

Instructions for setting up email accounts in Microsoft Outlook 2003

To use **Outlook 2003** for sending and receiving email, follow the steps below.

Step 1:

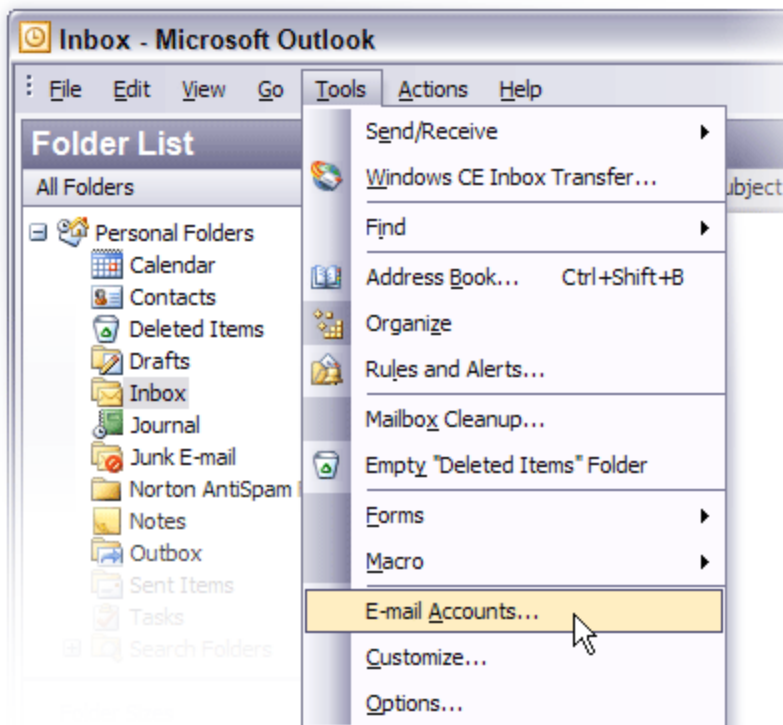
Open the program by clicking the **Microsoft Outlook 2003** icon located on your computer.



Microsoft
Office Outlook
2003

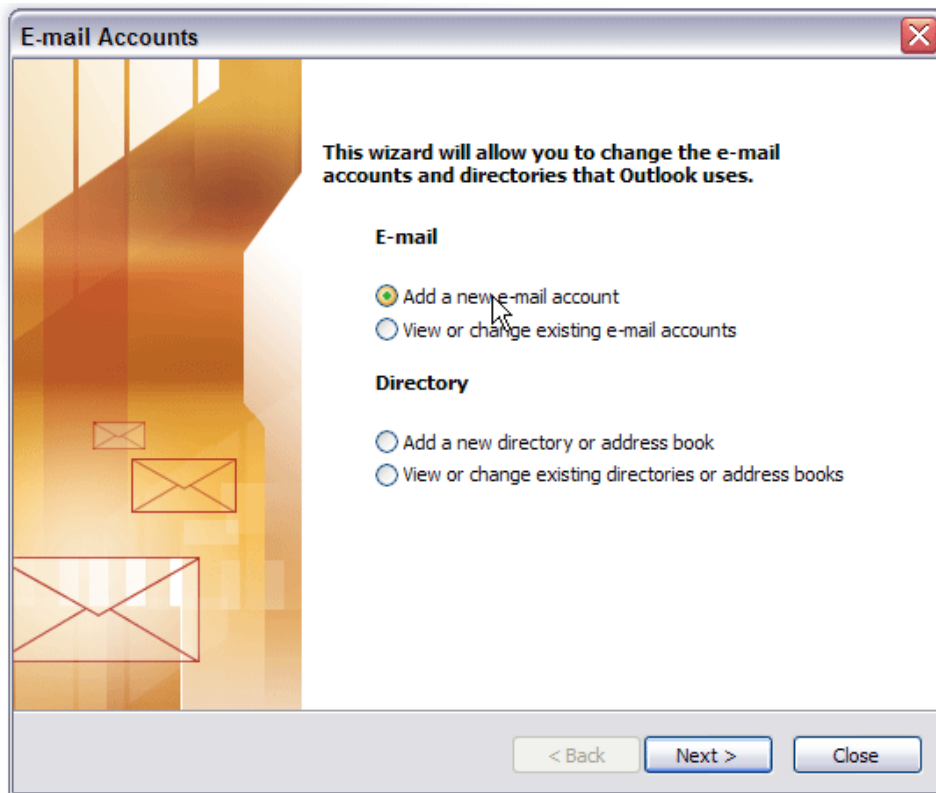
Step 2:

Click on **Tools** located on the top menu. Scroll down and click on **E-mail Accounts...**



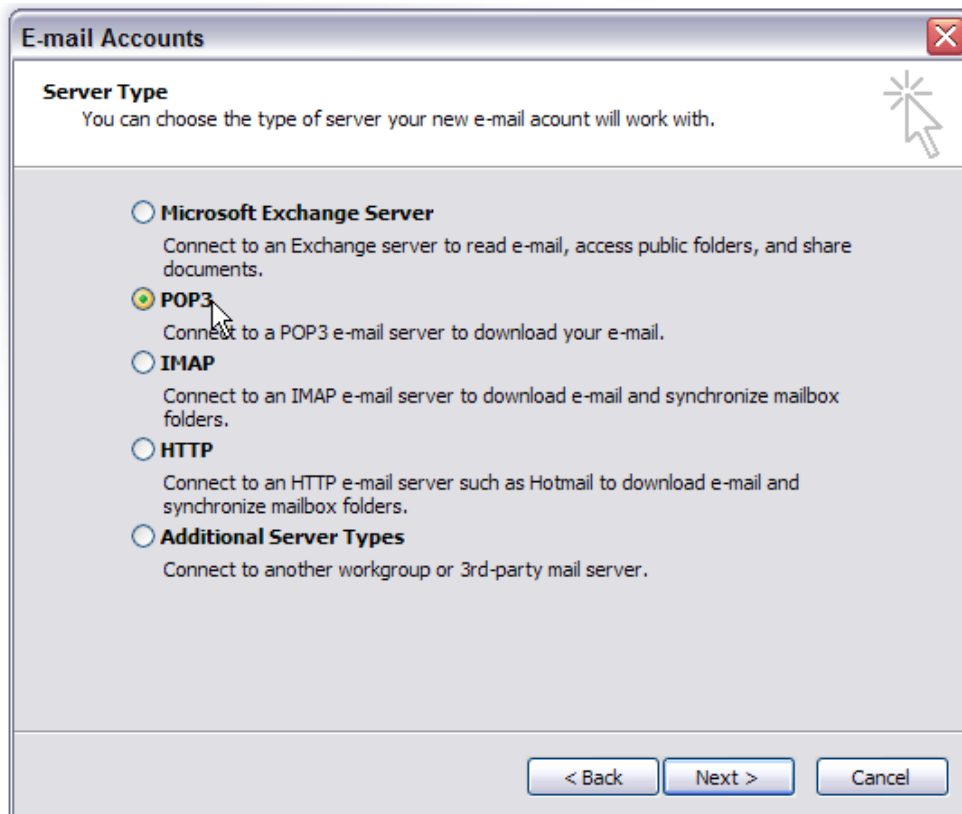
Step 3:

Select **Add a new e-mail account** and click **Next**.



Step 4:

You will be prompted to specify the type of mail server you use. Select **POP3** and click **Next**.



Step 5:

- **Your Name:** Enter the display name that other people will see when you send them e-mail. It should usually be your real name, such as John Doe.
- **E-mail Address:** Enter your full email address for this account.
- **User Name:** Enter your full email address using only lower case letters.
- **Password:** Enter the password you chose for this email address using only lower case letters. Check **REMEMBER PASSWORD** if you don't want Outlook to ask you for the password each time you check your e-mail.
- **Incoming mail server (POP3):** Enter **pop.yoursite.com**
- **Outgoing mail (SMTP) server :** Enter **smtp.yoursite.com**
- Make sure that **Log on using Secure Password Authentication (SPA)** is **NOT** checked.
- Click **More Settings...** when finished with this step.

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)

Step 6:

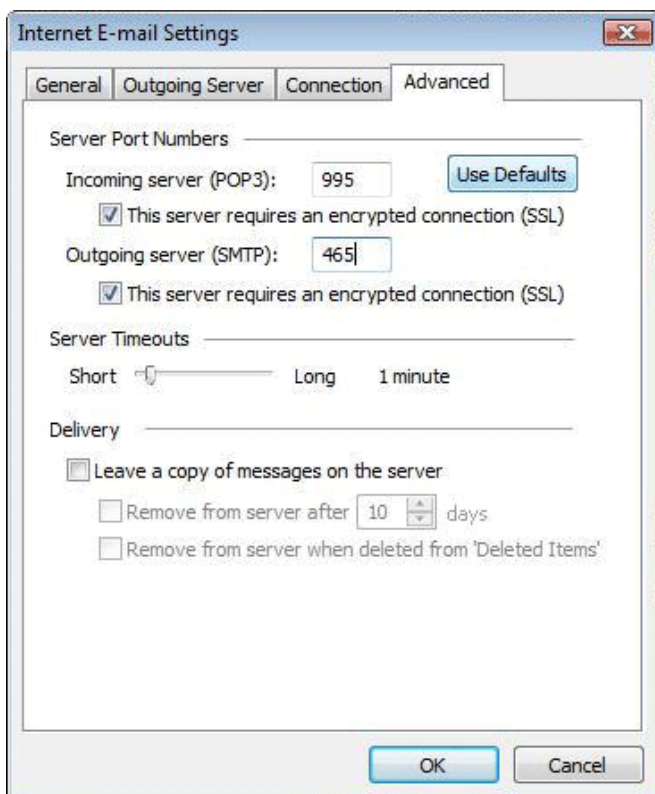
Select the **Outgoing Server** tab. Check the box next to **My outgoing server (SMTP) requires authentication**.



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. Underneath, the 'Use same settings as my incoming mail server' radio button is selected. There are also options for 'Log on using' with fields for 'User Name' and 'Password', and a 'Remember password' checkbox. The 'Log on to incoming mail server before sending mail' radio button is also visible. At the bottom, there are 'OK' and 'Cancel' buttons.

Step 7:

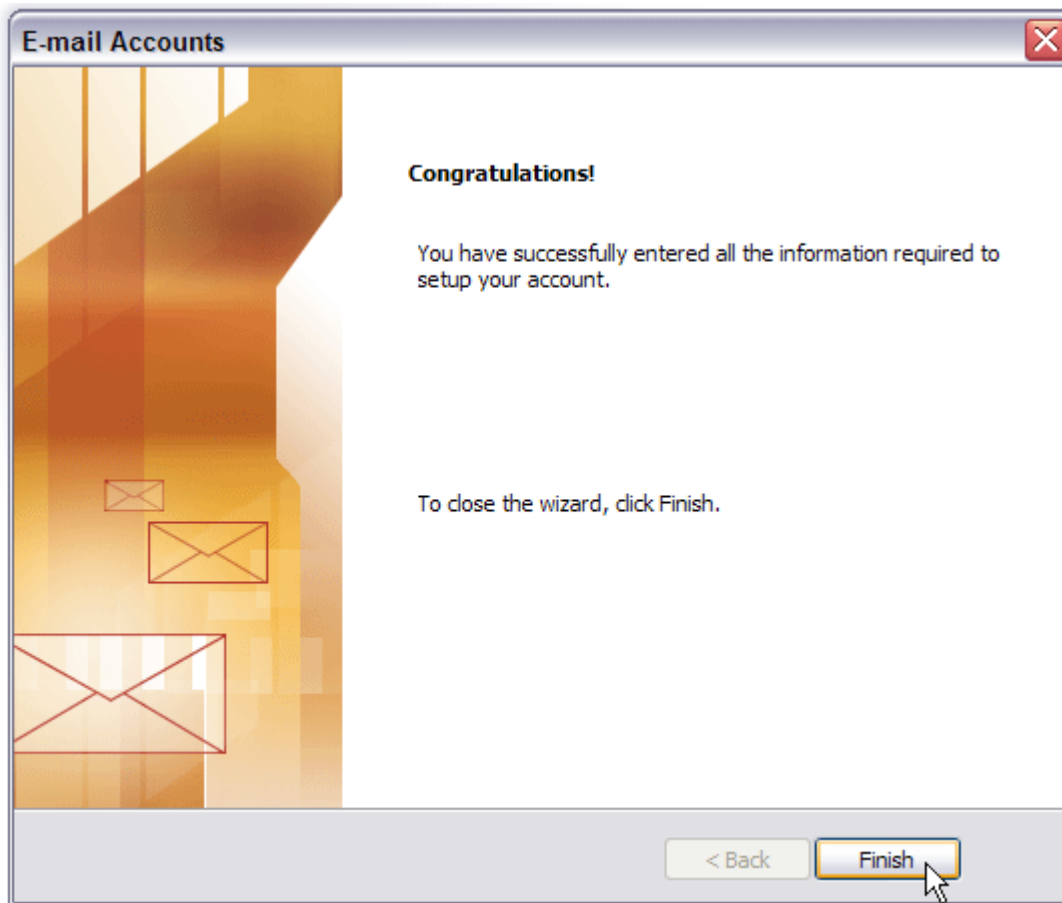
Select the **Advanced** tab. Configure the **Incoming** and **Outgoing** ports as follows then click **OK** to go back to the main screen and then **Next**.



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. Under 'Server Port Numbers', the 'Incoming server (POP3)' is set to 995 and the 'Outgoing server (SMTP)' is set to 465. Both have 'Use Defaults' buttons and 'This server requires an encrypted connection (SSL)' checkboxes checked. Under 'Server Timeouts', the 'Short' timeout is set to 1 minute. Under 'Delivery', the 'Leave a copy of messages on the server' checkbox is unchecked, and the 'Remove from server after' is set to 10 days.

Step 8:

Click **Finish** to complete the setup.



Need additional help? Please contact [customerservice@team-trading.com]