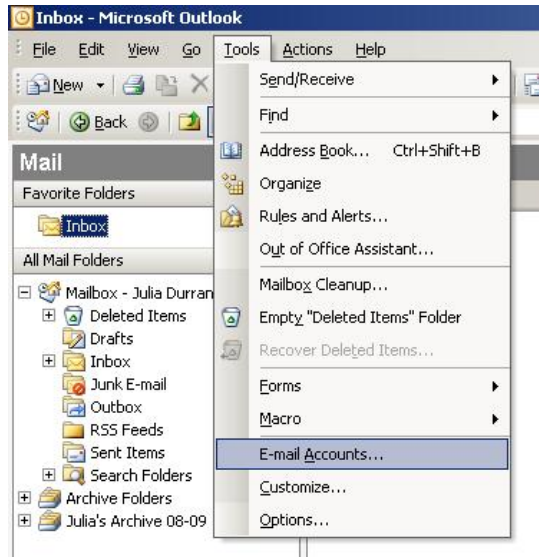**Setting up a new account for Outlook 2002/2003**

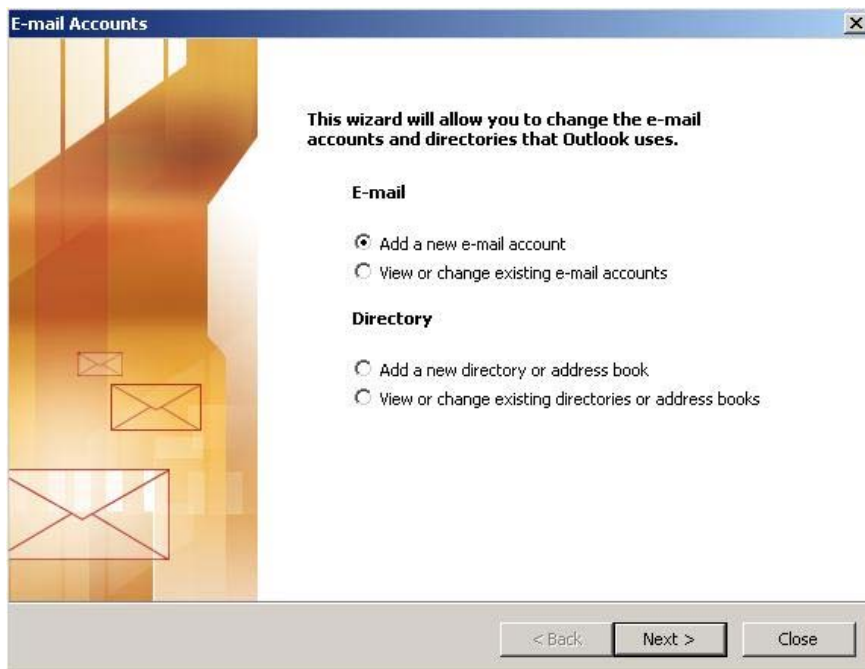- **Launch Outlook 2002/2003**

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**

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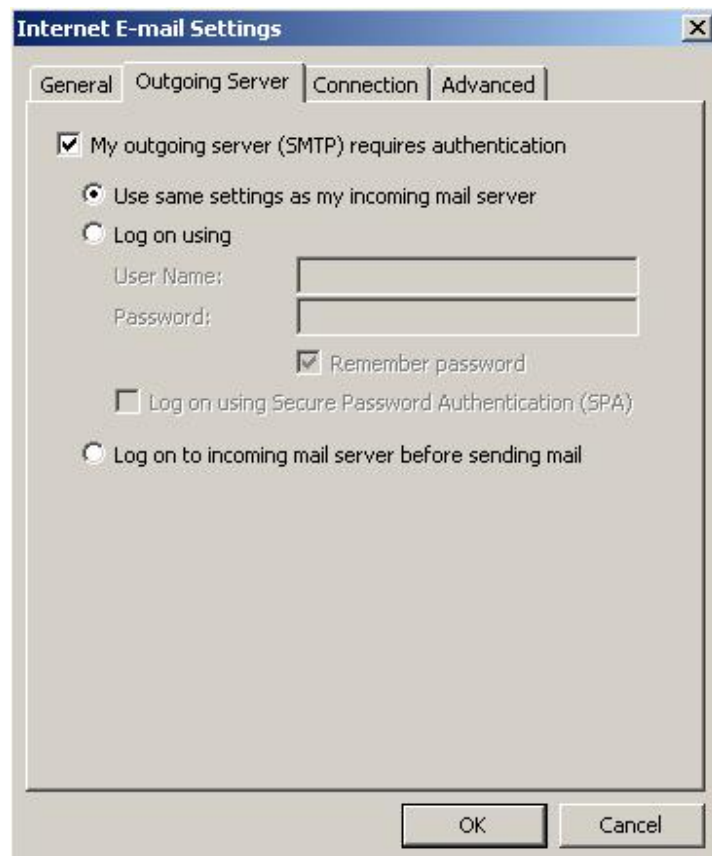
6. Once complete, click **More Settings**

- **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**
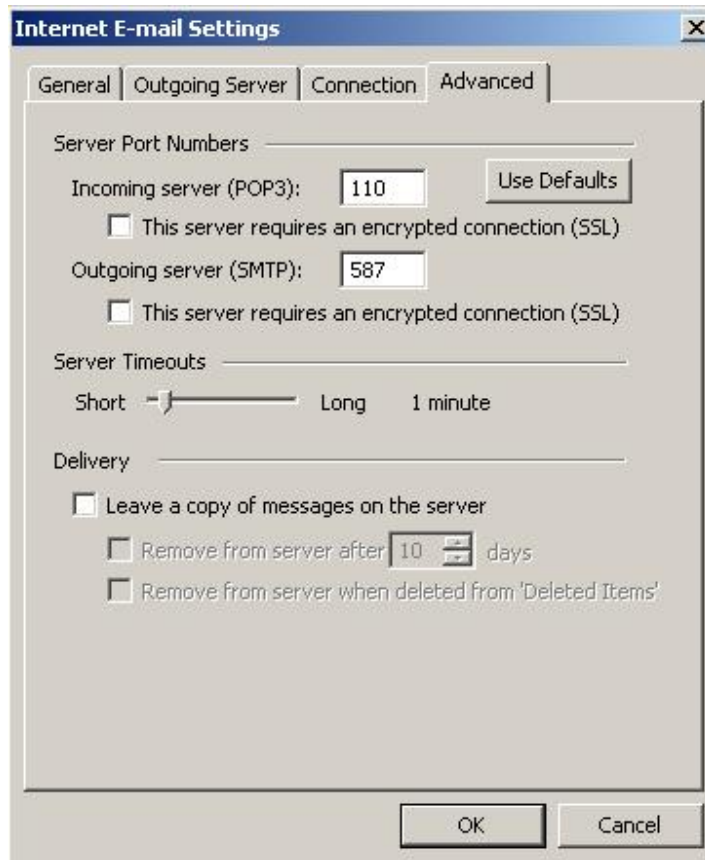

- **Advanced Settings**

9. Select the **Advanced** tab

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

11. Set the **Outgoing Serve**r (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