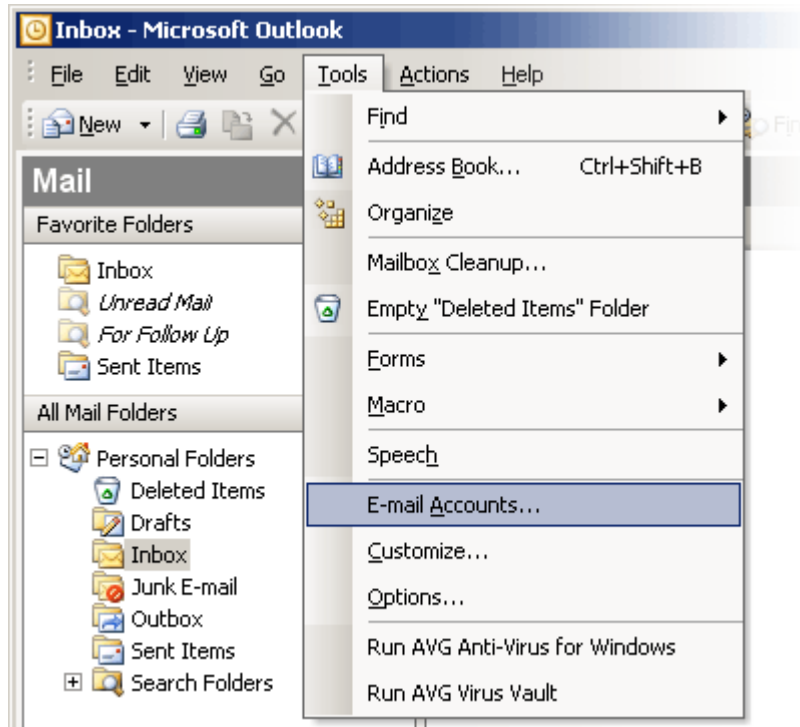
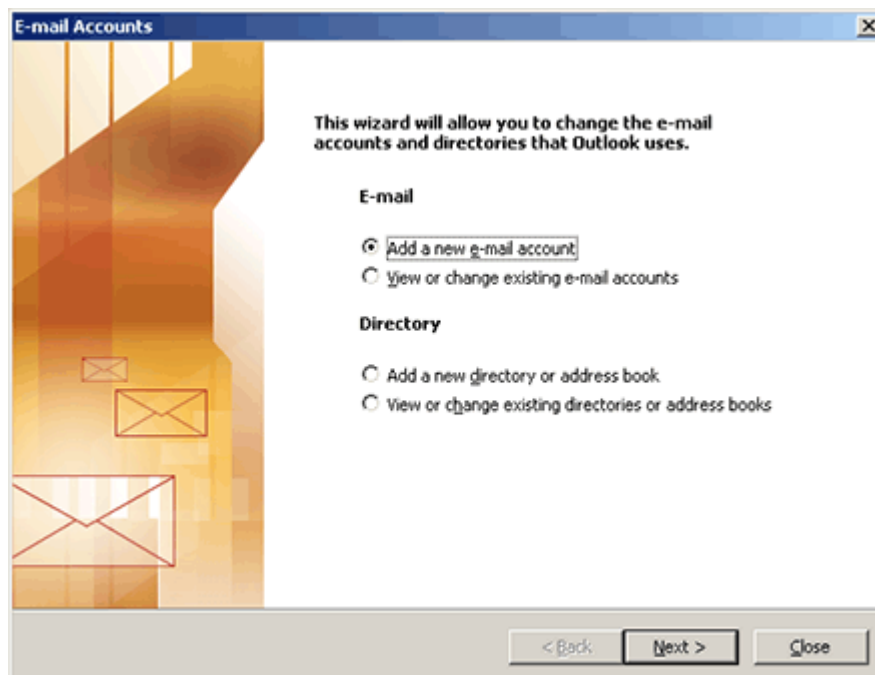


E-mail setup with Outlook 2003

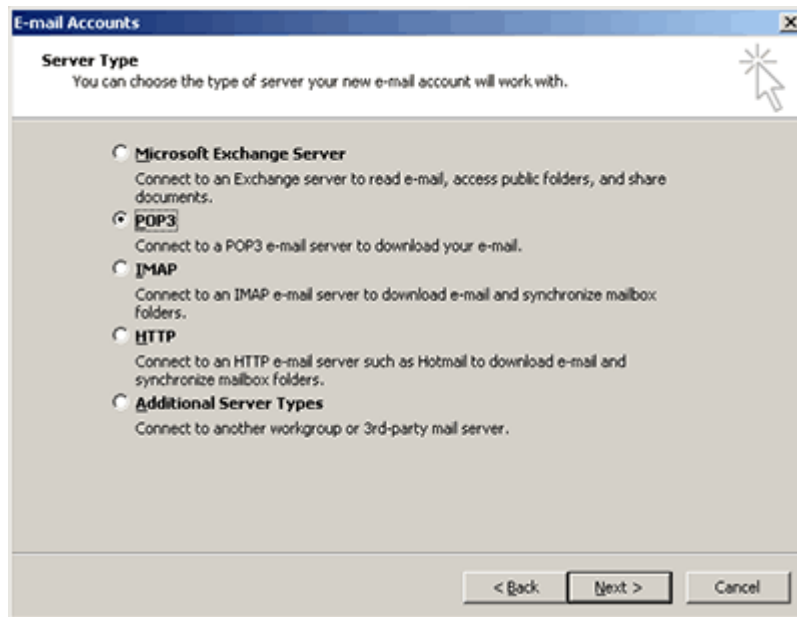
This article will walk you through setting up Outlook 2003 with POP3. First, you'll want to open up Outlook 2003, then select Tools | Email Accounts, like so:



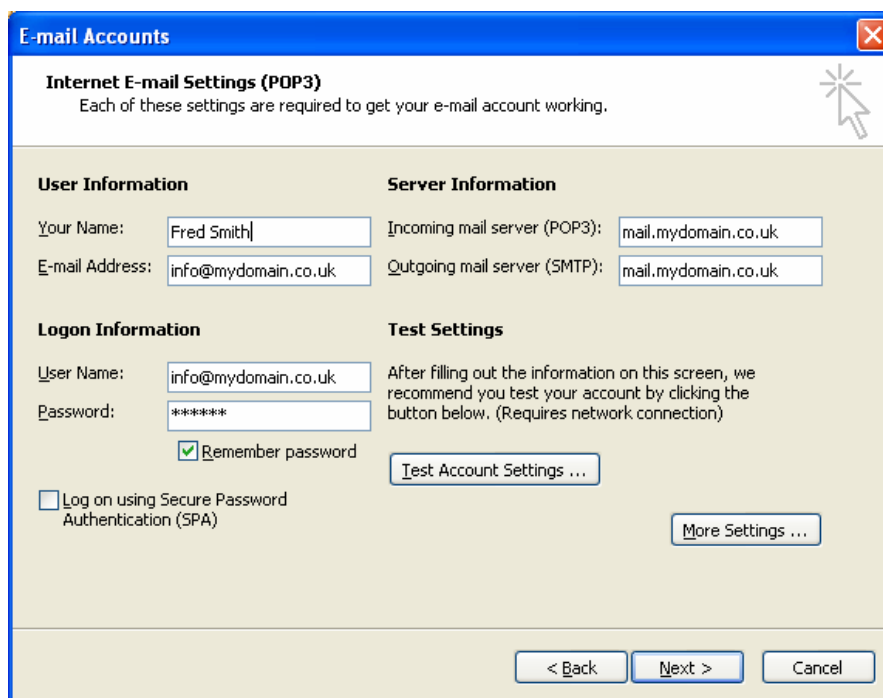
We're setting up a new account, so choose "Add a new e-mail account":



On the Server Type page, make sure to choose "POP3" as the server type:

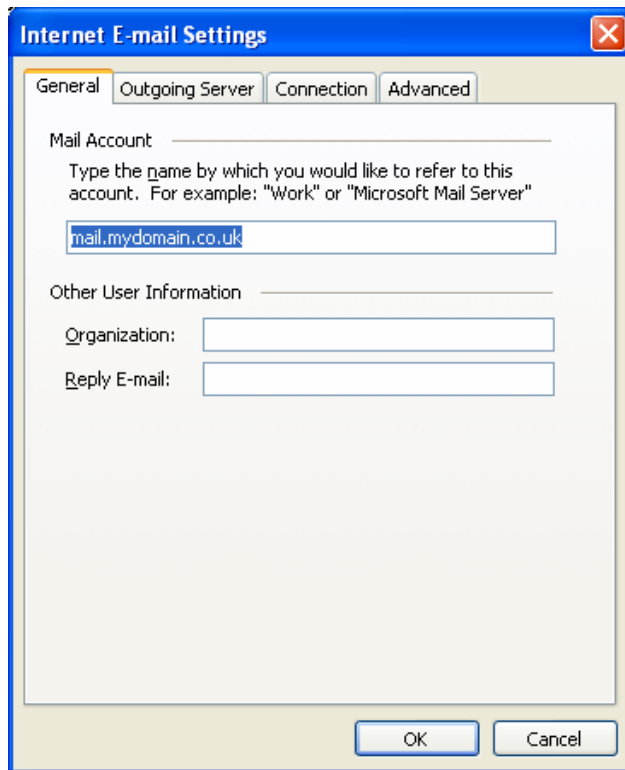


On Internet Email settings, enter in the following information (replacing "mydomain.co.uk" with your domain name):

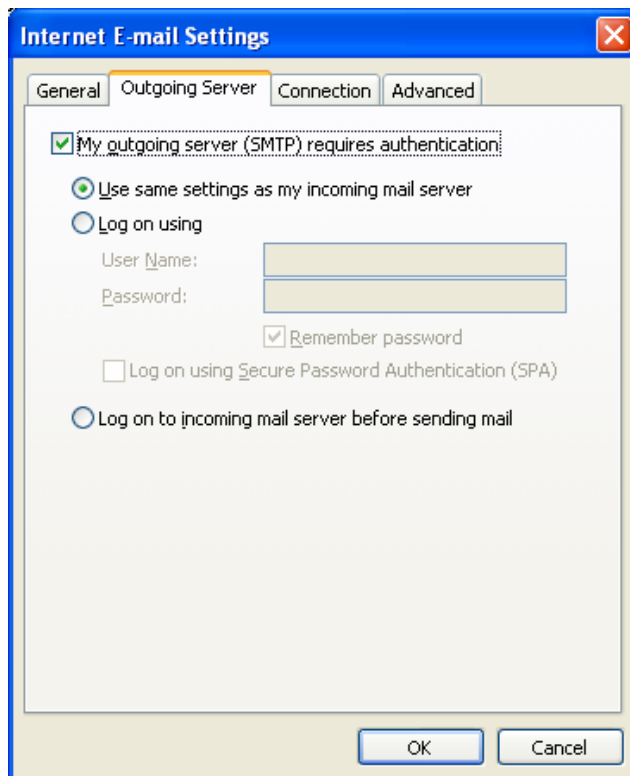


Note that SPA setting is **NOT** checked.

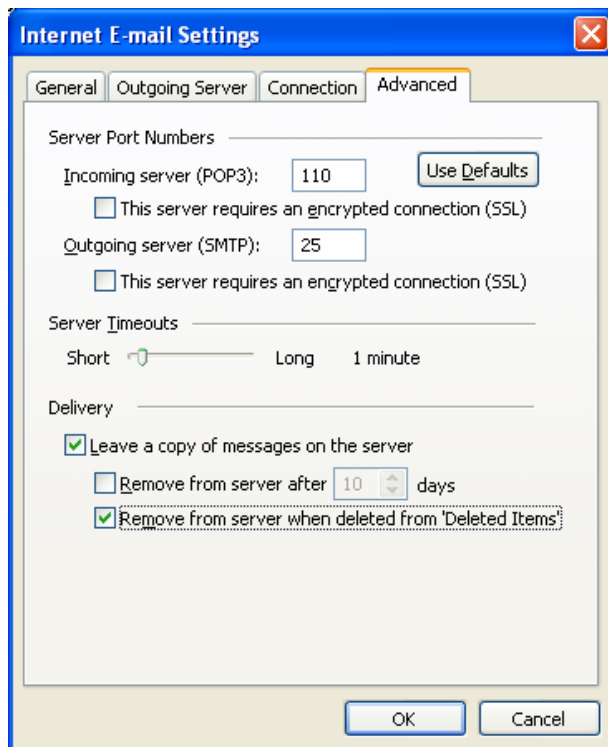
Now we need to setup outgoing email. To do this, click on the "More Settings" button, where you'll be presented with the following screen:



Click on the "Outgoing Server" tab, and check the box that says "My outgoing server (SMTP) requires authentication)". Use the default radio button box of "Use same settings as my incoming mail server":



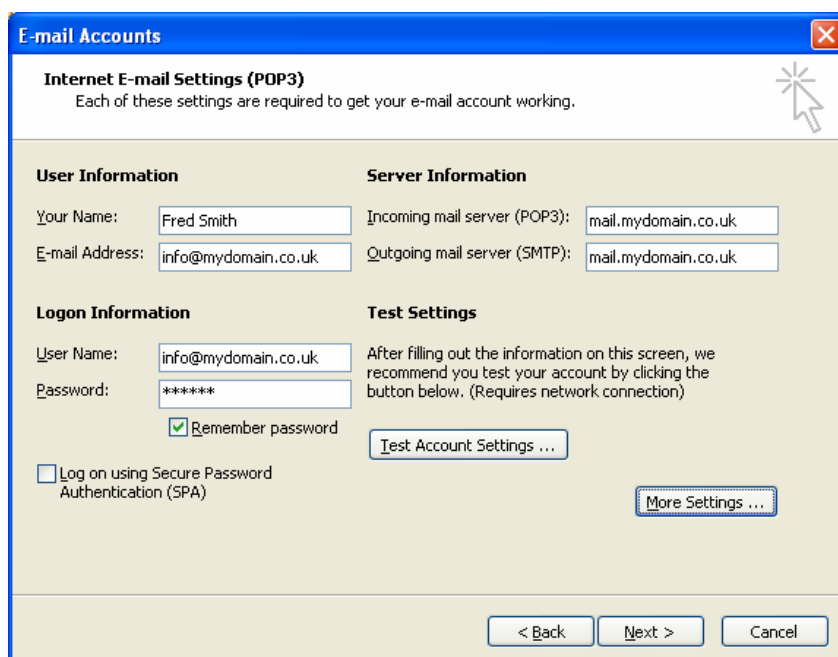
Next click the "Advanced" tab



Here you can choose what happens when you collect a message from the server, you can choose to keep a copy on the server for example.

Note: Some ISPs require exclusive use of the standard outgoing SMTP server port 25 for their own e-mail systems. If you find you cannot send mail from your PC and all other settings are correct you can use an alternative port number of: 587 which is also set in this screen.

Almost done. Click "OK," and now we're back to the Email Accounts page. Click "Next >".



Click "Finish." We're done!

