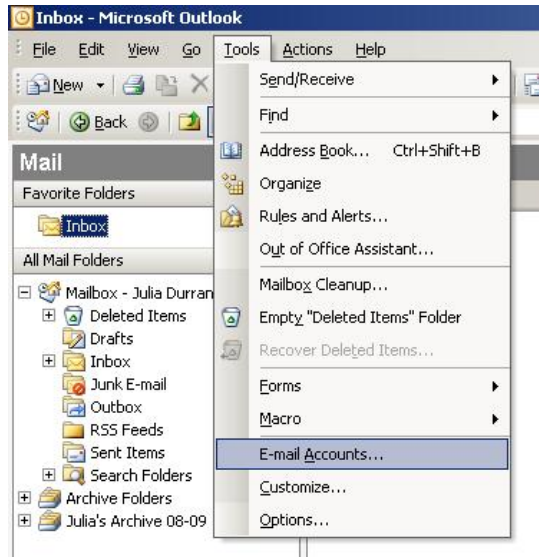


## Setting up a new account for Outlook 2002/2003

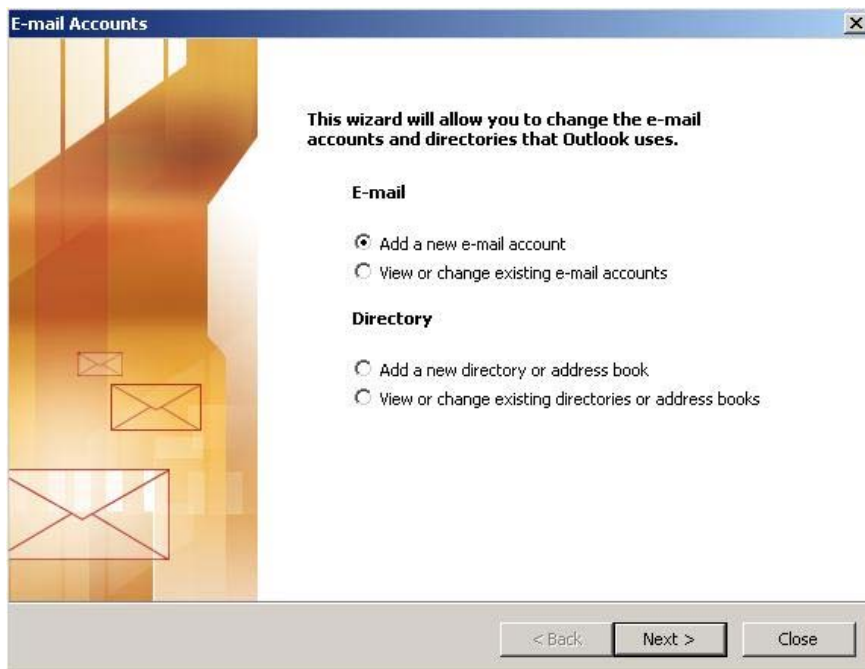
### Launch Outlook 2002/2003

1. Launch Outlook 2002/2003
2. Select **Tools** from the top menu bar and then **E-mail Accounts**



### Add a new email account

3. On the pop-up screen, select **Add a new email account** then click **Next**



• **Select Server Type**

---

4. Under **Server Type**, select POP3 and then click **Next**

The screenshot shows the 'E-mail Accounts' dialog box with the 'Server Type' section selected. The title bar reads 'E-mail Accounts'. Below the title bar, the text says 'Server Type' and 'You can choose the type of server your new e-mail account will work with.' There are five radio button options: 'Microsoft Exchange Server', 'POP3', 'IMAP', 'HTTP', and 'Additional Server Types'. The 'POP3' option is selected. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

• **Confirm Email Settings**

---

5. Enter the relevant details under User, Server and Logon Information. Check that your username is your full email address and, under Server Information, make sure to use the prefix "pop" and "smtp" as appropriate.

6. Once complete, click **More Settings**

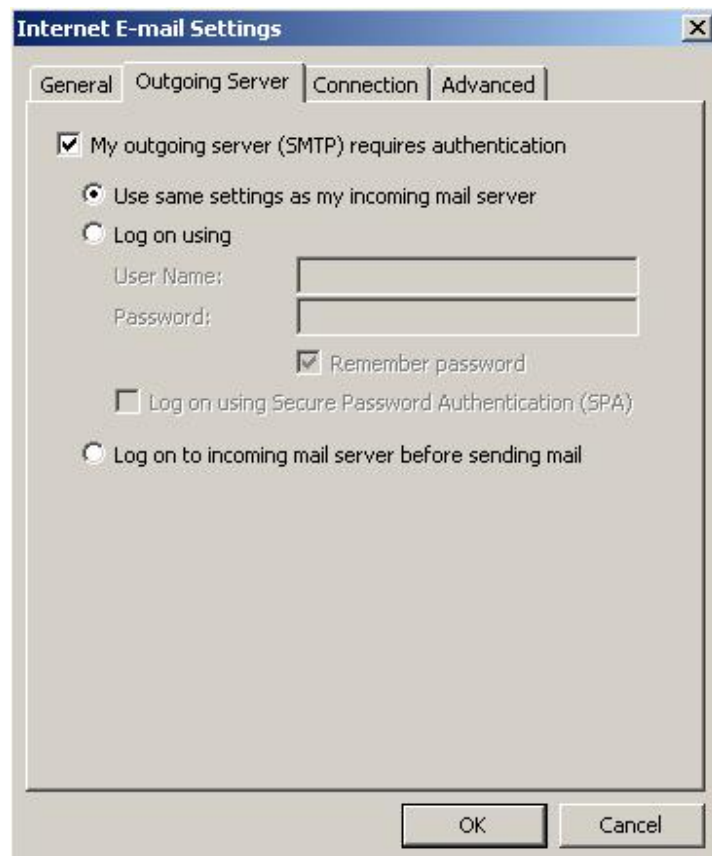
The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (POP3)' section selected. The title bar reads 'E-mail Accounts'. Below the title bar, the text says 'Internet E-mail Settings (POP3)' and 'Each of these settings are required to get your e-mail account working.' The dialog is divided into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. 'User Information' has fields for 'Your Name' (Name Surname) and 'E-mail Address' (you@your-domain.com). 'Server Information' has fields for 'Incoming mail server (POP3)' (pop.your-domain.com) and 'Outgoing mail server (SMTP)' (smtp.your-domain.com). 'Logon Information' has fields for 'User Name' (you@your-domain.com) and 'Password' (\*\*\*\*\*), with a checked 'Remember password' checkbox and an unchecked 'Log on using Secure Password Authentication (SPA)' checkbox. 'Test Settings' has a 'Test Account Settings ...' button. At the bottom right, there is a 'More Settings ...' button. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- **Outgoing Server Settings**

---

7. On the pop-up, select the **Outgoing Server** tab

8. Ensure that the **My outgoing server (SMTP) requires authentication** checkbox is selected, as well as **Use same setting as my incoming mail server**



- **Advanced Settings**

---

9. Select the **Advanced** tab

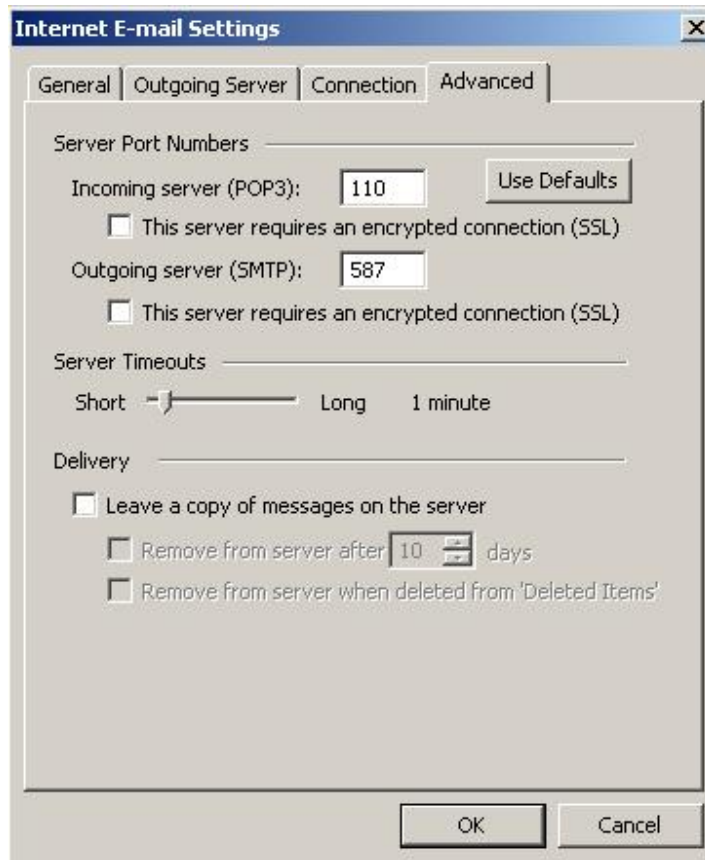
10. The **Incoming Server (POP)** port should be set to 110

11. Set the **Outgoing Server (SMTP)** port to 587

12. Click **OK**, then **Next** and **Finish**

13. Click **Test Account Settings** to check if your details are correct

14. Your Outlook mail program should now be set up to send and receive mail




---

• **Test Account Settings**

15. Click **Test Account Settings** to check if your details are correct

16. Click **Close**, then **Next** and **Finish**

17. Your Outlook mail program should now be set up to send and receive mail

