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**.





E-mail Accounts	and the second	×
	This wizard will allow you to change the e-mail accounts and directories that Outlook uses. E-mail	
	C View or change existing e-mail accounts	
	Directory C Add a new directory or address book C View or change existing directories or address books	
	< Back Next > Close	

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**.

nail Accounts	2
Server Type You can choose the type of server your new e-mail account will work with.	×
C Microsoft Exchange Server	
Connect to an Exchange server to read e-mail, access public folders, and share documents.	
Connect to a POP3 e-mail server to download your e-mail.	
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.	
С нттр	
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.	
C Additional Server Types	
Connect to another workgroup or 3rd-party mail server.	
< Back Next >	Cancel
< Back Next >	Cancel



- 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)

User Informat	ion	Server Information	
Your Name:	Name Sumame	Incoming mail server (POP3):	mail.your-domain.com
E-mail Address:	you@your-domain.com	Outgoing mail server (SMTP):	smtp.your-domain.com
Logon Informa	ation	Test Settings	
User Name: you@your-domain.com		After filling out the information	on this screen, we
Password:	****	button below. (Requires netwo	ork connection)
	Remember password	Test Account Settings	
Log on using	Secure Password		
Authenticatio	on (SPA)		More Settings

6. Click the More Settings... button.



ieral Outgoing se	rver Connection Advanced
My outgoing serv	er (SMTP) requires authentication
• Use same setti	ngs as my incoming mail server
C Log on using	
User Name:	
Password:	
	Remember password
	a Secure Recoverd Authoptication (SDA)
L Log on Usin	ig secure Password Addientication (SPA)
C Log on to incor	ning mail server before sending mail

- 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.



Server Port Nu	mbers —			-W
Incoming serv	ver (POP3):	110	Use Defaults	Ĩ.
This s	erver require:	s an encrypt	ed connection (SSL)	
Outgoing ser-	ver (SMTP):	587		
This s	erver require:	s an encrypt	ed connection (SSL)	
Server Timeout	s			2
Short - J		Long 1 n	ninute	
Delivery				
	onu of mores	and on the c	oruor	
	opy or messa	yes on the s		
	ve mom serve	ar arcer 10	Gays	and an
I Remo	verromserve	r when dele	ceu from Deleceu Ic	ems

- 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.

Internet E-m Each of the	ail Settings (POP3) ese settings are required to ge	et your e-mail account working.	×
User Informat	ion	Server Information	
Your Name:	Name Sumame	Incoming mail server (POP3): mail.your-domain.c	com
E-mail Address:	you@your-domain.com	Outgoing mail server (SMTP): smtp.your-domain	.com
Logon Informa	ation	Test Settings	
User Name:	you@your-domain.com	After filling out the information on this screen, we	
Password:	****	button below. (Requires network connection)	
	Remember password	Test Account Settings	
Log on using Authenticatio	Secure Password on (SPA)	More Sett	ings

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est Account Settings		
ongratulations! All tests completed successf Tasks Errors	ully. Click Close to conti	inue. <u>Stop</u>
Tasks	Status	
Establish network connection	Completed	
Find outgoing mail server (SMTP)	Completed	
✓ Find incoming mail server (POP3)	Completed	
 Find incoming mail server (POP3) Log onto incoming mail server (POP3) 	Completed Completed	

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