

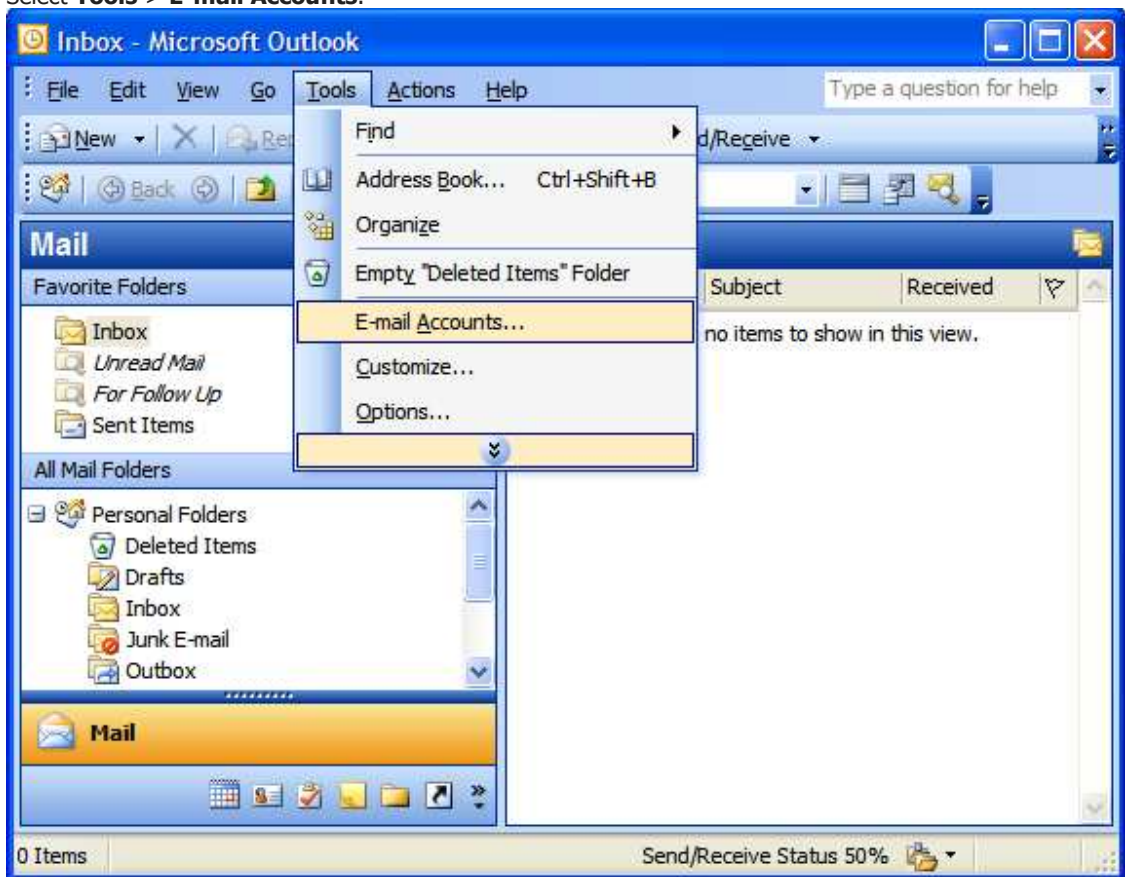
Setting up Email Account with Outlook 2003

Before starting:

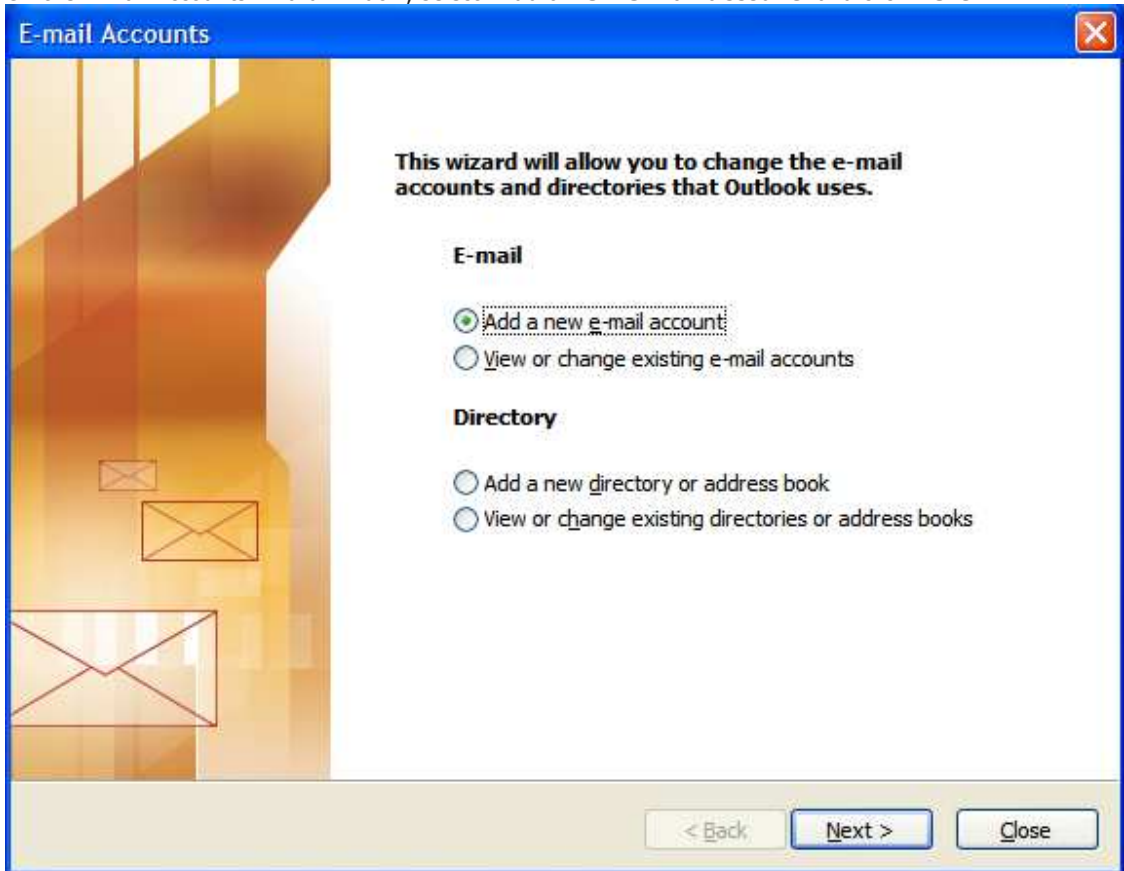
1. Make sure your domain name loads. If it doesn't load your email account wont work.
2. Make sure you have setup your email accounts at yourdomain.com/cpanel .

You are now ready to begin setting up your email accounts.

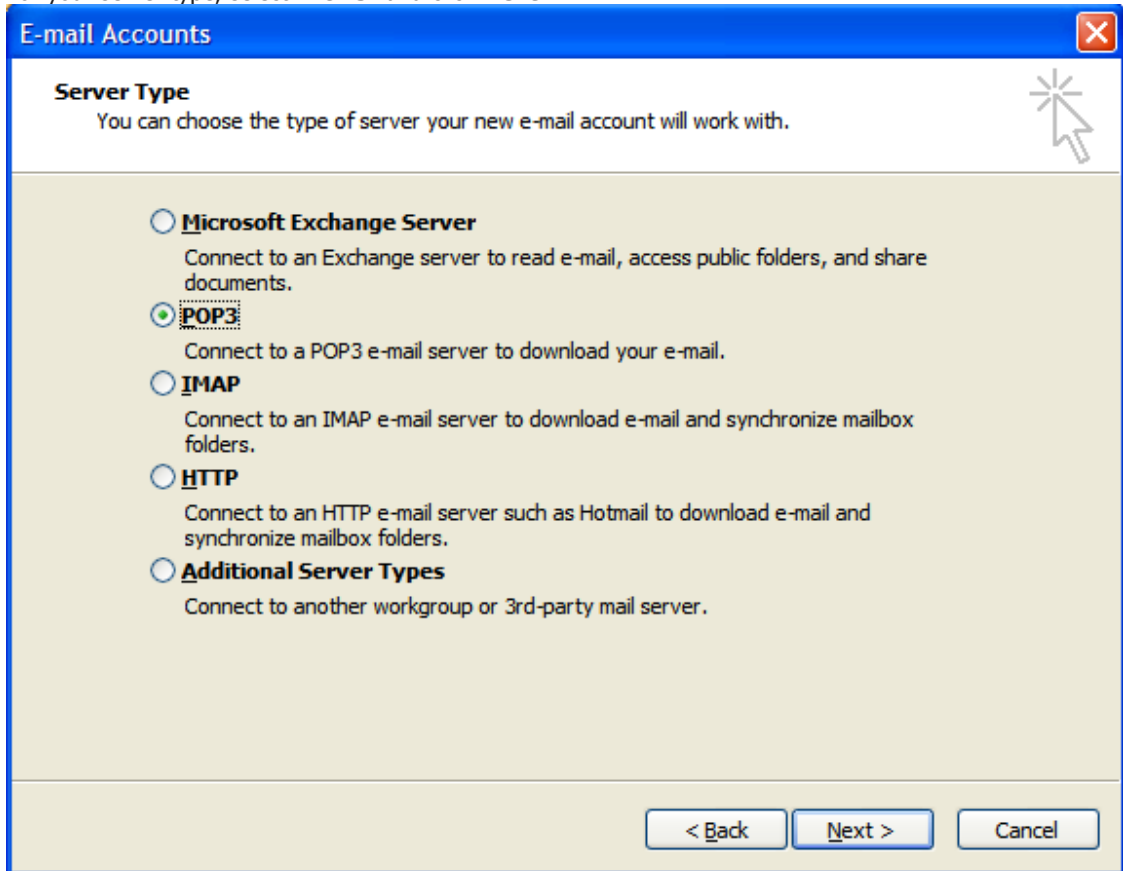
1. Open Outlook 2003
2. Select **Tools > E-mail Accounts.**



3. On the E-mail Accounts wizard window, select "**Add a new e-mail account**" and click **Next**.



4. For your server type, select "**POP3**" and click **Next**.



5. On the Internet E-mail Settings (POP3) window, enter your information as follows:

Your Name

Enter your first and last name.

E-mail Address

Enter your e-mail address.

User Name

Enter your e-mail address, again

Password

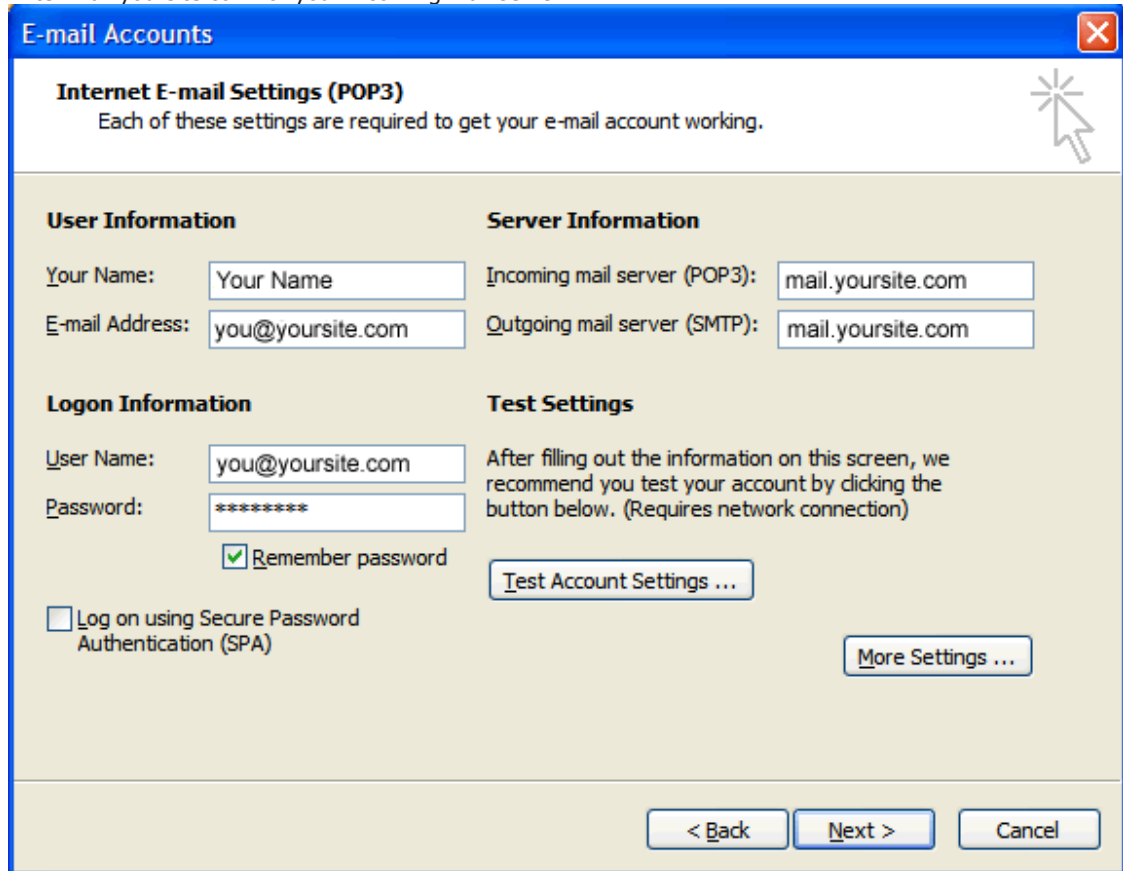
Enter the password you set up for your e-mail account.

Incoming Mail Server (POP3)

Enter mail.yoursite.com for your incoming mail server.

Outgoing Mail Server (SMTP)

Enter mail.yoursite.com for your incoming mail server.



The screenshot shows a window titled "E-mail Accounts" with a close button in the top right corner. Inside the window, the "Internet E-mail Settings (POP3)" tab is selected, indicated by a mouse cursor. Below the tab title, a message states: "Each of these settings are required to get your e-mail account working." The settings are organized into four sections: "User Information", "Server Information", "Logon Information", and "Test Settings".

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)

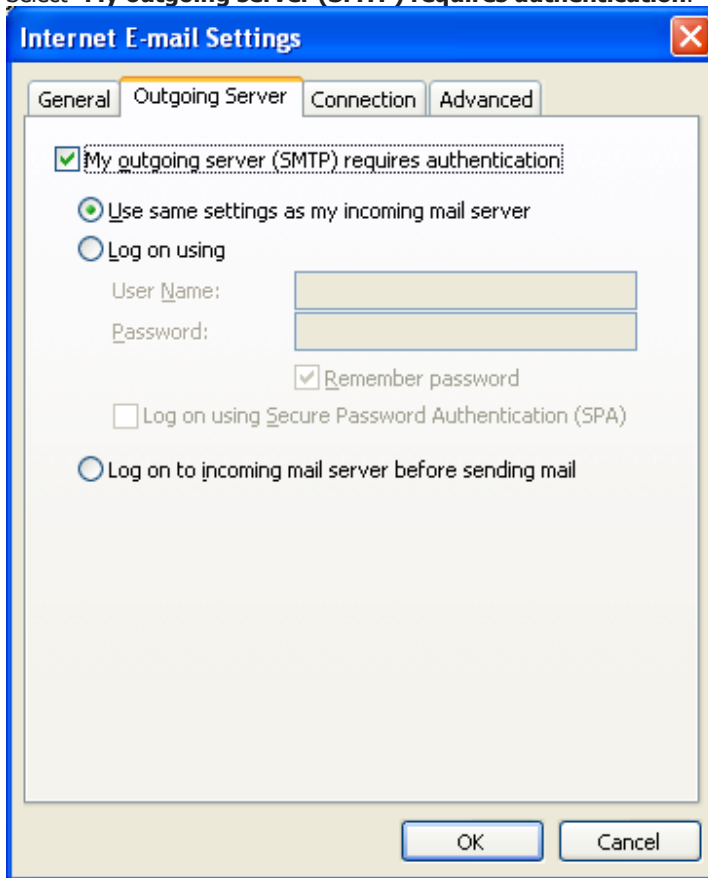
Test Settings

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

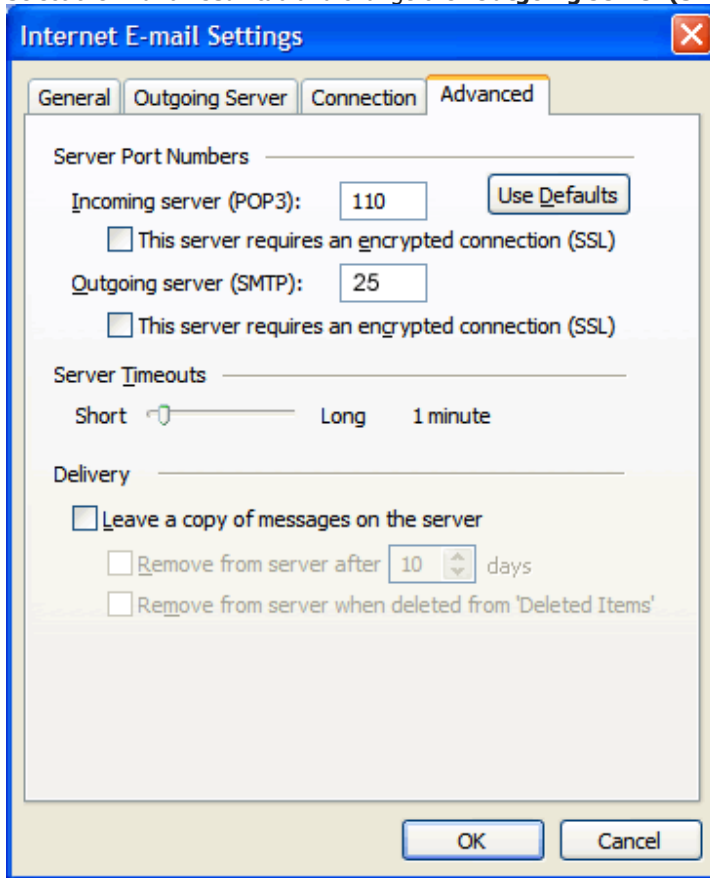
At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

6. On the Internet E-mail Settings window, select the "Outgoing Server" tab.

7. Select "**My outgoing server (SMTP) requires authentication.**"



8. Select the **"Advanced"** tab and change the **"Outgoing server (SMTP)"** port to **25** or **26**.



9. Click **Next**.

The screenshot shows a Windows-style dialog box titled "E-mail Accounts" with a close button in the top right corner. The main heading is "Internet E-mail Settings (POP3)" with a sub-note: "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a starburst icon in the top right of the main area.

The settings are organized into four sections:

- User Information:** "Your Name" (text box: "Your Name") and "E-mail Address" (text box: "you@yoursite.com").
- Server Information:** "Incoming mail server (POP3):" (text box: "mail.yoursite.com") and "Outgoing mail server (SMTP):" (text box: "mail.yoursite.com").
- Logon Information:** "User Name:" (text box: "you@yoursite.com"), "Password:" (text box: "*****"), and a checked checkbox for "Remember password".
- Test Settings:** A text box for "Test Account Settings ..." and a "More Settings ..." button.

At the bottom, there is an unchecked checkbox for "Log on using Secure Password Authentication (SPA)" and three buttons: "< Back", "Next >", and "Cancel".

10. Click **Finish**.

