



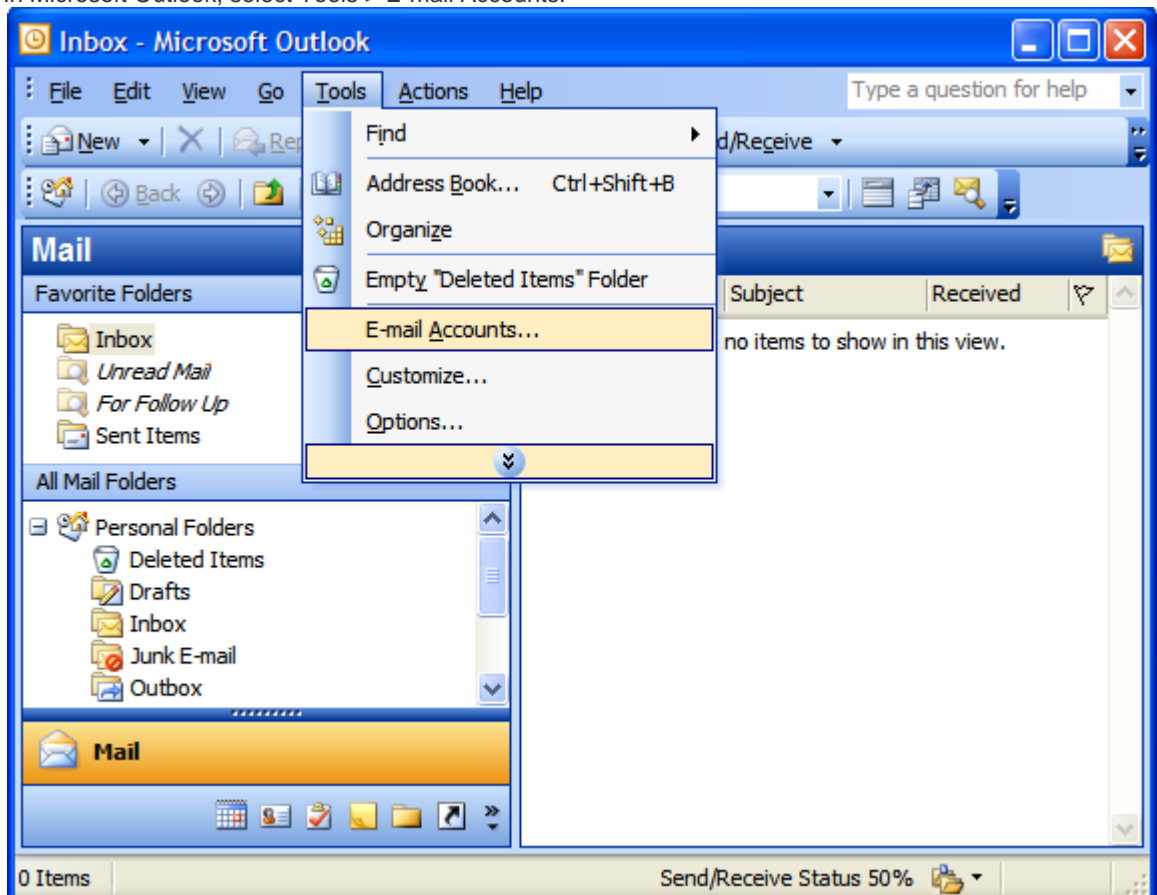
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Interactive Solutions

Setting Up Your E-mail in Microsoft Outlook

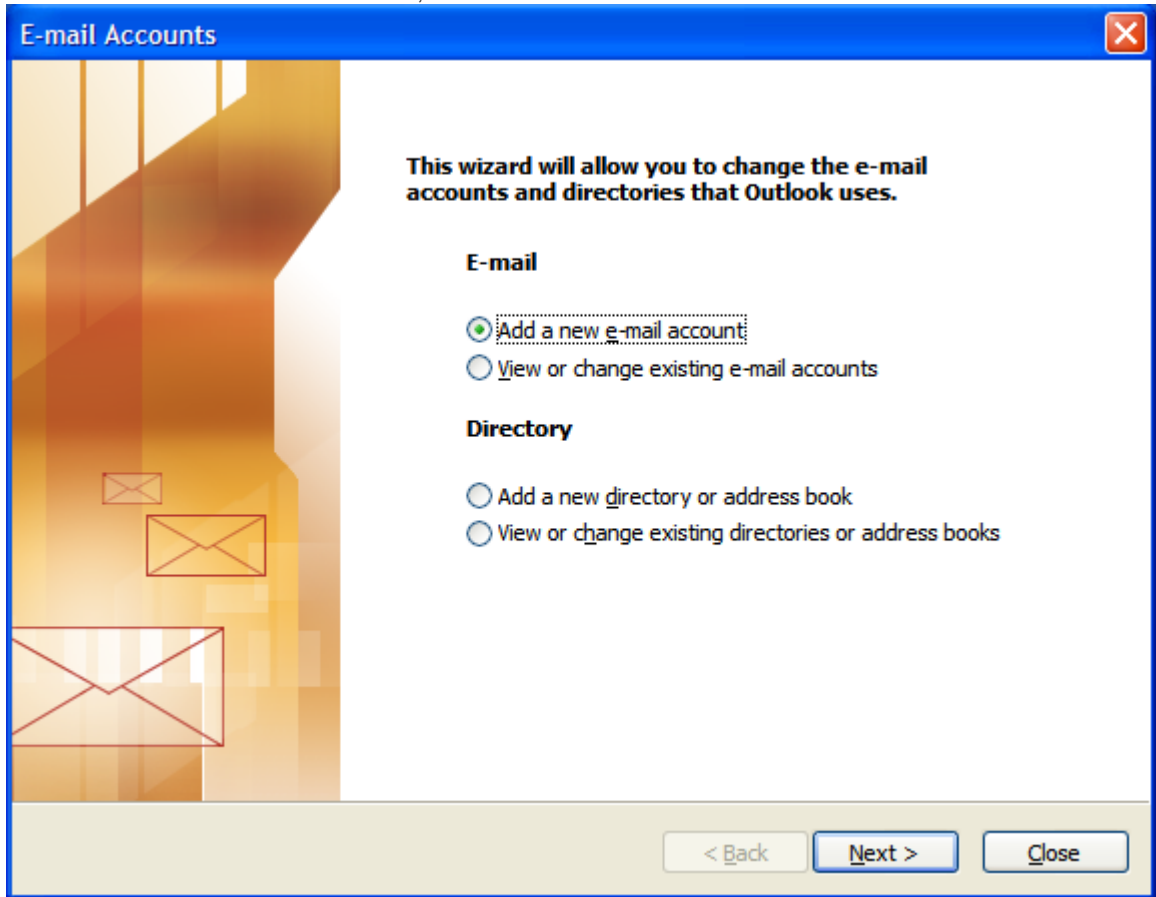
This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this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

To Set Up Your E-mail Account in Microsoft Outlook

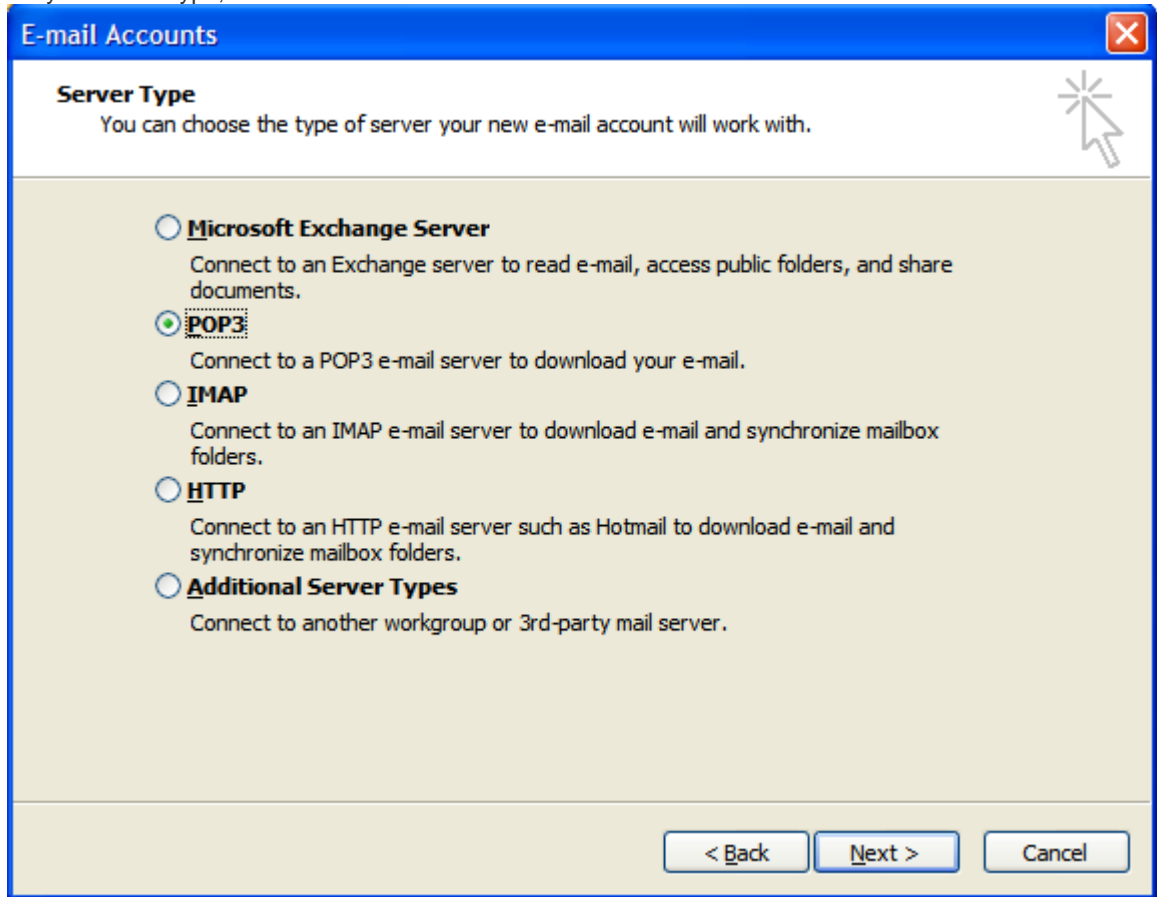
1. In Microsoft Outlook, select Tools > E-mail Accounts.



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 pop.secureserver.net for your incoming mail server.

Outgoing mail server (SMTP)

Enter smtpout.secureserver.net for your outgoing mail server.

Click "More Settings."

NOTE: "smtpout.secureserver.net" is an SMTP relay server. In order to use this server to send e-mails, you must first activate SMTP relay on your e-mail account. Log on to your Manage Email Accounts page

to set up SMTP relay. If you do not have SMTP relay set up and your Internet Service Provider (ISP) allows it, you can use the outgoing mail server for your Internet Service Provider. 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

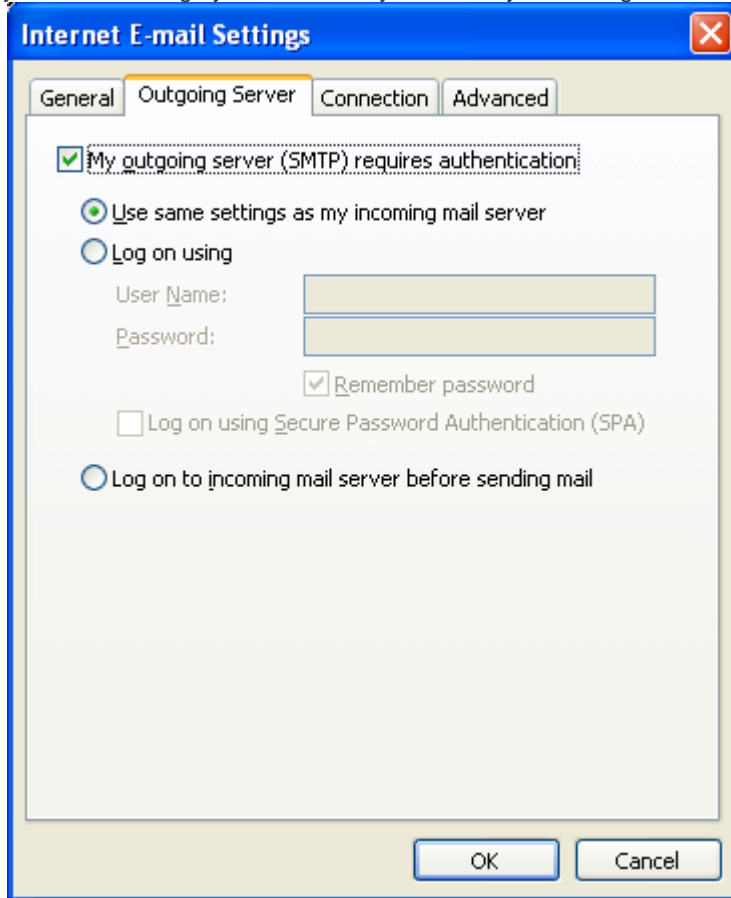
Log on using Secure Password Authentication (SPA)

Test Settings

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

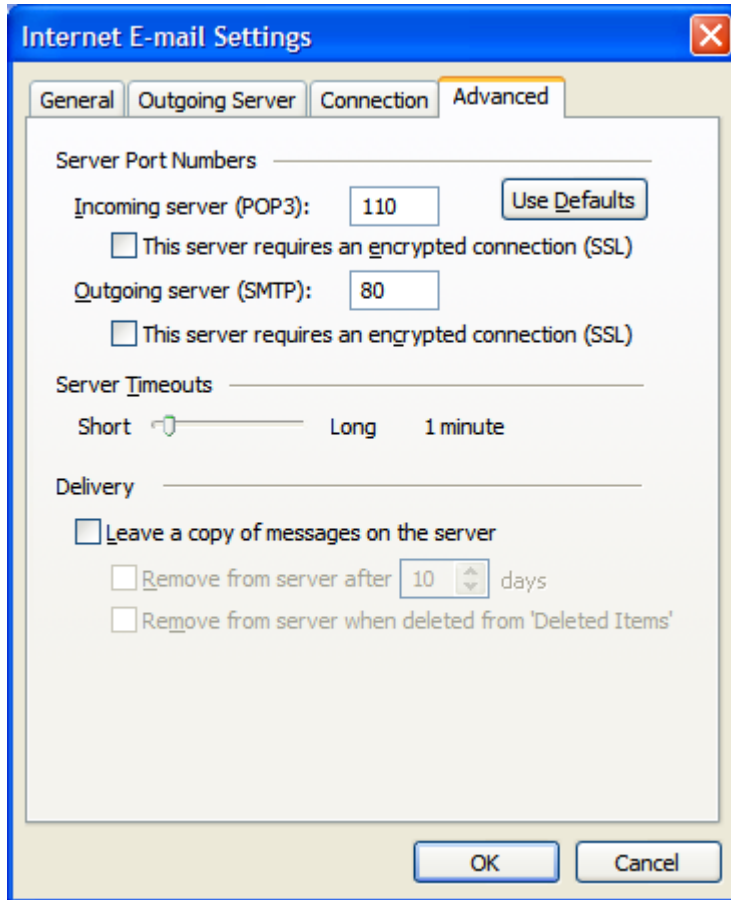
5. On the Internet E-mail Settings window, select the "Outgoing Server" tab.
6. Select "My outgoing server (SMTP) requires authentication."
7. If you did not change the SMTP relay section, select "Use same settings as my incoming mail server". If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select "Log on using" and enter the user name and password. The following example assumes

you did not change your SMTP relay section in your Manage Email Accounts page.



8. Select the "Advanced" tab and change the "Outgoing server (SMTP)" port to 25

9. Click OK.



10. Click Next.

The screenshot shows a window titled "E-mail Accounts" with a close button in the top right corner. Below the title bar, the text "Internet E-mail Settings (POP3)" is displayed, followed by the instruction "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a star icon in the top right corner of the main content area.

The settings are organized into four sections:

- User Information:** "Your Name:" is "Jane Smith"; "E-mail Address:" is "jsmith@coolexample.com".
- Server Information:** "Incoming mail server (POP3):" is "pop.secureserver.net"; "Outgoing mail server (SMTP):" is "smtpout.secureserver.net".
- Logon Information:** "User Name:" is "jsmith@coolexample.com"; "Password:" is "*****"; there is a checked checkbox for "Remember password"; and an unchecked checkbox for "Log on using Secure Password Authentication (SPA)".
- Test Settings:** A text block reads: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below this text are two buttons: "Test Account Settings ..." and "More Settings ...".

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

11. Click Finish.

