

Configuration and Set up of Microsoft Outlook 2003:

1. In Outlook, select Tools / E-Mail Accounts
2. Click the Add a new e-mail account button and hit "Next"
3. Click the POP3 button and hit "Next"
4. In the Internet e-Mail Settings Window, enter the following information:

User Information Section



User Information

Your Name:

E-mail Address:

Your Name: Enter your first and last name. This is the name that will appear in the From field of messages you send.

eMail Address: Enter your entire email address using all lowercase letters.

Logon Information Section



Logon Information

User Name:

Password:

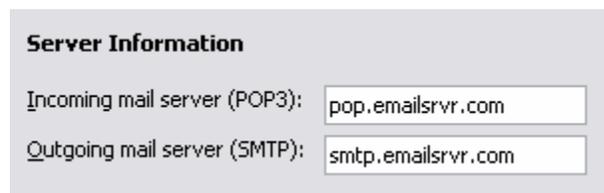
Remember password

User Name: Enter your entire email address using all lower case letters

Password: Enter the password for your email account. This is case-sensitive.

Server Information Section:

Incoming mail server and Outgoing mail server – Enter the information EXACTLY as shown below. This is not a "generic" example. These are the real names of the POP3 and SMTP server.



Server Information

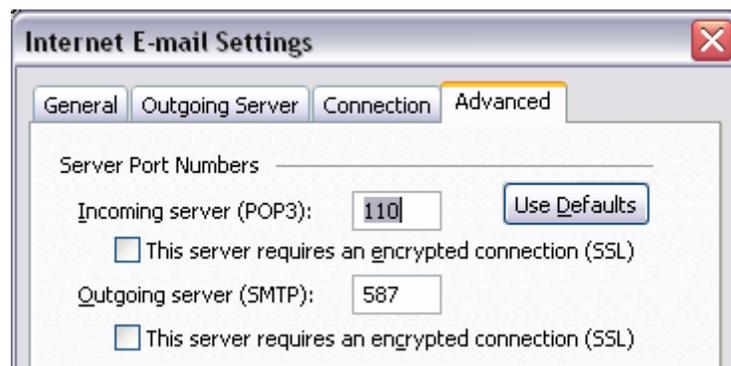
Incoming mail server (POP3):

Outgoing mail server (SMTP):

5. Click the “More Settings” button 
6. Click the “Outgoing Server” tab
7. Check the “My Outgoing Server (SMTP) requires authentication” box



8. Click the “Advanced” tab
9. In the Outgoing server box enter the port number “587”



10. Click the OK button
11. You may try the Outlook Test Account Settings tool, but in some cases you may get false information.
12. Click Next
13. Click Finish