

## OUTLOOK 2003

---

1. Open Outlook.
2. Click the **Tools** menu, and select **E-mail Accounts...**
3. Click **Add a new e-mail account**, and click **Next**.
4. Choose **POP3** as your server type by clicking the radio button, and click **Next**.
5. Fill in all necessary fields to include the following information:
6. User Information
  - **Your Name:** Enter your name as you would like it to appear in the **From:** field of outgoing messages.
  - Email Address: **username@yourdomainname.com**
7. Server Information
  - Incoming mail server (POP3):  
**mail.yourdomainname.com**
  - Outgoing mail server (SMTP):  
**mail.yourdomainname.com**
8. Login Information
  - User Name: **username@your\_domain.com**
  - **Password:** Enter your email password
9. Click **More Settings...** and then click the **Outgoing Server** tab.
10. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.
11. Click **OK**.
12. Click **Test Account Settings...** After receiving **Congratulations! All tests completed successfully**, click **Close**.
13. Click **Next**, and then click **Finish**.