Setting up an E-mail Address using Microsoft Outlook 2003

- 1. Open the Outlook Program.
- 2. Select 'Tools', located at the top of the window.
- 3. Select 'E-mail Accounts'.

E-mail Accounts Wizard Window:

- 1. Select "Add a new e-mail account".
- 2. Click Next.

E-mail Accounts		×
	This wizard will allow you to change the e-mail accounts and directories that Outlook uses. E-mail © Add a new <u>e-mail account</u>	1
	O <u>V</u> iew or change existing e-mail accounts	
	Directory O Add a new <u>d</u> irectory or address book O View or c <u>h</u> ange existing directories or address books	
	< <u>B</u> ack <u>N</u> ext > <u>C</u> lose	

Server Type Window:

The type of server you will be using should be provided to you by your Internet Service Provider (or ISP).

- 1. Select the appropriate server type.
- 2. Click Next

E-mail Accounts	×
Server Type You can choose the type of server your new e-mail account will work with.	in the second se
 Microsoft Exchange Server Connect to an Exchange server to read e-mail, access public folders, and share documents. DDP3 Connect to a POP3 e-mail server to download your e-mail. IMAP Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders. HTTP Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders. Additional Server Types Connect to another workgroup or 3rd-party mail server. 	
< <u>B</u> ack <u>N</u> ext >	Cancel

Internet E-mail Settings Window:

User Information:

Your e-mail address should be provided to you by your Internet Service Provider (or ISP).

- 1. "Your Name:" field. Enter your name. This is the name that will appear in the 'From' field of the messages you send.
- 2. "E-mail Address:" field. Enter your entire e-mail address using all lowercase letters.

Server Information:

This information is very specific and should be provided to you by your Internet Service Provider (or ISP).

- 1. "Incoming mail server:" field. Enter the information provided to you by your ISP.
- 2. "Outgoing mail server:" field. Enter the information provided to you by your ISP.

Logon Information:

Your user name is usually your entire email address. Your user name and password should also be provided by your Internet Service Provider (or ISP).

- 1. "User name" field: Enter the information provided to you by your ISP.
- "Password:" field: Enter the information provided to you by your ISP.
 **You may keep the "Remember my password" box checked and Outlook will not ask you for your password again. If you wish to uncheck the "Remember my password" box, you will be required to enter your password each time you attempt to retrieve your e-mail.
- 3. Check the 'Log on using Secure Password Authentication' box only if it is required by your ISP.

E-mail Accounts				×
Internet E-ma Each of the	iil Settings (POP3) se settings are required to ge	et your e-mail account working.		×
User Informati	ion	Server Information		
Your Name:		Incoming mail server (POP3):		
<u>E</u> -mail Address:		Outgoing mail server (SMTP):		
Logon Informa	tion	Test Settings		
<u>U</u> ser Name: <u>P</u> assword:		After filling out the information recommend you test your according button below. (Requires netwo	n on this screen, we ount by clicking the ork connection)	
	Remember password	Test Account Settings		
Log on using Authenticatio	Secure Password n (SPA)		More Setti	ings
		< <u>B</u> ack	Next >	Cancel

4. "Test Account Settings" Window

After all the fields have been entered with the correct information, you may click the "Test Account Settings..." button.

- a. A popup window will appear, testing the account information you entered.
- b. Each task should have a status of "Completed" at the end of the test.

c. Once the test has completed you may then click Close to the Test window.

Test Account Settings			
Congratulations! All tests completed succes Tasks Errors	sfully. Click Close to (continue.	Stop Close
Tasks	Status		
 Establish network connection 	Completed		
✓ Find outgoing mail server (SMTP)	Completed		
✓ Find incoming mail server (POP3)	Completed		
✓ Log onto incoming mail server (POP3)	Completed		
✓ Send test e-mail message	Completed		

d. "Enter Network Password" Window

Should you receive a separate "Enter Network Password" popup during the test, this means that your user name and/or password were entered incorrectly. Please confirm the information you have entered and click OK. If you continue to receive this window, check with your ISP that you have the correct information.

Enter Netv	work Passw	vord	×		
?	Please type your user name and password.				
v	Server	mail.bcsfastnet.com			
	<u>U</u> ser Name:	yourname@yourdomain.com			
	Password:	*****			
	🔲 Save this	password in your password list			
		OK Cancel			

5. Once you have entered all the correct information and the test has completed, Click Next. This will return you to the **E-mail Accounts** window. Click Finish and you're set.