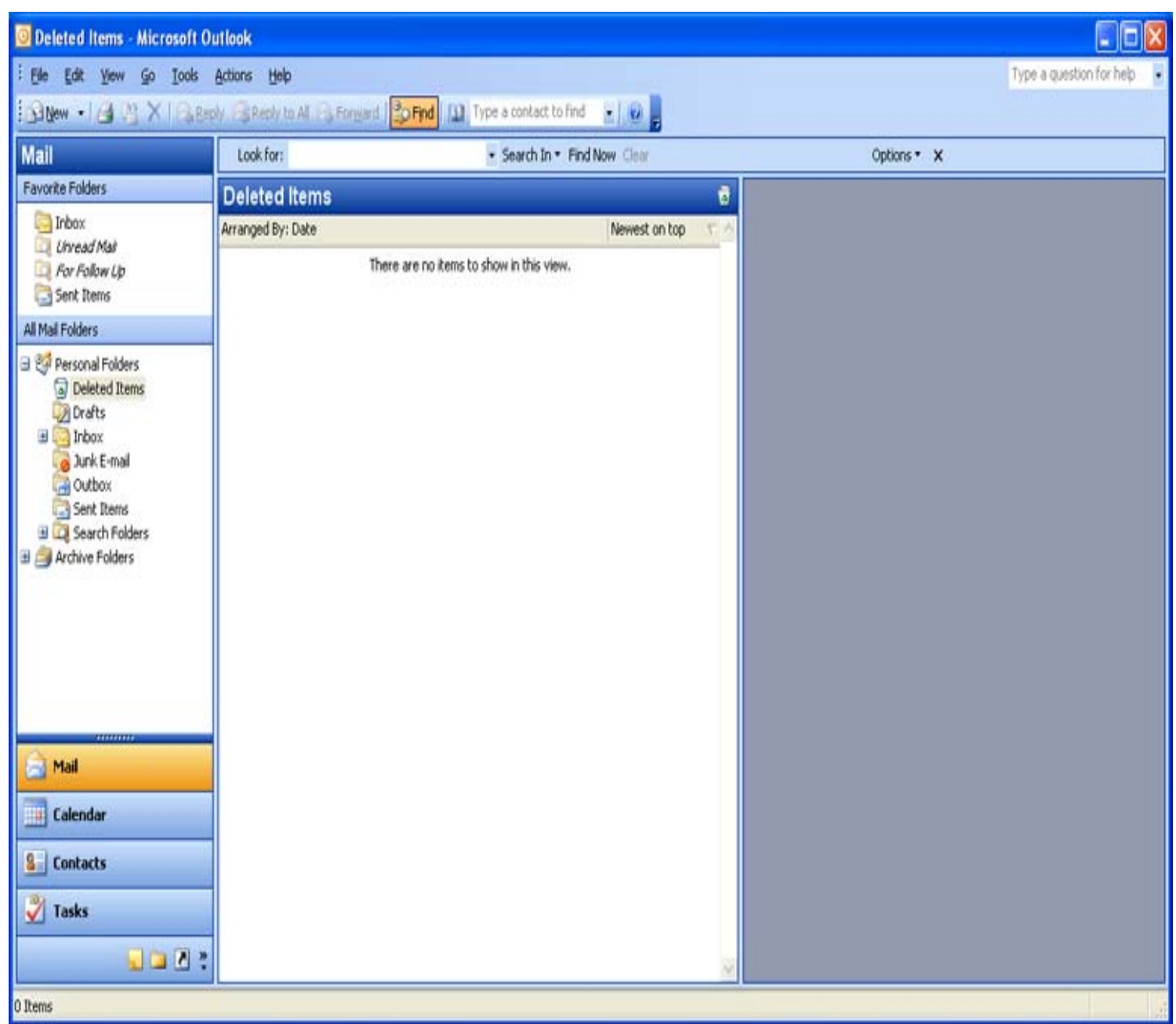


Outlook 2003: Setting up an Email account

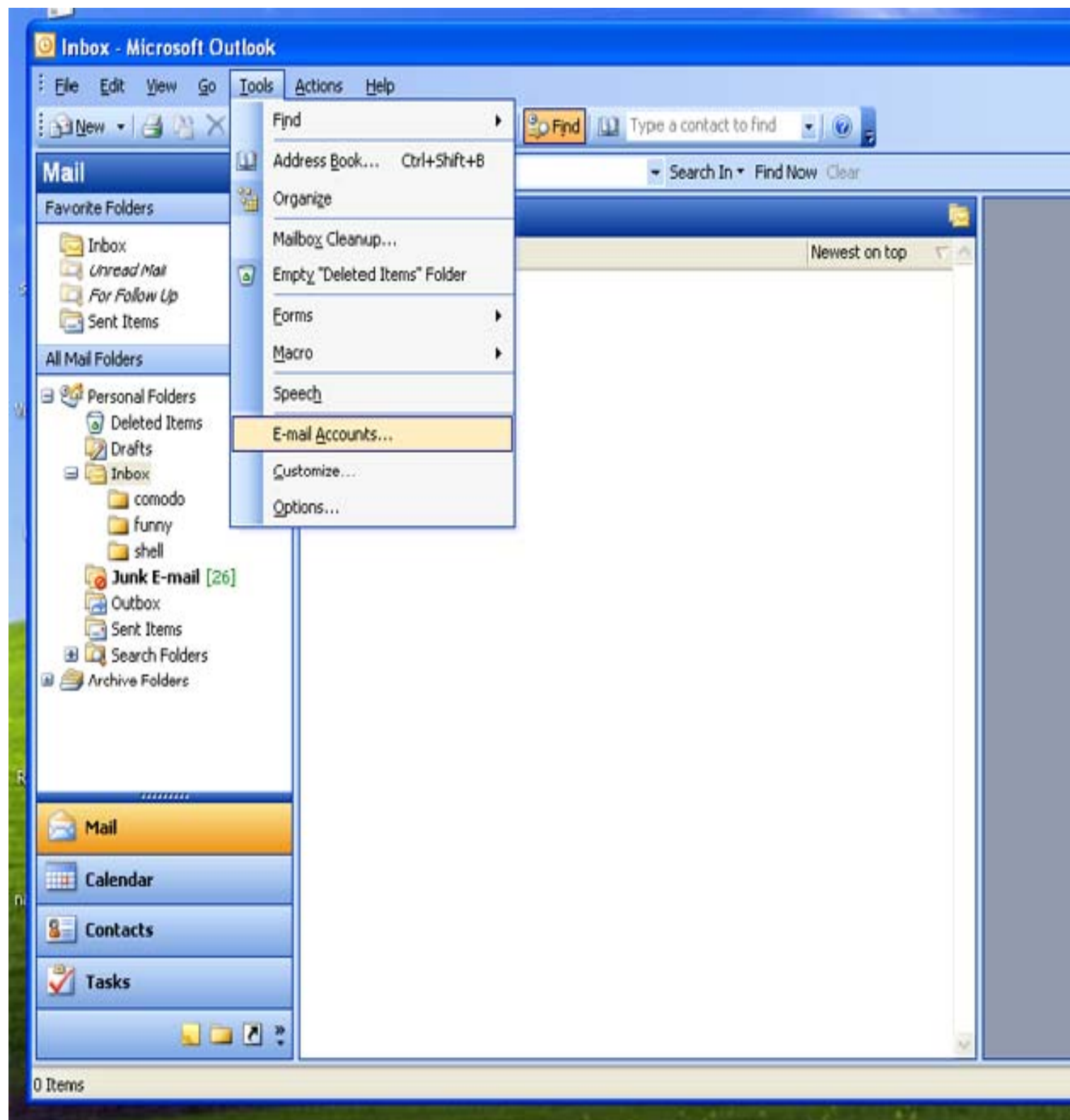
Outlook 2003

Setting up an email account

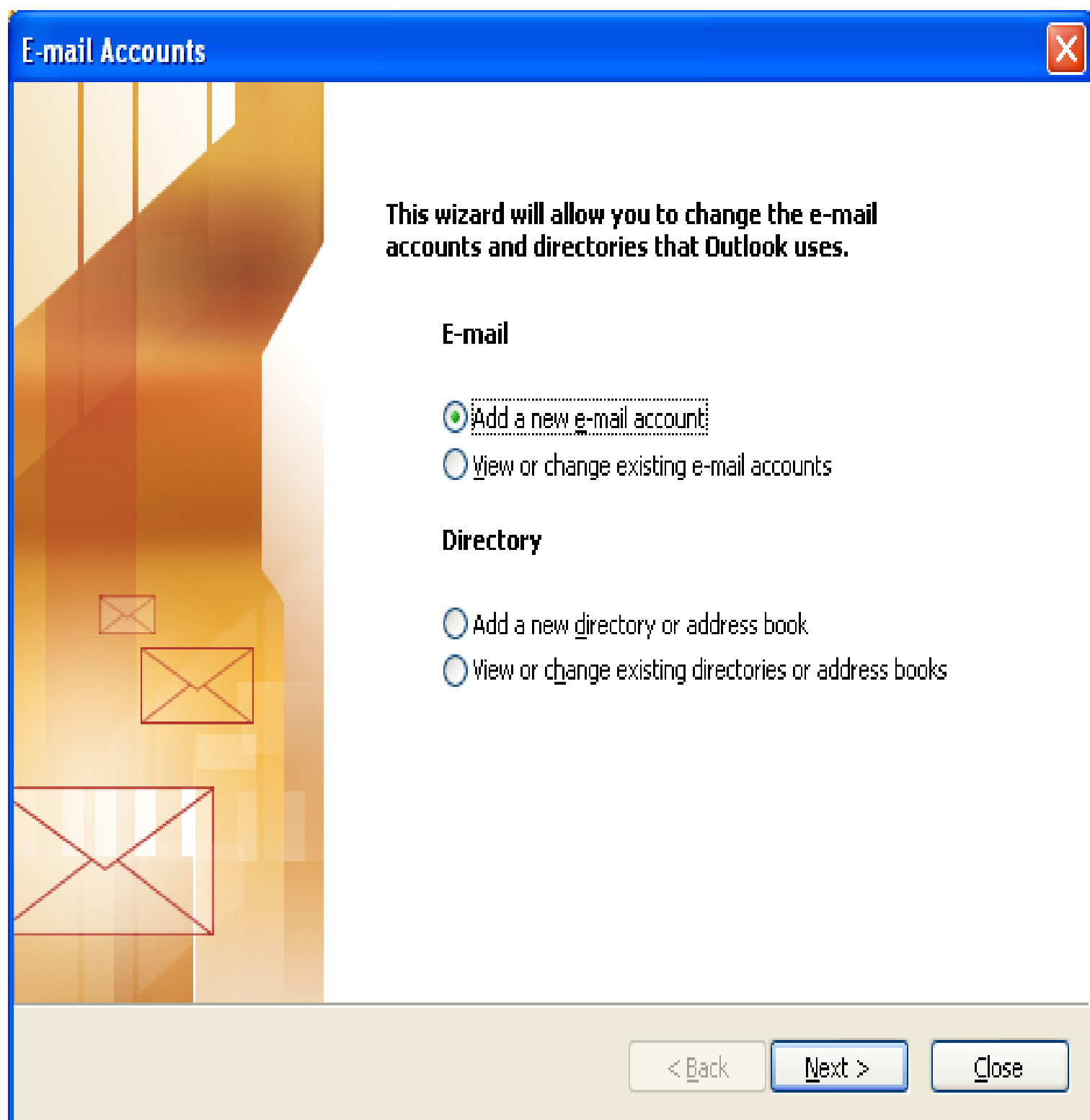
1. First of course is to open outlook 2003. You should now be at its starting page that appears something similar to the image below.



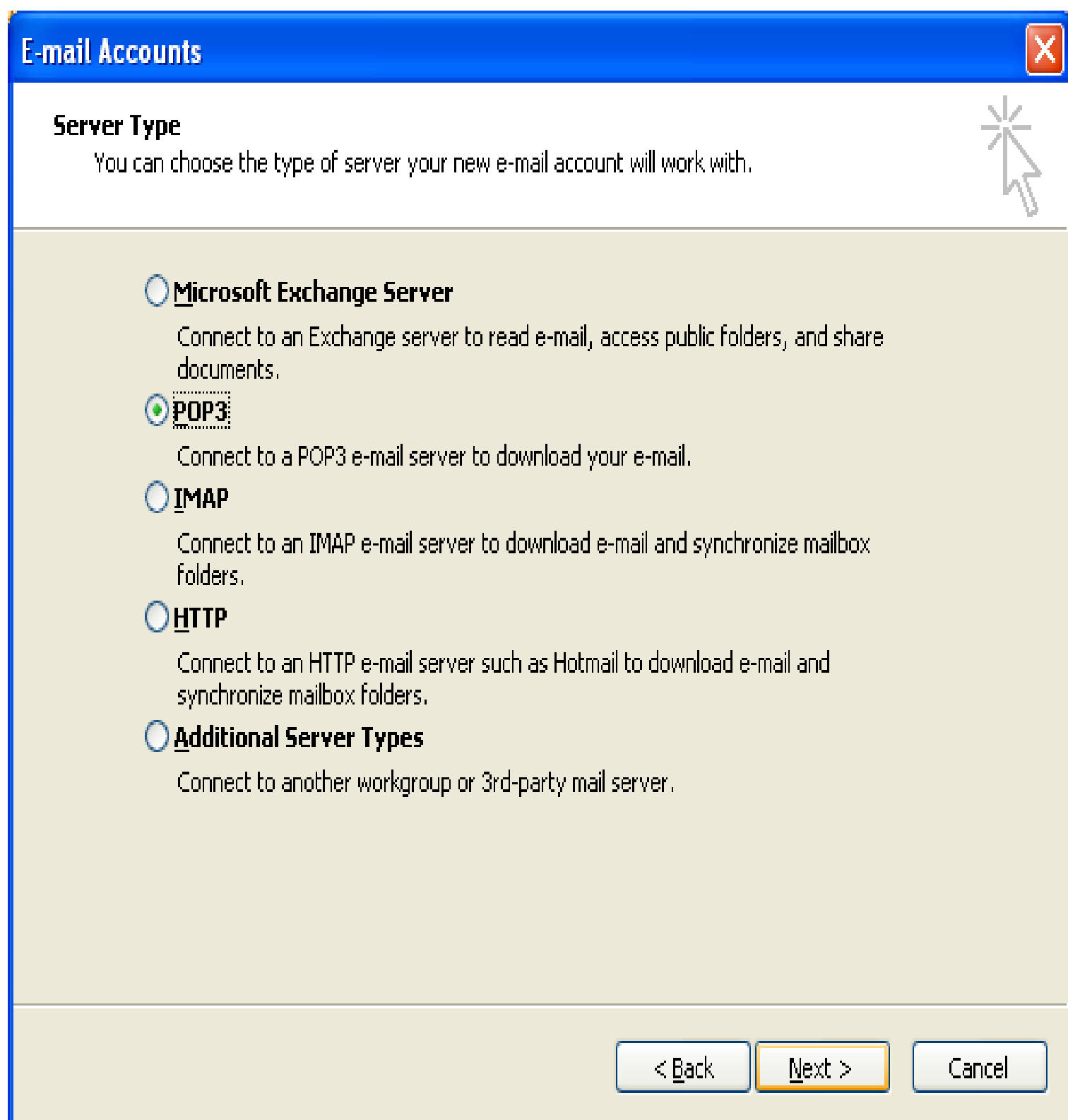
2. We are now going to click on **tools** > and select "**Email accounts**".



3. A wizard is going to start up and begin asking a bunch of questions. You're going to choose "Add A new email account" and then click "next"



4. On the next screen you will want to choose the option that says "**POP3**"



E-mail Accounts

Server Type

You can choose the type of server your new e-mail account will work with.

- ☐ **Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- ☒ **POP3**
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.

< Back Next > Cancel

5. You will then fill out all the information corresponding to your email account. The info will go as follows

- Your Name:** This is simply what people will see the email is from. Most people just put their full name here.
- Email Address** The email address you are setting this up for :- eg fn.ln@stu.utt.edu.tt
- Incoming mail server** This will always be:- stu.utt.edu.tt
- Outgoing mail server** Same as the incoming :- stu.utt.edu.tt
- User Name** This is always going to be the full email address you are using. So the "Email Address" field and the "User Name" field should be the same.
- Password** Password for the email address you are setting up

NOTE: Make sure you **DO NOT** check the box for "Secure Password Authentication (SPA)" we use another form of authentication which is explained in the next step.

E-mail Accounts

Internet E-mail Settings (IMAP)

Each of these settings are required to get your e-mail account working.

User Information

Your Name: someone

E-mail Address: user@yourdomain.com

Server Information

Incoming mail server (IMAP): mail.yourdomain.com

Outgoing mail server (SMTP): mail.yourdomain.com

Logon Information

User Name: user@yourdomain.com

Password: *****

☒ Remember password

☐ Log on using Secure Password Authentication (SPA)

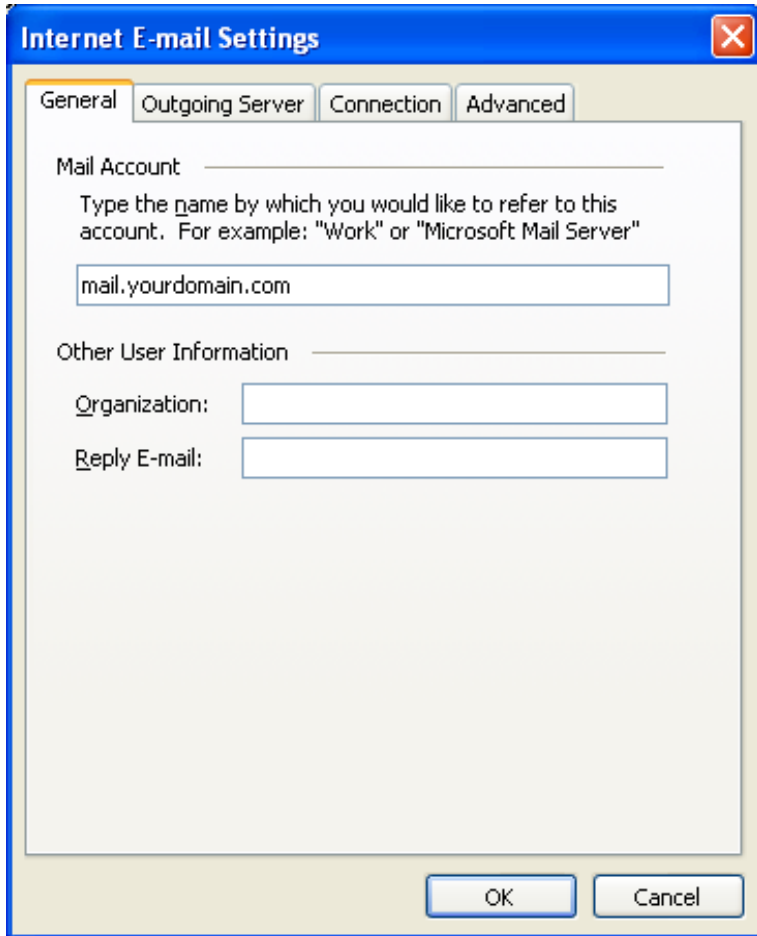
More Settings ...

< Back

Next >

Cancel

6. You will want to click "**More Settings**" once all the info is filled out on this page. From here click on the "**Outgoing Server**" tab as shown below and CHECK the box for "**My outgoing server (SMTP) requires authentication**"



The image shows a Windows-style dialog box titled "Internet E-mail Settings". It has a blue title bar with a close button (X) in the top right corner. Below the title bar is a tabbed interface with four tabs: "General", "Outgoing Server", "Connection", and "Advanced". The "General" tab is currently selected. Inside the "General" tab, there are two main sections. The first section is labeled "Mail Account" and contains a text input field with the placeholder text "mail.yourdomain.com". Below this, there is a line of instructional text: "Type the name by which you would like to refer to this account. For example: 'Work' or 'Microsoft Mail Server'". The second section is labeled "Other User Information" and contains two text input fields: "Organization:" and "Reply E-mail:". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

Internet E-mail Settings

General Outgoing Server Connection Advanced

Mail Account

Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

mail.yourdomain.com

Other User Information

Organization:

Reply E-mail:

OK Cancel

7. Everything is now configured, so you simply click "**OK**" and "**Next**" to fly through the wizard and email should be flying into your inbox.