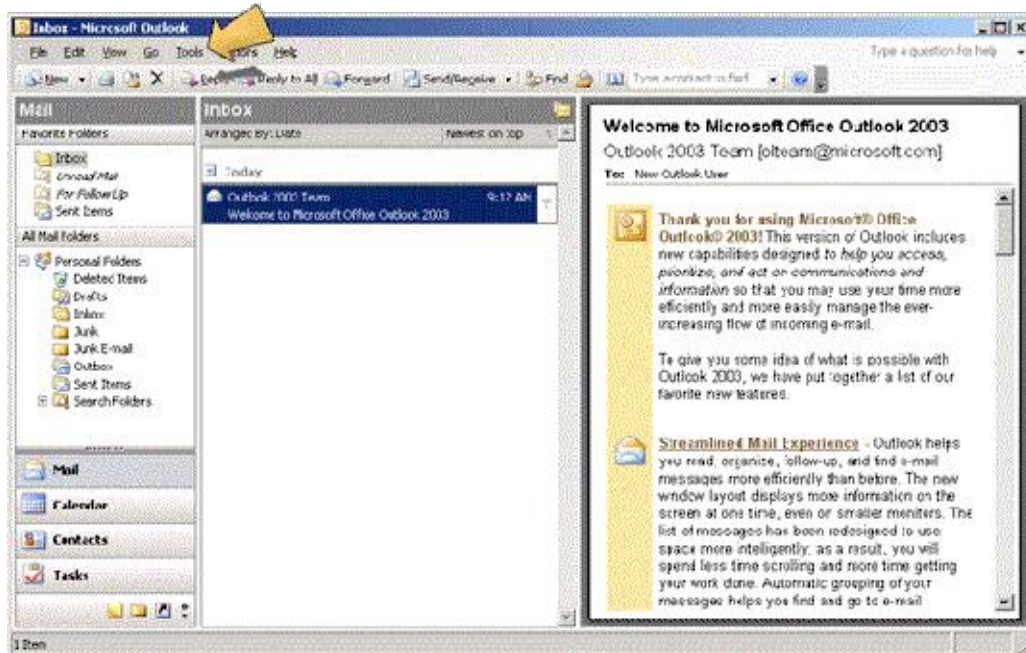
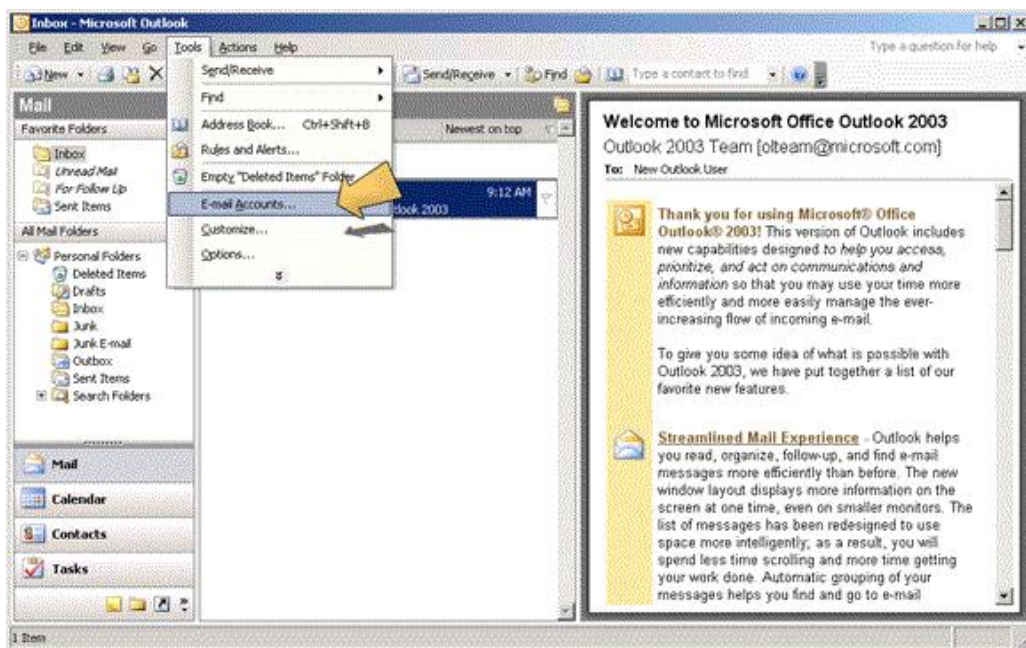


## Setting up Microsoft Outlook 2003

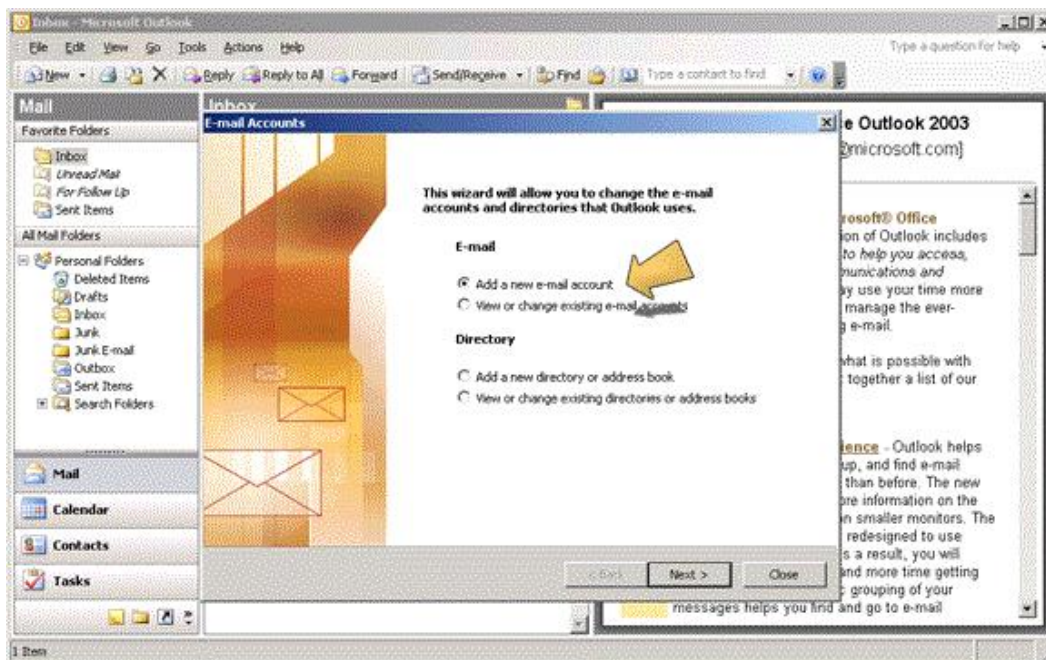
1. Open Outlook 2003 and click on the "Tools" drop down menu.



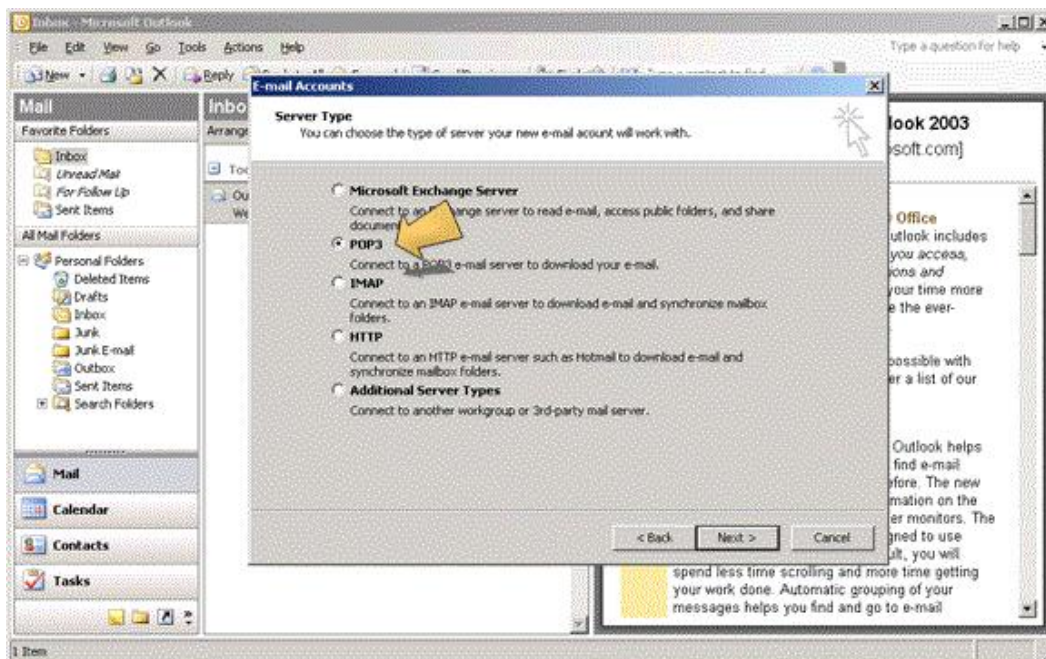
2. Click on "E-mail Accounts".



3. Check the "Add a new e-mail account" radio button and click "Next >".



4. Check the "POP3" radio button and click "Next >".



5. Enter the configuration details for this account. Make sure "Secure Password Authentication (SPA)" is unticked. Whether save password is checked or not is up to you.

### User Information

Your Name: Descriptive/Personal Name or Title of Account

E-mail Address: The email address being setup (mail@domain.com)

### Server Information

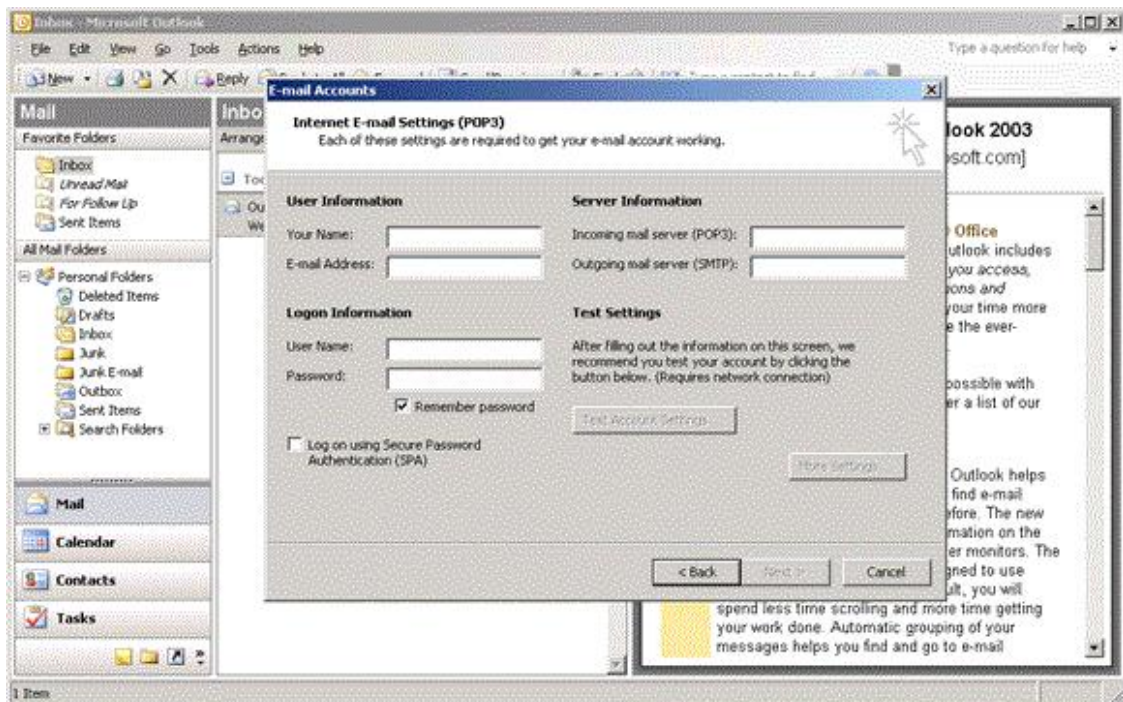
Incoming mail server (POP3) - pop.yourdomain

Outgoing mail server (SMTP) - Your ISP's smtp server

### Login Information

User Name: - Full Email address

Password: - Respective password for email account



## 6. Change Authentication

Click the "More Settings" button

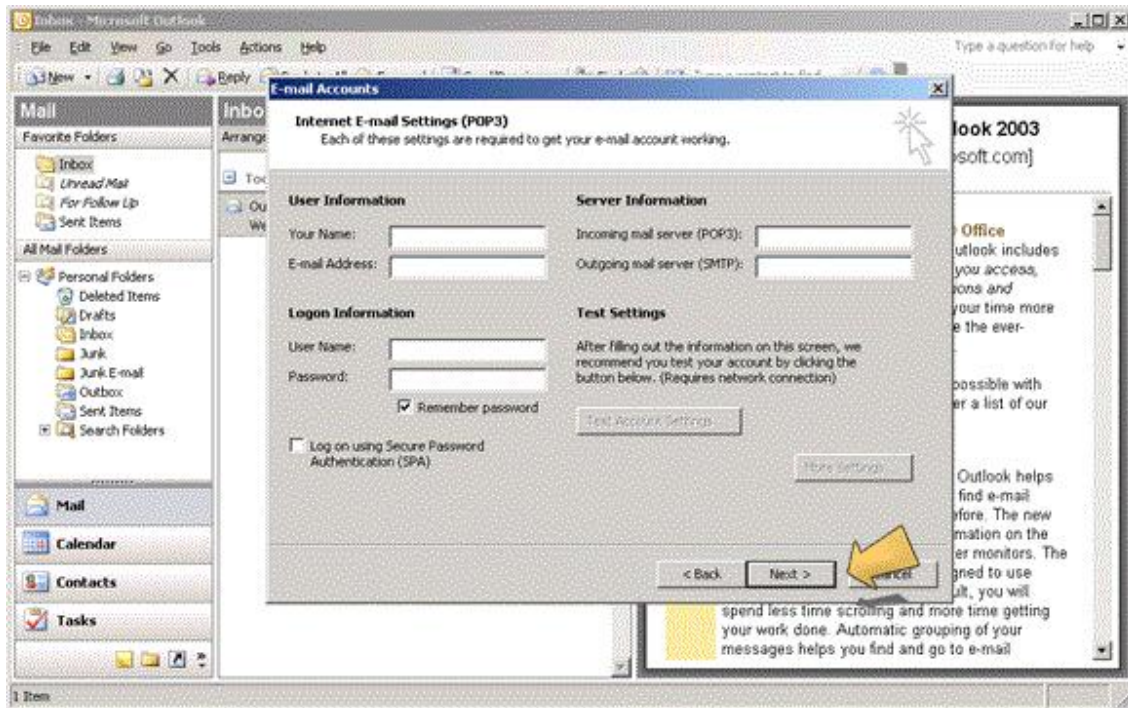
Select the Outgoing Server Tab from the window that pops up

Make sure the "Use same settings as my incoming mail server" is selected.

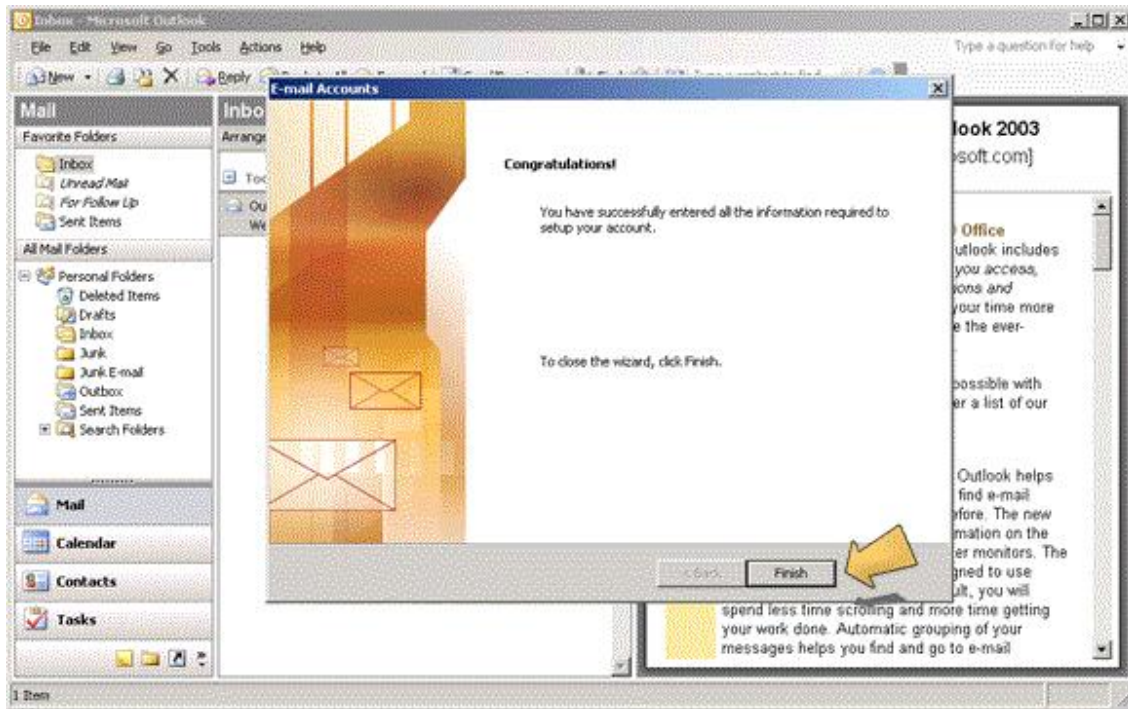
Click the "OK " button.



7. Click the “Next >” button



8. Click the "Finish" button to close the wizard.



Microsoft Outlook 2003 has now been configured for your email account. You may want to setup your spam filter rules for this account.