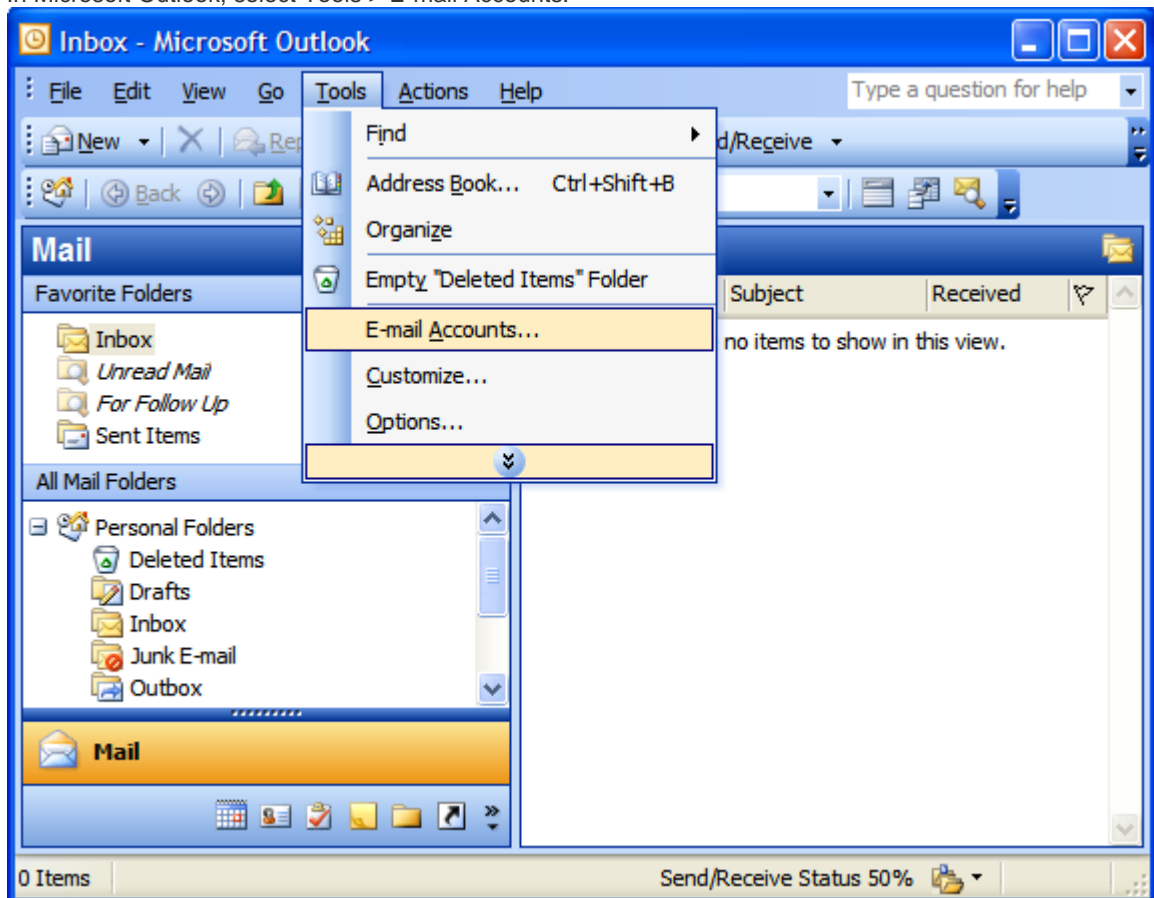


Setting Up Your E-mail in Microsoft Outlook

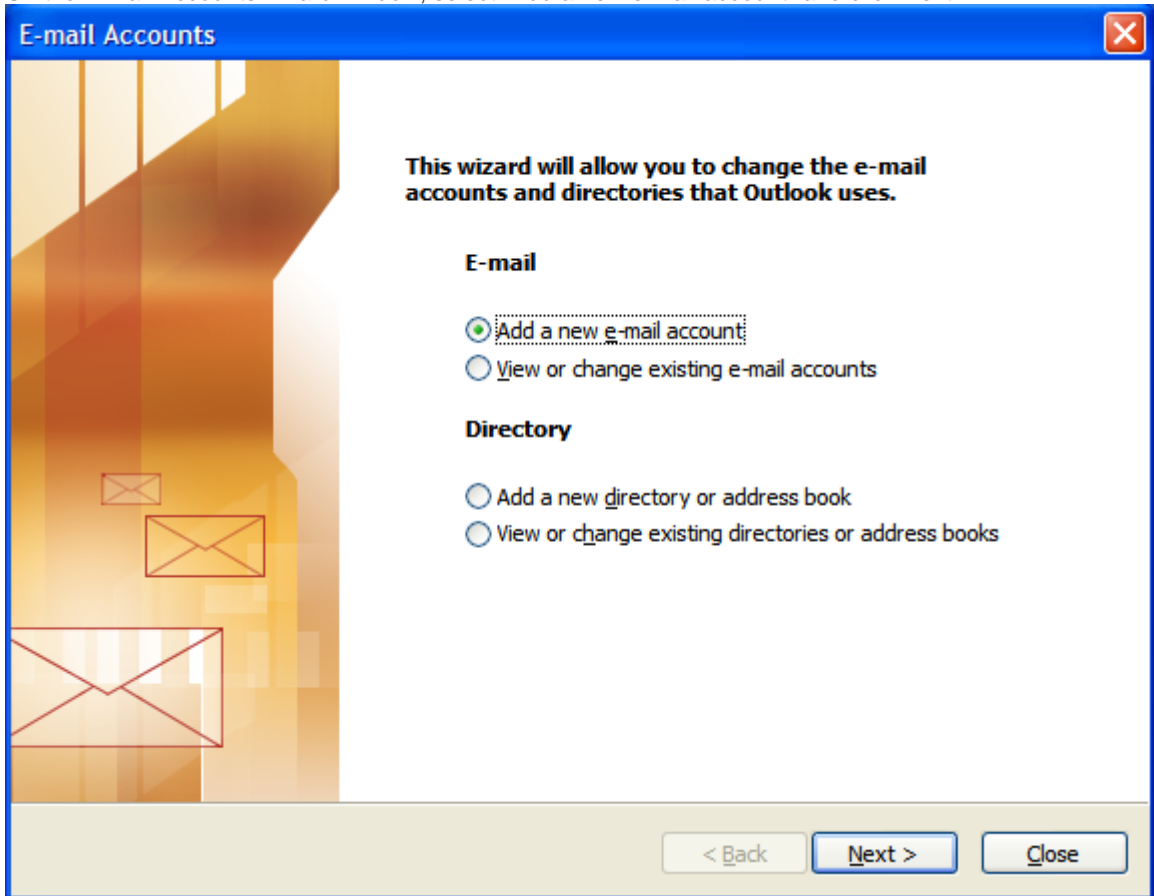
This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

To Set Up Your E-mail Account in Microsoft Outlook

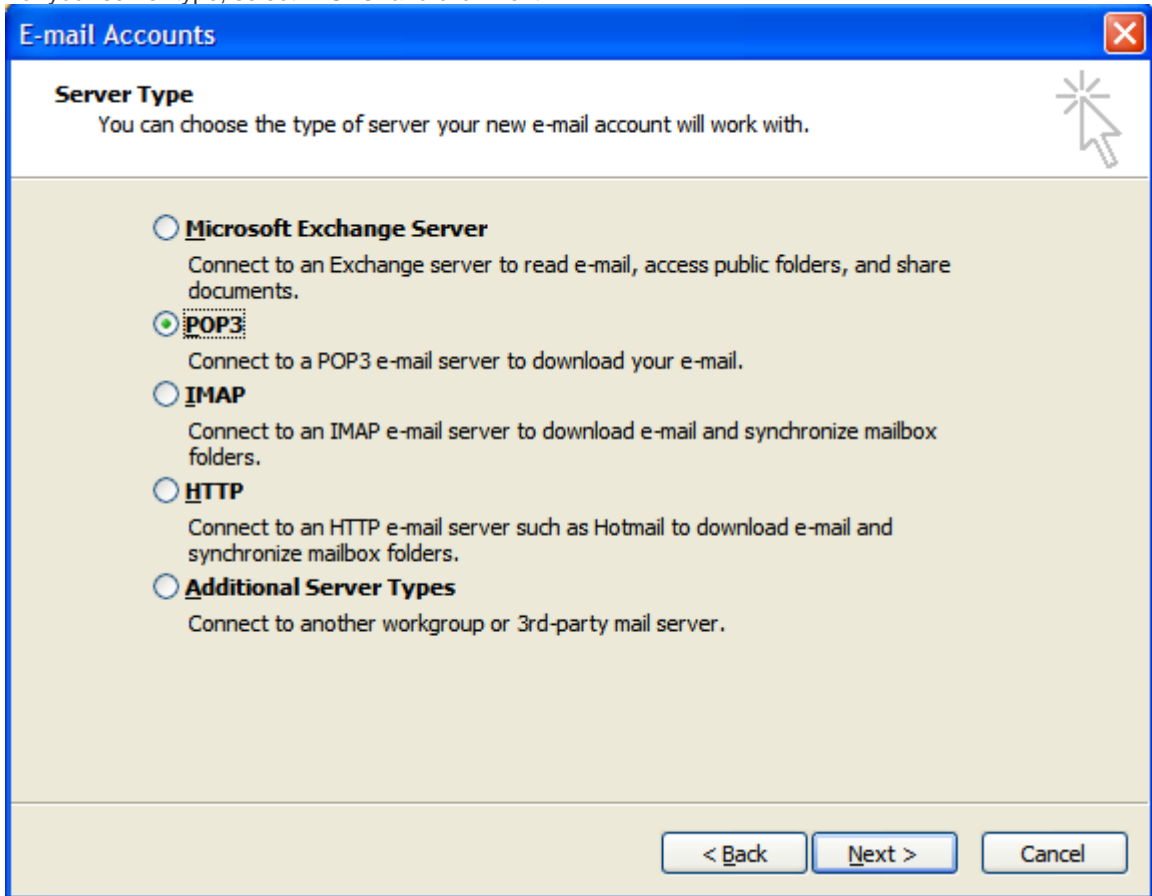
1. In Microsoft Outlook, select Tools > E-mail Accounts.



2. On the E-mail Accounts wizard window, select "Add a new e-mail account" and click Next.



3. For your server type, select "POP3" and click Next.



4. On the Internet E-mail Settings (POP3) window, enter your information as follows:

Your Name

Enter your first and last name.

E-mail Address

Enter your e-mail address.

User Name

Enter your e-mail address, again.

Password

Enter the password you set up for your e-mail account.

Incoming mail server (POP3)

Enter mail.yourdomain.com for your incoming mail server, replacing "yourdomain.com" with the actual name of your domain. For example, if your domain is "froogle.com", then use mail.froogle.com, and if your domain is "widget.net", use mail.widget.net.

Outgoing mail server (SMTP)

Enter mail.yourdomain.com for your outgoing mail server, replacing "yourdomain.com" with the actual name of your domain, exactly as you entered your incoming mail server information.

Click "More Settings."

NOTE: If your Internet Service Provider (ISP) allows it, you can use your Internet Service Provider's outgoing mail server. Contact your Internet Service Provider to get this setting.

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

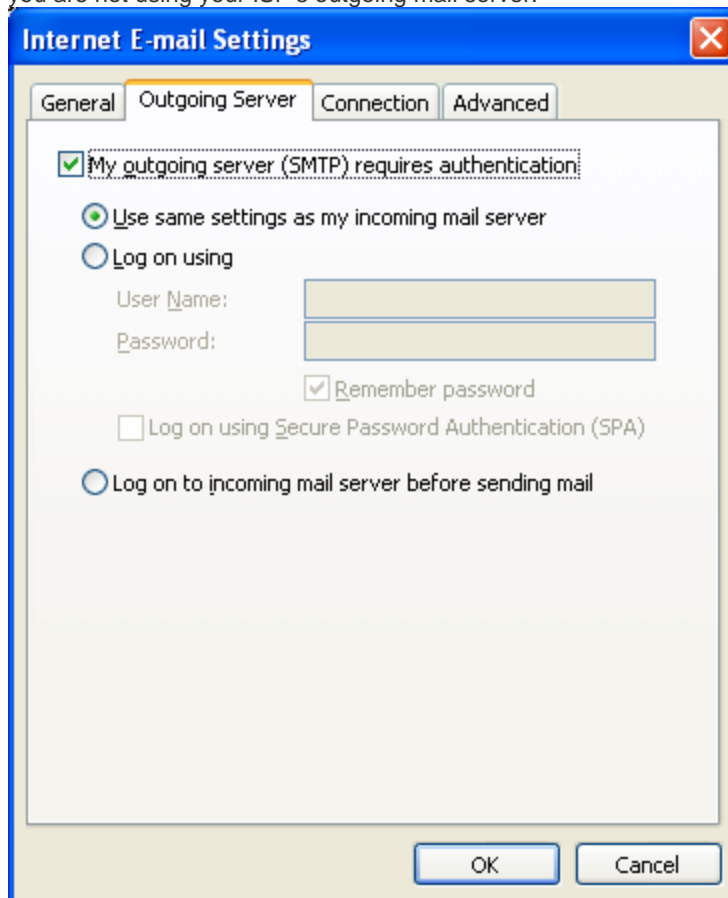
Log on using Secure Password Authentication (SPA)

Test Settings

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

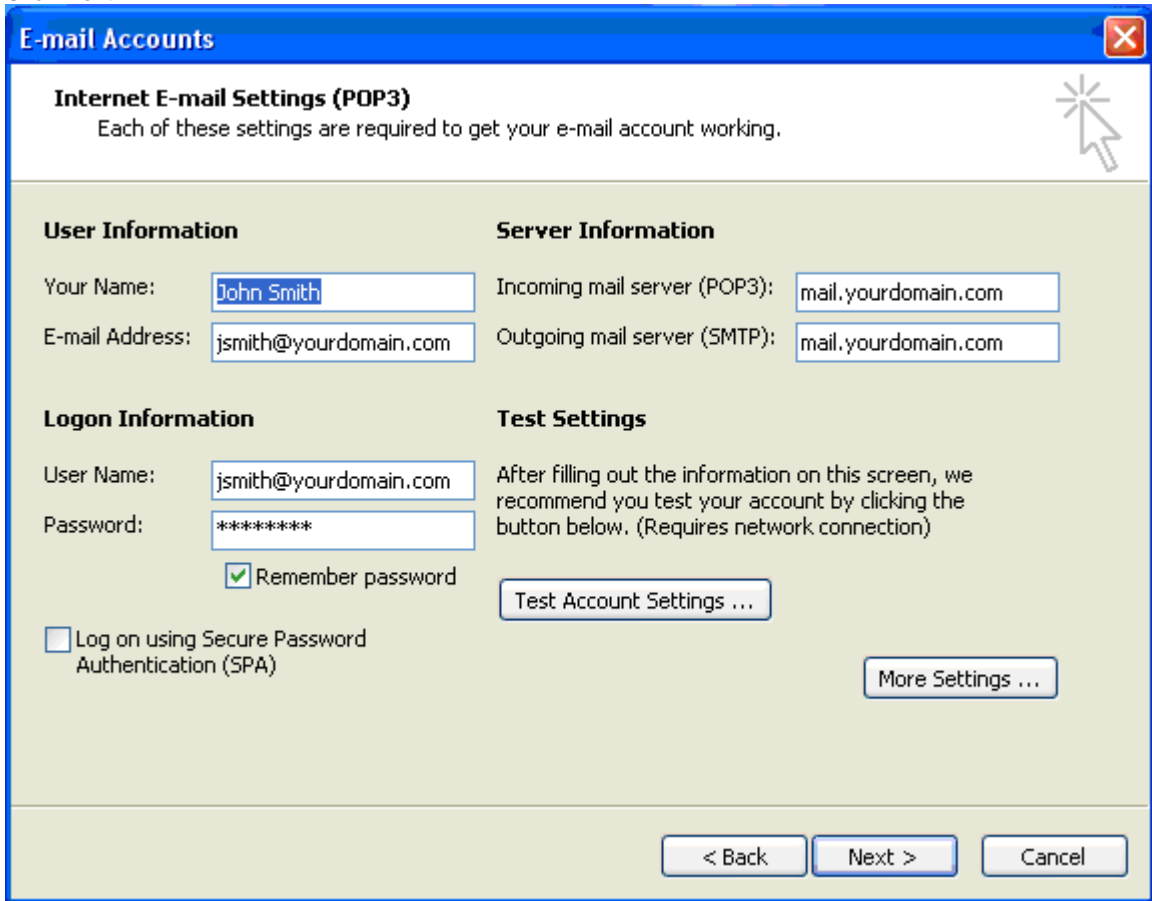
5. On the Internet E-mail Settings window, select the "Outgoing Server" tab.
6. Select "My outgoing server (SMTP) requires authentication."
7. Select "Use same settings as my incoming mail server". If you are using your ISP's outgoing mail server, select "Log on using" and enter the user name and password for your ISP. The following example assumes

you are not using your ISP's outgoing mail server.



8. Click OK.

9. Click Next.



E-mail Accounts [Close]

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)

10. Click Finish.

