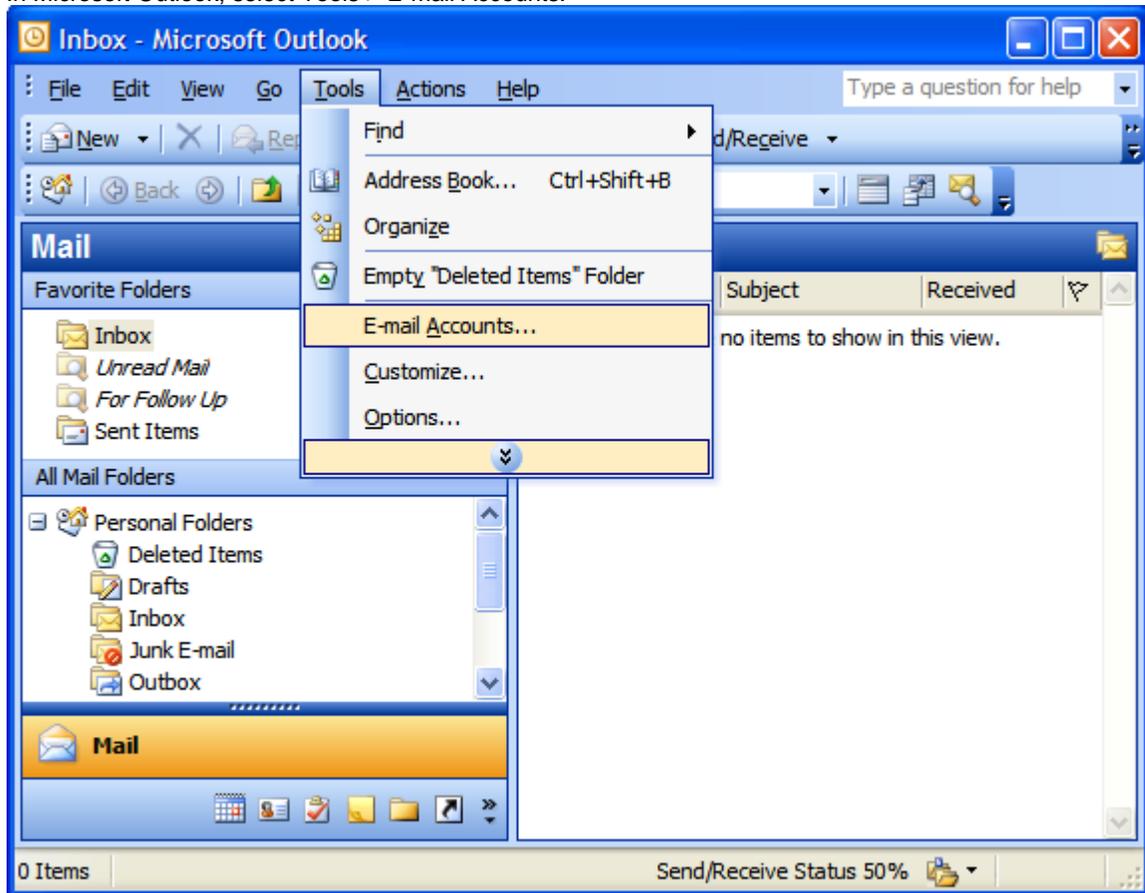


E-mail Account in Microsoft Outlook

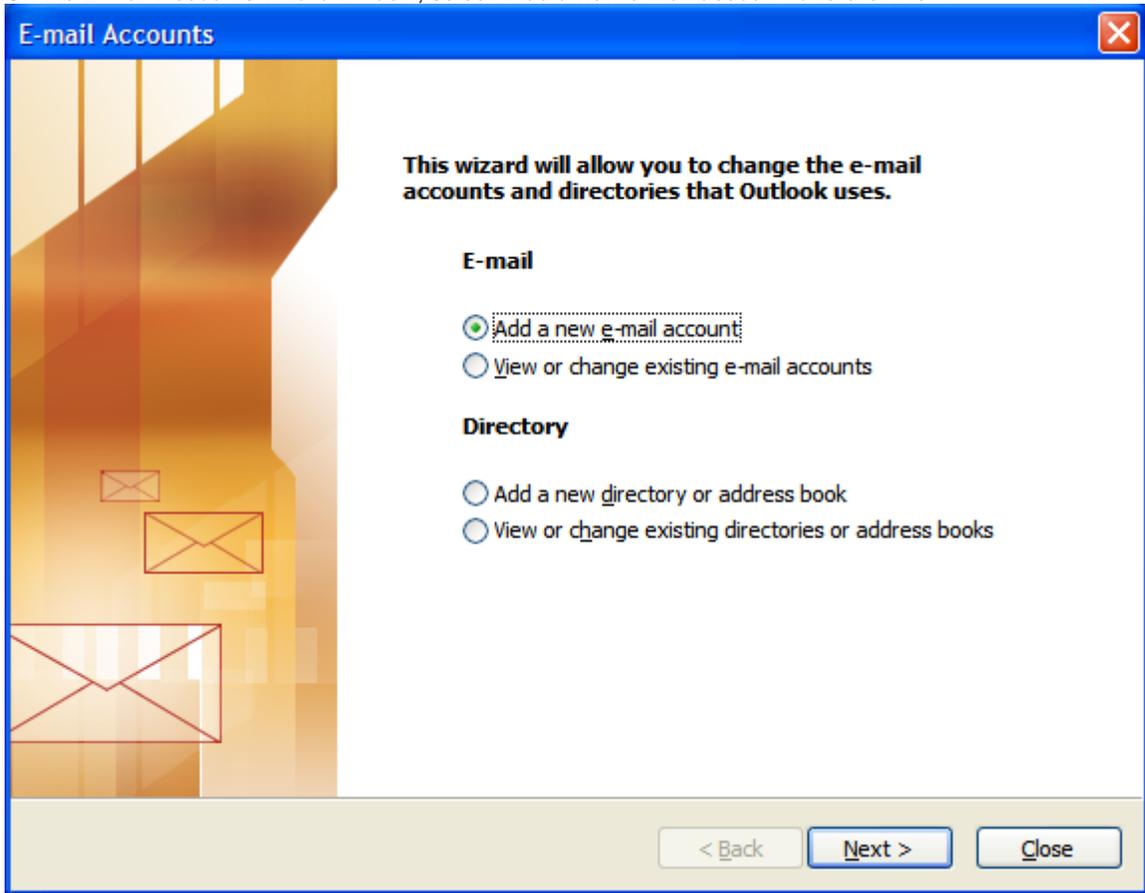
This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

To Set Up Your E-mail Account in Microsoft Outlook

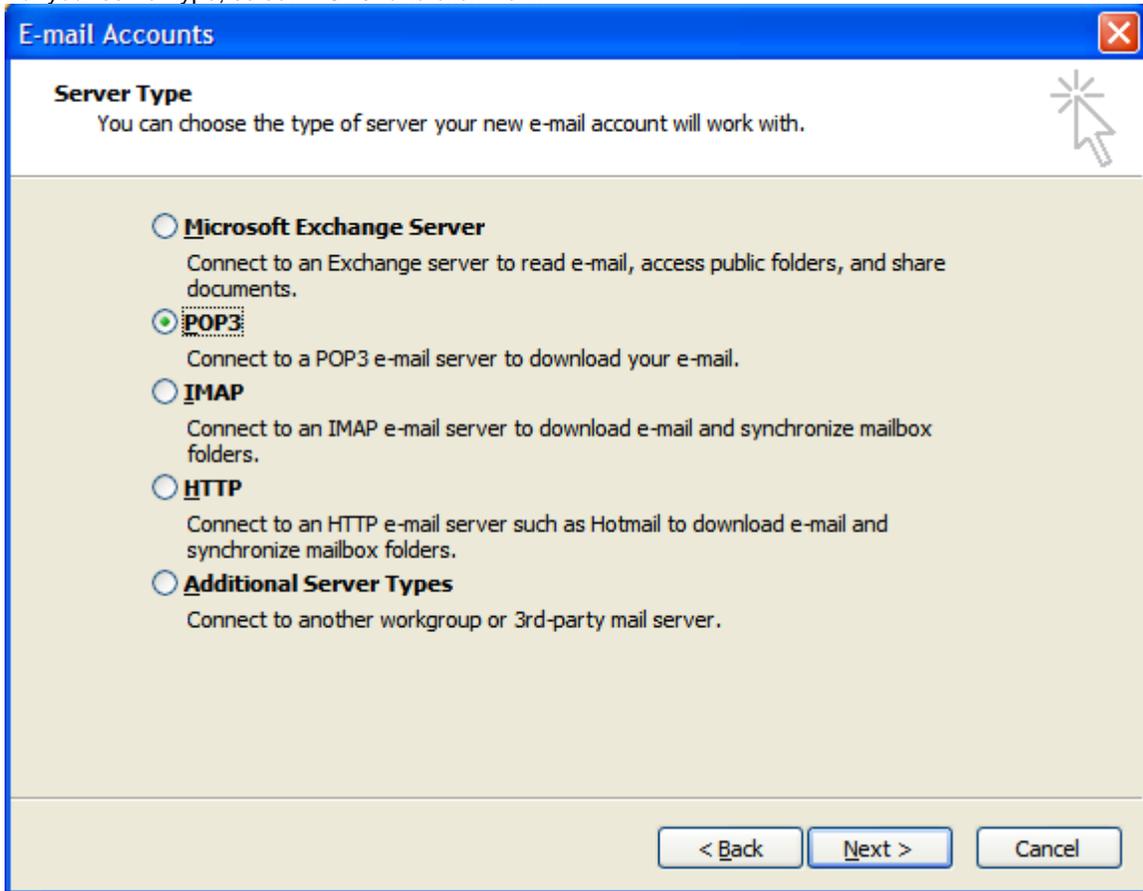
1. In Microsoft Outlook, select Tools > E-mail Accounts.



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



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



4. 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.yourdomainname.com or .net or .org for your incoming mail server.

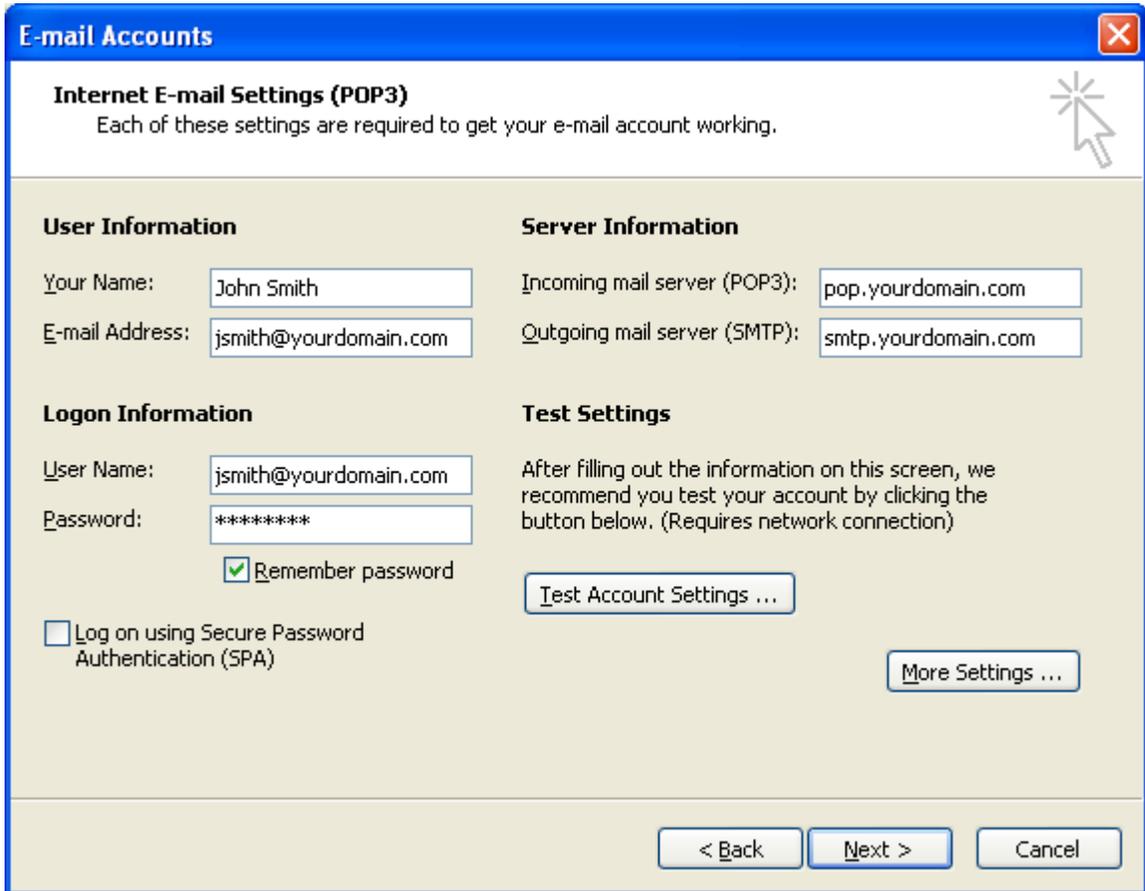
Outgoing mail server (SMTP)

Enter mail.yourdomainname.com or .net or .org for your outgoing mail server. *Please note that some internet service providers will only allow you to use their SMTP server. If this is the case please use the*

instructions from your provider to configure the SMTP Settings and Authentication. The Instructions for the SMTP server below are specifically for the SMTP Server details provided by Epictoolbox.

Click "More Settings."

NOTE: "mail.yourdomainname.com" is an example, please replace the domain name with your own. both SMTP and POP server addresses are the same.



The screenshot shows a window titled "E-mail Accounts" with a blue header and a close button in the top right. Below the header, the title "Internet E-mail Settings (POP3)" is displayed, followed by the instruction "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a star icon in the top right corner of the main content area.

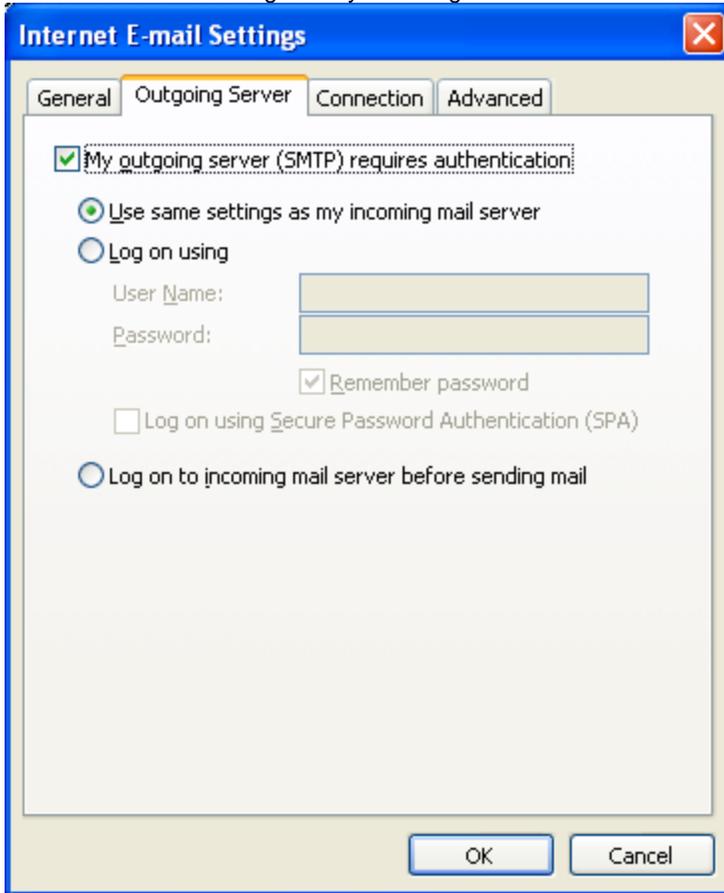
The main content area is divided into four sections:

- User Information:** "Your Name:" with the text "John Smith" in the input field; "E-mail Address:" with "jsmith@yourdomain.com" in the input field.
- Server Information:** "Incoming mail server (POP3):" with "pop.yourdomain.com" in the input field; "Outgoing mail server (SMTP):" with "smtp.yourdomain.com" in the input field.
- Logon Information:** "User Name:" with "jsmith@yourdomain.com" in the input field; "Password:" with "*****" in the input field; a checked checkbox for "Remember password"; and an unchecked checkbox for "Log on using Secure Password Authentication (SPA)".
- Test Settings:** A text block stating "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)" and a button labeled "Test Account Settings ...".

At the bottom right of the main content area is a button labeled "More Settings ...". At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

5. On the Internet E-mail Settings window, select the "Outgoing Server" tab.
6. Select "My outgoing server (SMTP) requires authentication."

7. Select "Use same settings as my incoming mail server".



8. Click OK.

9. Click Next.

E-mail Accounts [Close]

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)

< Back Next > Cancel

10. Click Finish.

