

How To:

Set Up Email in
Microsoft Outlook
2002/2003





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Introduction

This guide takes you step-by-step through the process of setting up a new email account in Microsoft Outlook 2002 / 2003.

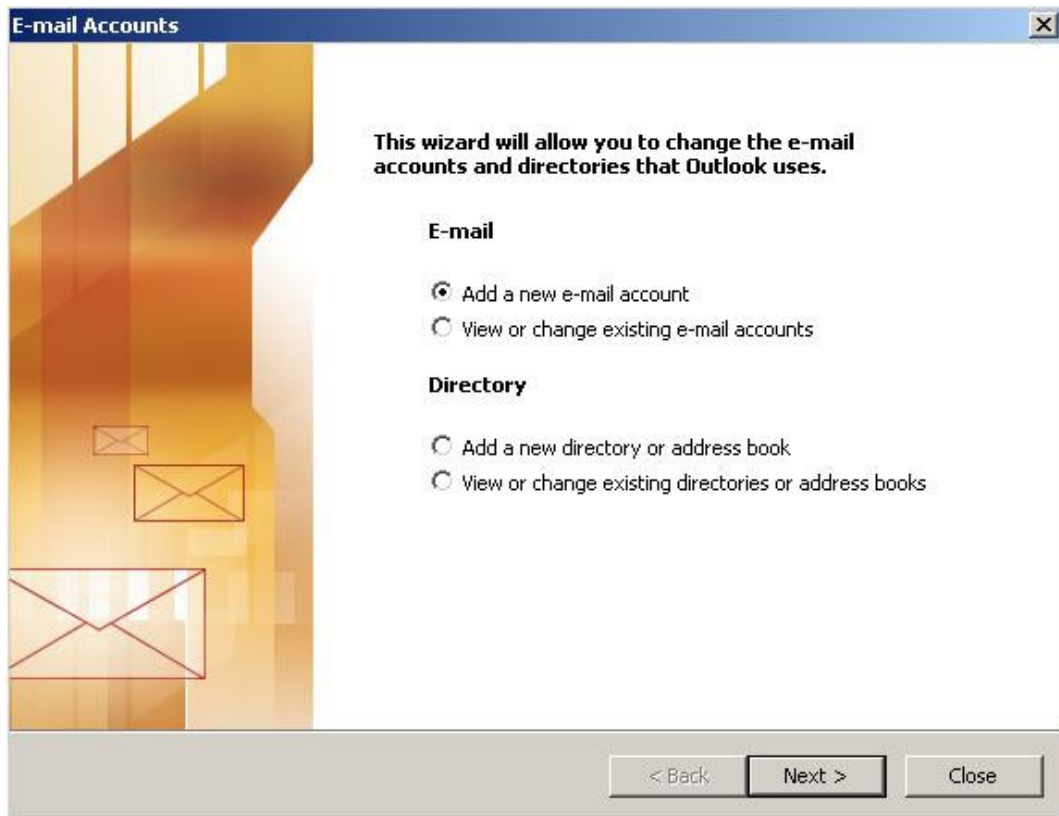
Note: This guide defaults to **IMAP** and **No SSL**.

Setting up Outlook 2002 /2003 Mail

1. Launch the Microsoft Outlook application.
2. From the menu bar, select **Tools > E-mail Accounts**.



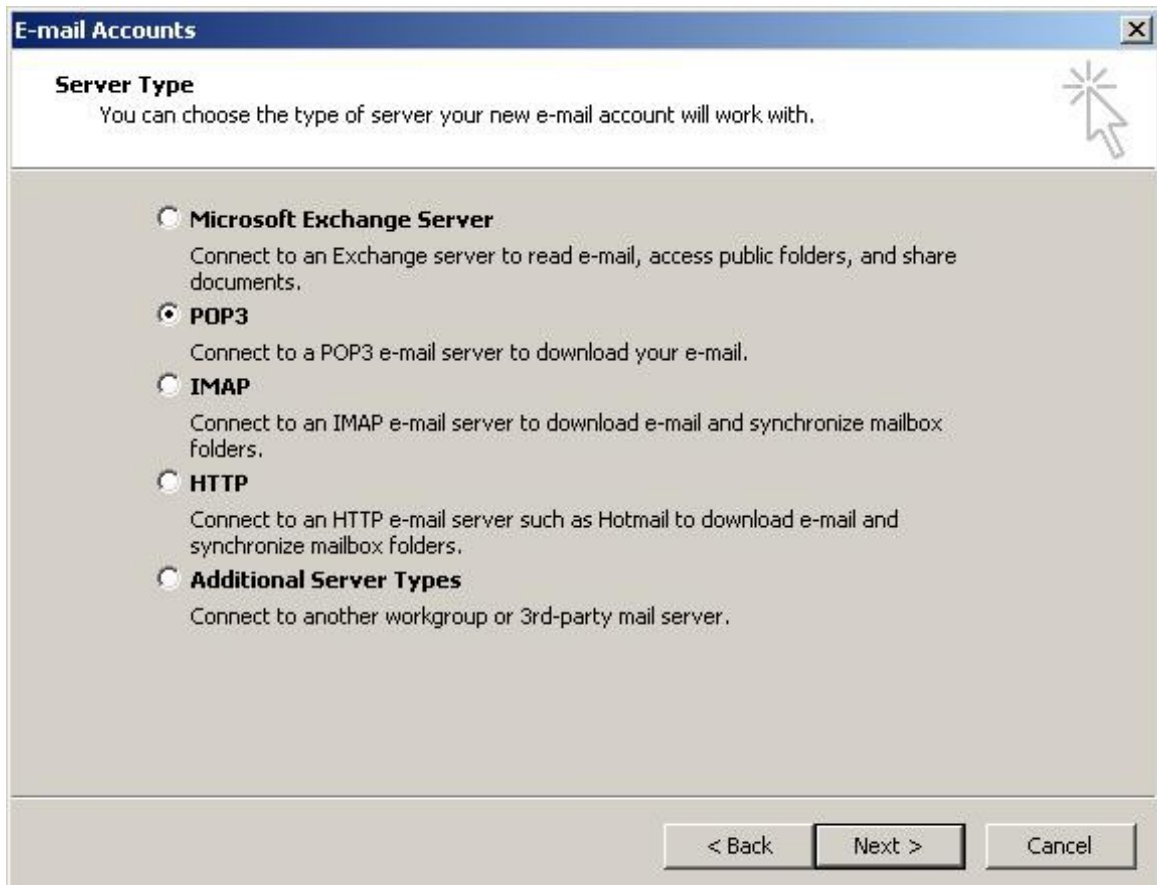
The Email Account wizard will take you through the steps to set up your email.



3. Select Add a new –mail account and click **Next**.



4. On the next page, select the type of server you will be using for this email account. Select either POP3 or IMAP, and click **Next**.





5. On the next page, enter the information required in the User Information and Server Information fields. Make sure that:
- Your user name is your full email address
 - Make sure that your incoming mail server is prefaced by “mail.” (POP3) or “smtp.” (SMTP)

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:

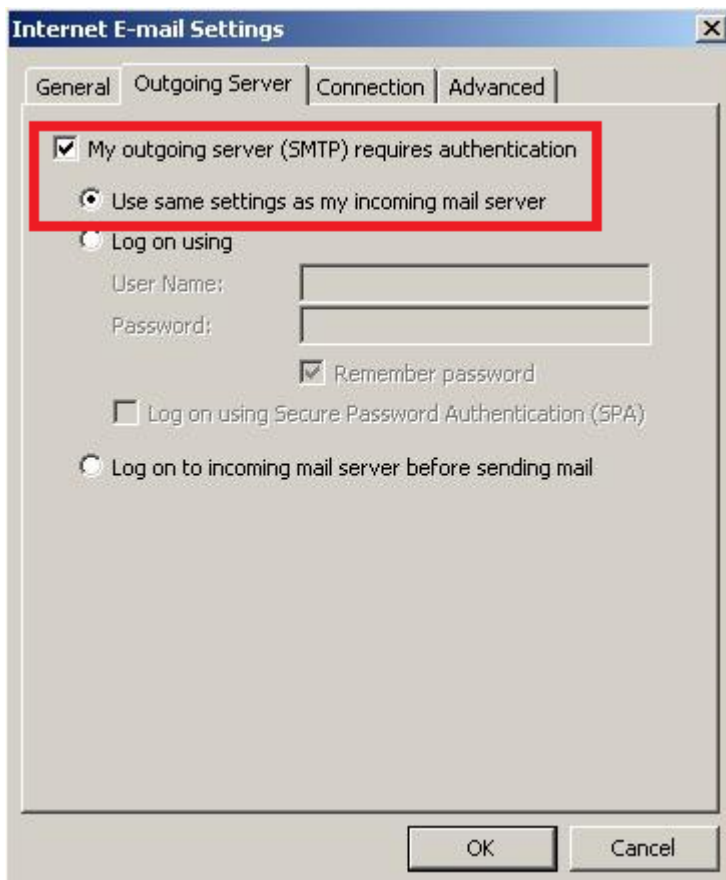
Remember password

Log on using Secure Password Authentication (SPA)

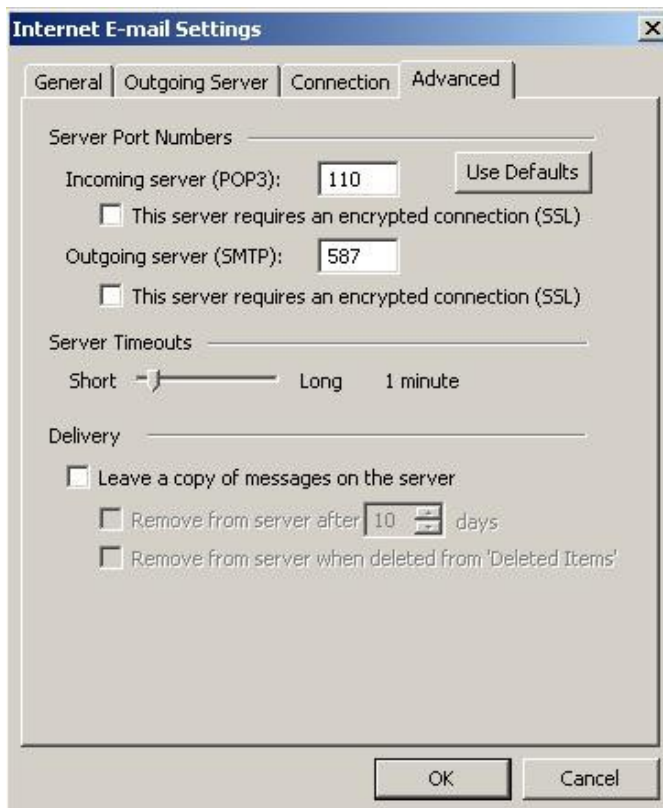
Test Settings

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

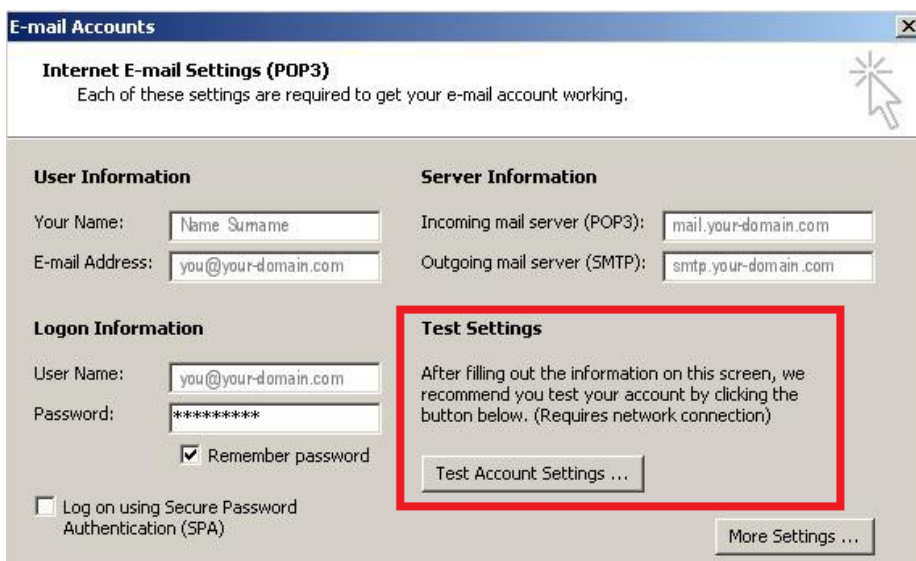
6. Click the More Settings... button.



7. In the Internet E-mail Settings dialog box, click the Outgoing Server tab.
8. Ensure that the **My outgoing server (SMTP) requires authentication** checkbox is selected, as well as **Use same setting as my incoming mail server**.
9. Click the Advanced tab.



10. Select the **Advanced** tab
11. The **Incoming Server** ports: POP is 110 and IMAP is 143 11. Set the **Outgoing Server (SMTP)** port to 587.
12. Click the OK button to return to the Wizard.
13. Click the Test Account settings... button. This is optional, but it is recommended that you perform this step.





Congratulations! Your Outlook mail program is set up and ready to send and receive mail.