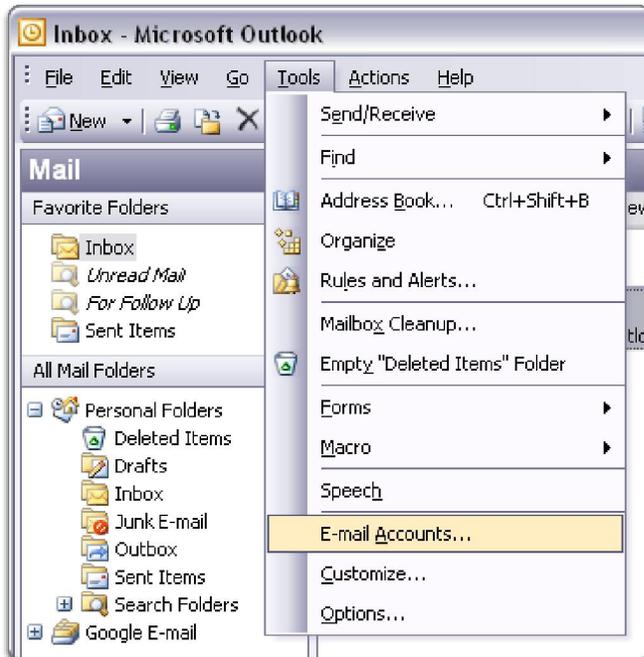


Select "Add a new e-mail account", and click "Next".
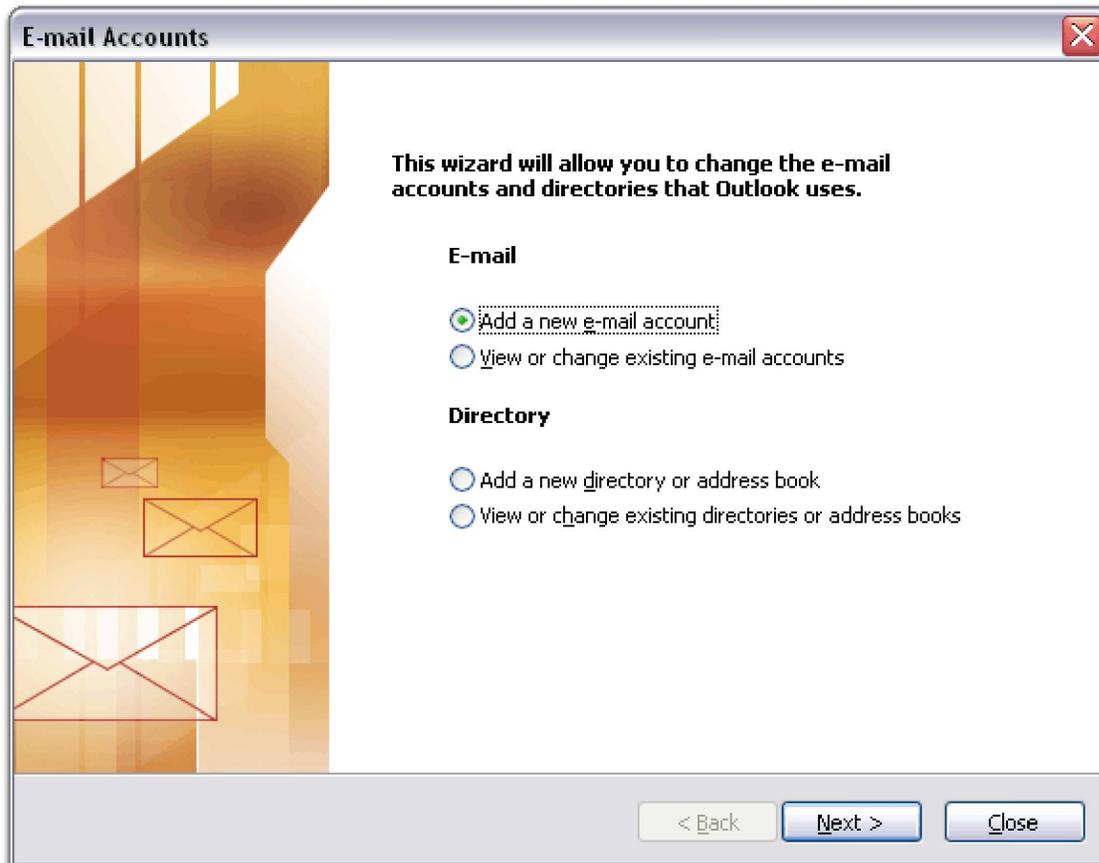
# Detail instructions for configuring your e-mail client - Outlook 2003:

Select "POP3" as type of server, and click "Next".
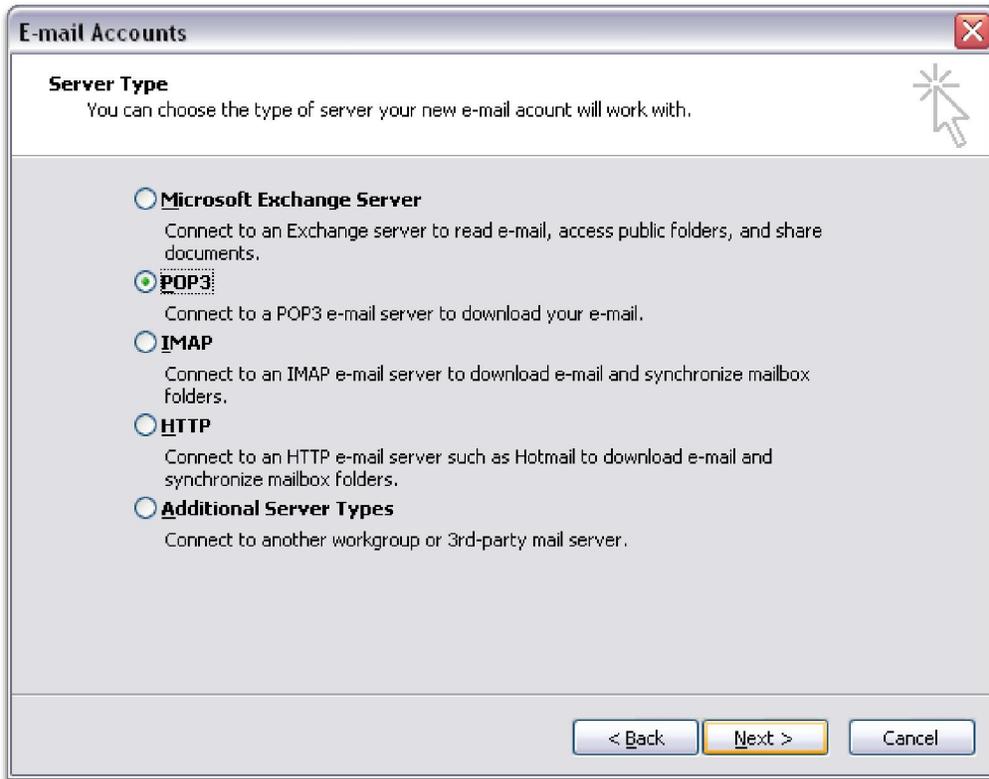
**E-mail Accounts**

**Server Type**
You can choose the type of server your new e-mail acount will work with.

○ **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.

`< Back`   `Next >`   `Cancel`

Fill out all necessary fields to create your e-mail address:
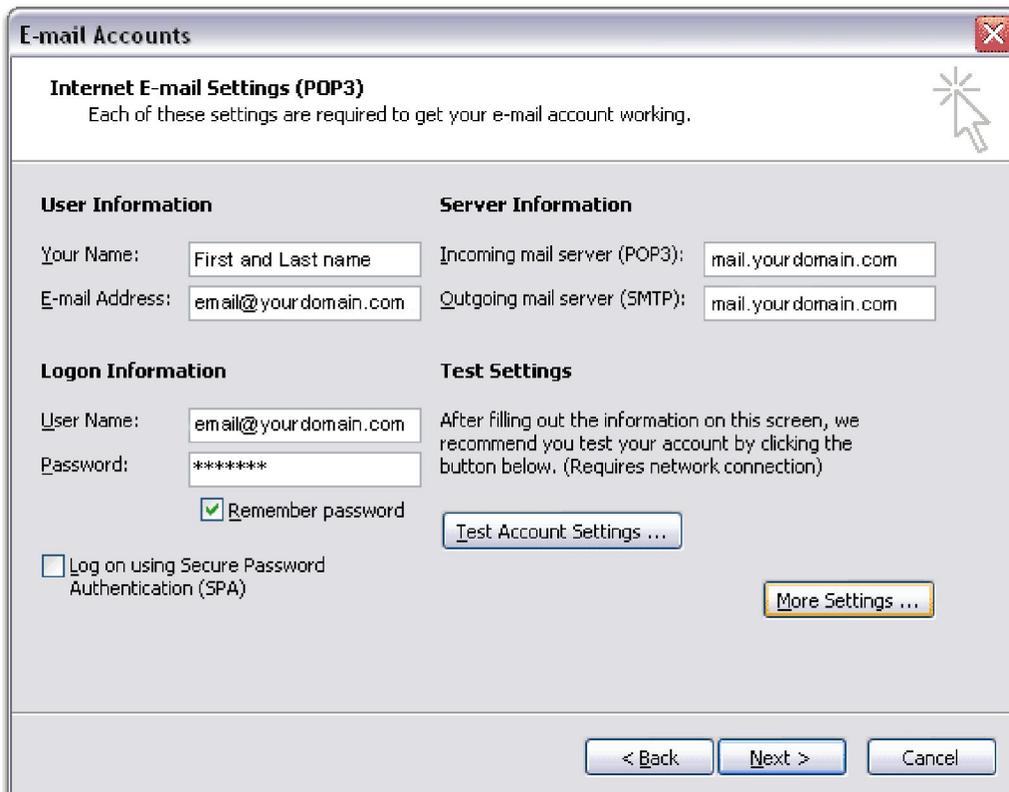
**E-mail Accounts**

**Internet E-mail Settings (POP3)**
Each of these settings are required to get your e-mail account working.

**User Information**

| | |
|---|---|
| Your Name: | First and Last name |
| E-mail Address: | email@yourdomain.com |

**Server Information**

| | |
|---|---|
| Incoming mail server (POP3): | mail.yourdomain.com |
| Outgoing mail server (SMTP): | mail.yourdomain.com |

**Logon Information**

| | |
|---|---|
| User Name: | email@yourdomain.com |
| 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`

**<ins>Detail instructions for configuring your e-mail client - Outlook 2003:</ins>**

Click "More Settings"... then "Outgoing Server card".

Select "My outgoing server (SMTP) requires authentication" and check "Use same settings as my incoming mail server".



Click "OK". Click "Test Account Settings".

If you proceeded in accordance with instructions, your inbox will receive test mail. Click "Close".

Then click "Next", and click "Finish".