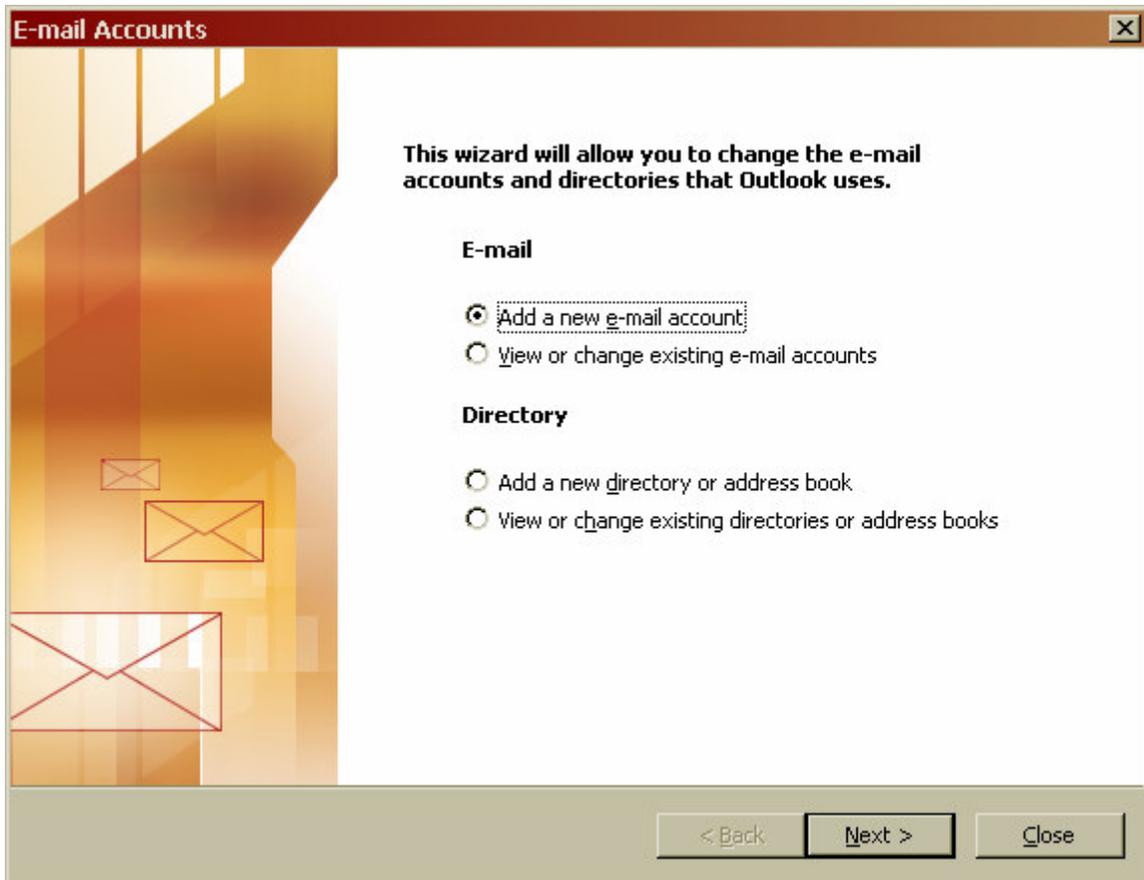


## Setting up an E-mail Address using Microsoft Outlook 2003

1. Open the Outlook Program.
2. Select 'Tools', located at the top of the window.
3. Select 'E-mail Accounts'.

### E-mail Accounts Wizard Window:

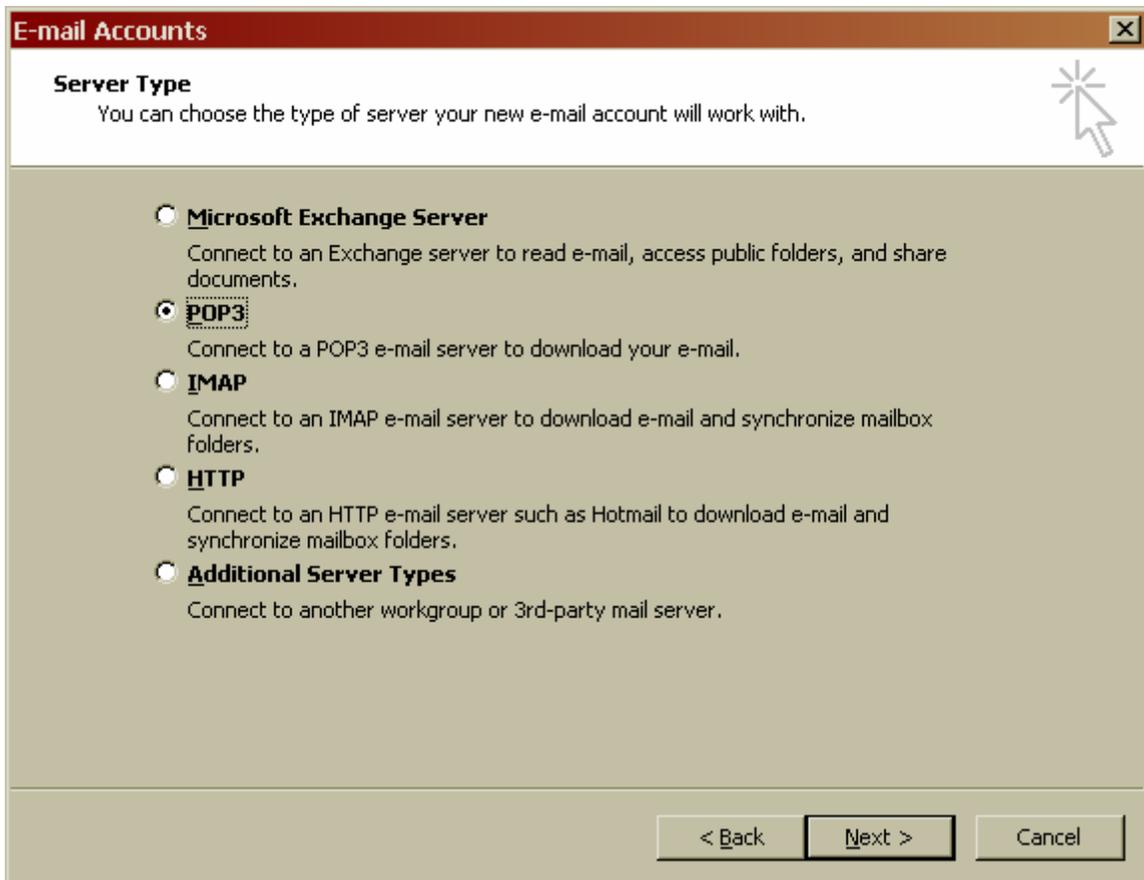
1. Select "Add a new e-mail account".
2. Click Next.



### Server Type Window:

The type of server you will be using should be provided to you by your Internet Service Provider (or ISP).

1. Select the appropriate server type.
2. Click Next



### Internet E-mail Settings Window:

#### **User Information:**

Your e-mail address should be provided to you by your Internet Service Provider (or ISP).

1. "Your Name:" field. Enter your name. This is the name that will appear in the 'From' field of the messages you send.
2. "E-mail Address:" field. Enter your entire e-mail address using all lowercase letters.

#### **Server Information:**

This information is very specific and should be provided to you by your Internet Service Provider (or ISP).

1. "Incoming mail server:" field. Enter the information provided to you by your ISP.
2. "Outgoing mail server:" field. Enter the information provided to you by your ISP.

#### **Logon Information:**

Your user name is usually your entire email address. Your user name and password should also be provided by your Internet Service Provider (or ISP).

1. "User name" field: Enter the information provided to you by your ISP.
2. "Password:" field: Enter the information provided to you by your ISP.  
\*\*You may keep the "Remember my password" box checked and Outlook will not ask you for your password again. If you wish to uncheck the "Remember my password" box, you will be required to enter your password each time you attempt to retrieve your e-mail.
3. Check the 'Log on using Secure Password Authentication' box only if it is required by your ISP.

**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:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

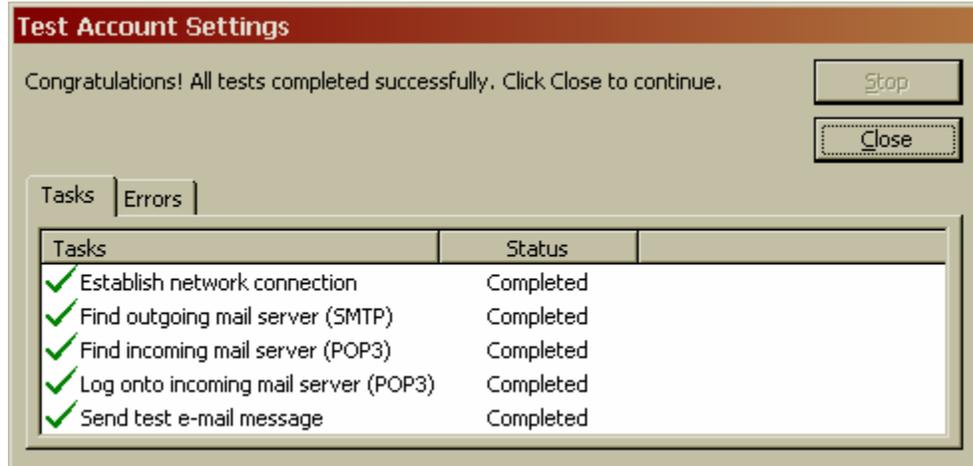
Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

4. **"Test Account Settings" Window**  
After all the fields have been entered with the correct information, you may click the "Test Account Settings..." button.
  - a. A popup window will appear, testing the account information you entered.
  - b. Each task should have a status of "Completed" at the end of the test.

- c. Once the test has completed you may then click Close to the Test window.



- d. **“Enter Network Password”** Window

Should you receive a separate **“Enter Network Password”** popup during the test, this means that your user name and/or password were entered incorrectly. Please confirm the information you have entered and click OK. If you continue to receive this window, check with your ISP that you have the correct information.



5. Once you have entered all the correct information and the test has completed, Click Next. This will return you to the **E-mail Accounts** window. Click Finish and you're set.