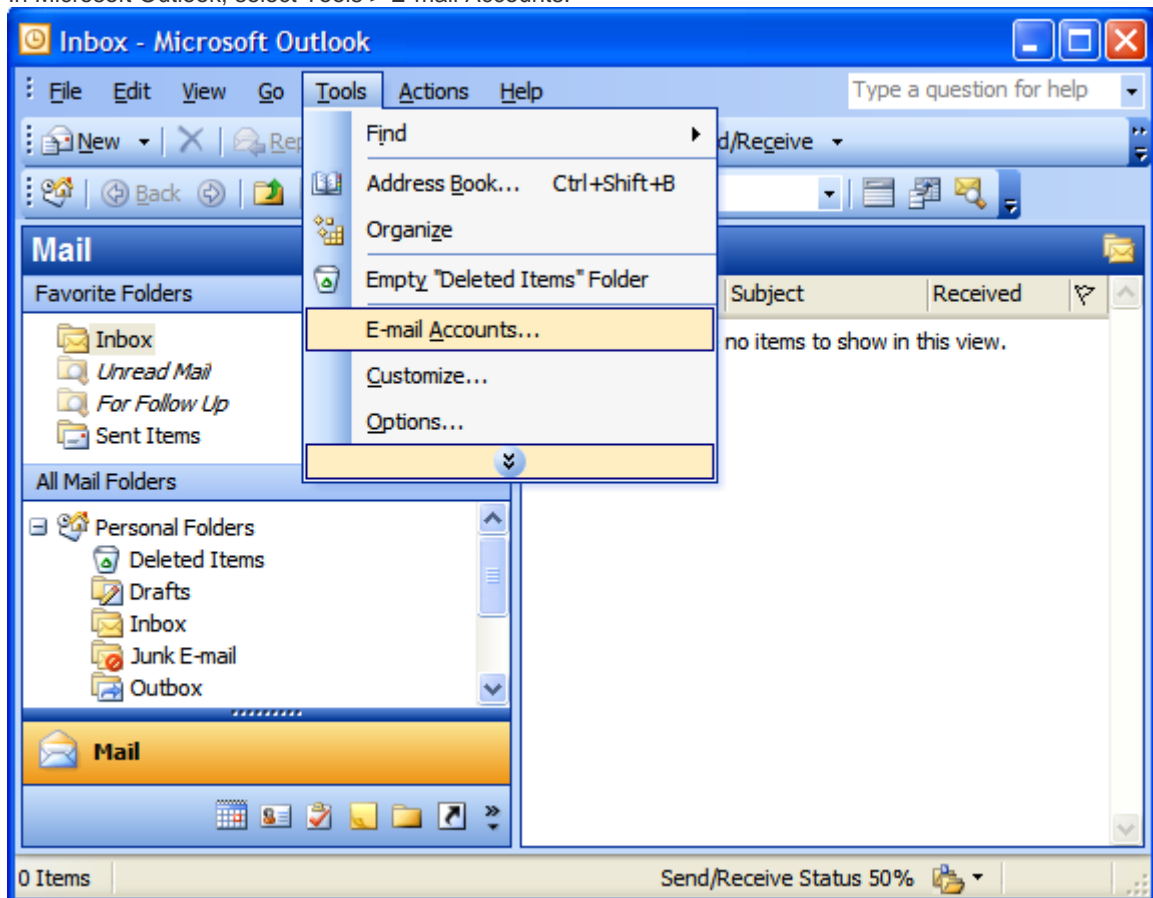


Setting Up Your E-mail in Microsoft Outlook 2003

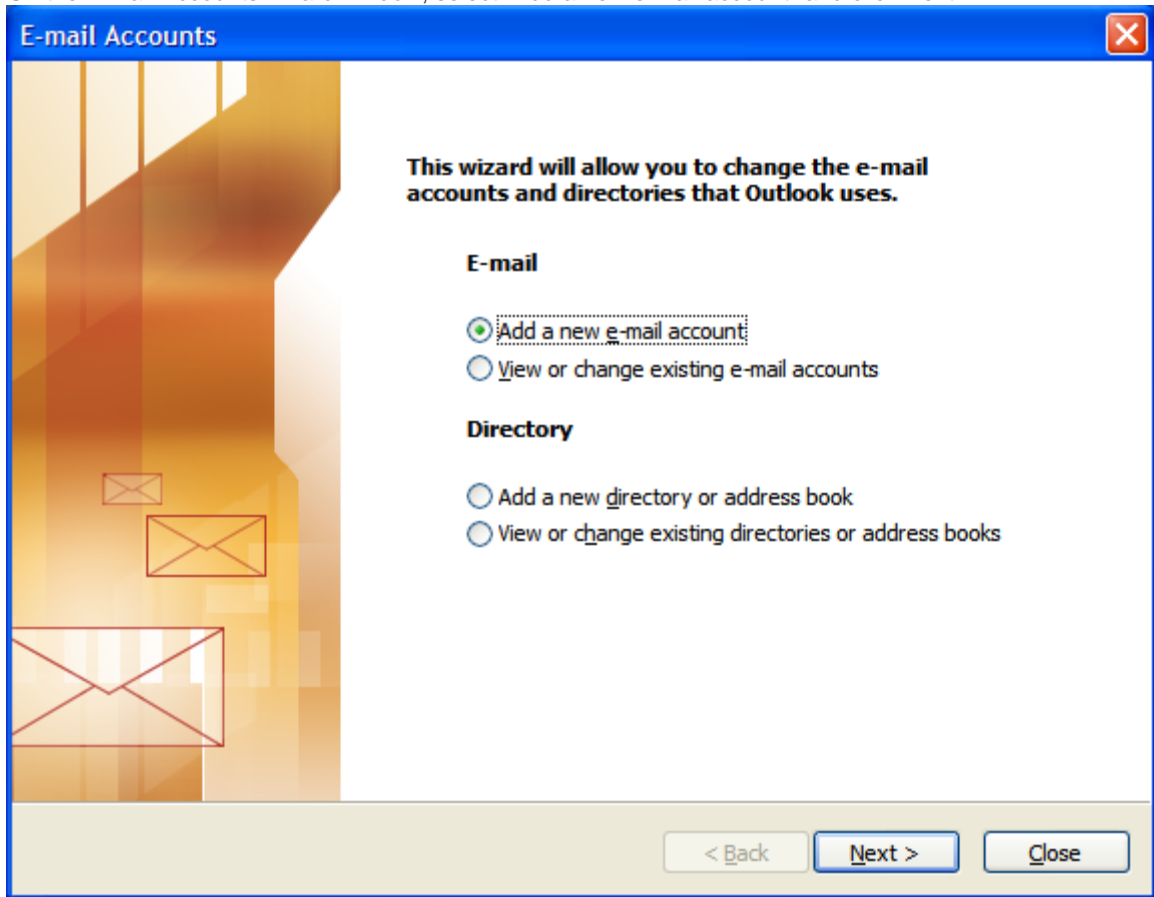
This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this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

To Set Up Your E-mail Account in Microsoft Outlook

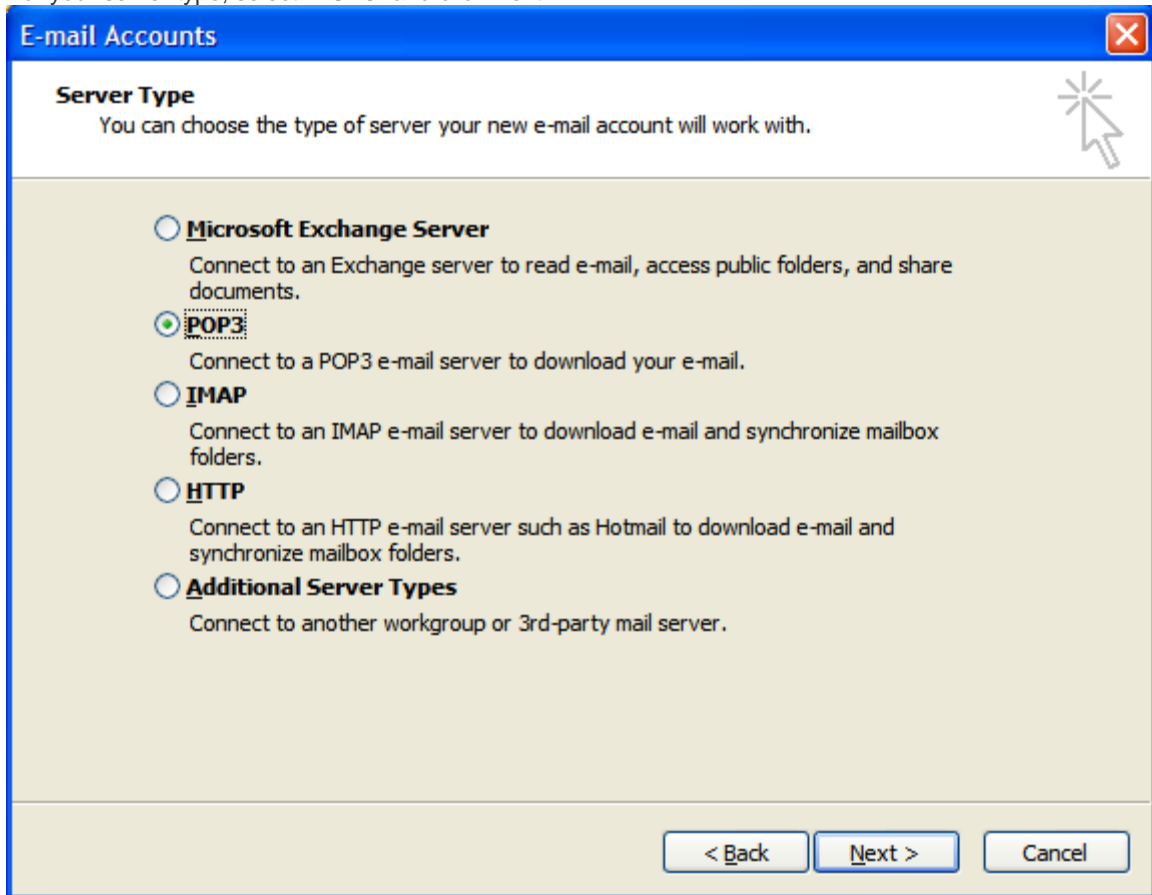
1. In Microsoft Outlook, select Tools > E-mail Accounts.



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 mail.yourdomain-name.com for your incoming mail server. (Replace domain-name.com with your domain address. [i.e. mail.globalnetdesigns.com])

Outgoing mail server (SMTP)

Enter smtp.domain-name.com for your outgoing mail server. (Replace domain-name.com with your domain address. [i.e. mail.globalnetdesigns.com] OR if this does not work, please call your ISP and ask them for the proper Outgoing Mail Server.) Below is a list of common Outgoing Mail Servers for local providers:

ATT OR SBC: smtp.sbcglobal.net
CenturyTel: mail.so.centurytel.net
Charter: mail.charter.net
Comcast: smtp.comcast.net
Mediacom: mail.mchsi.com

Information is subject to change.

Click "More Settings."

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:

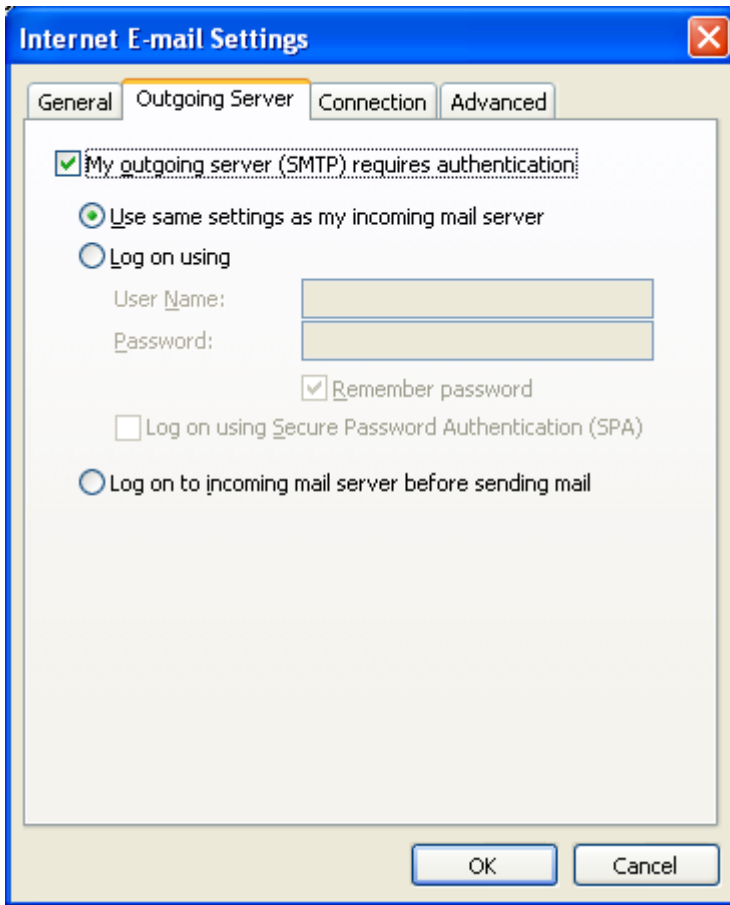
Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

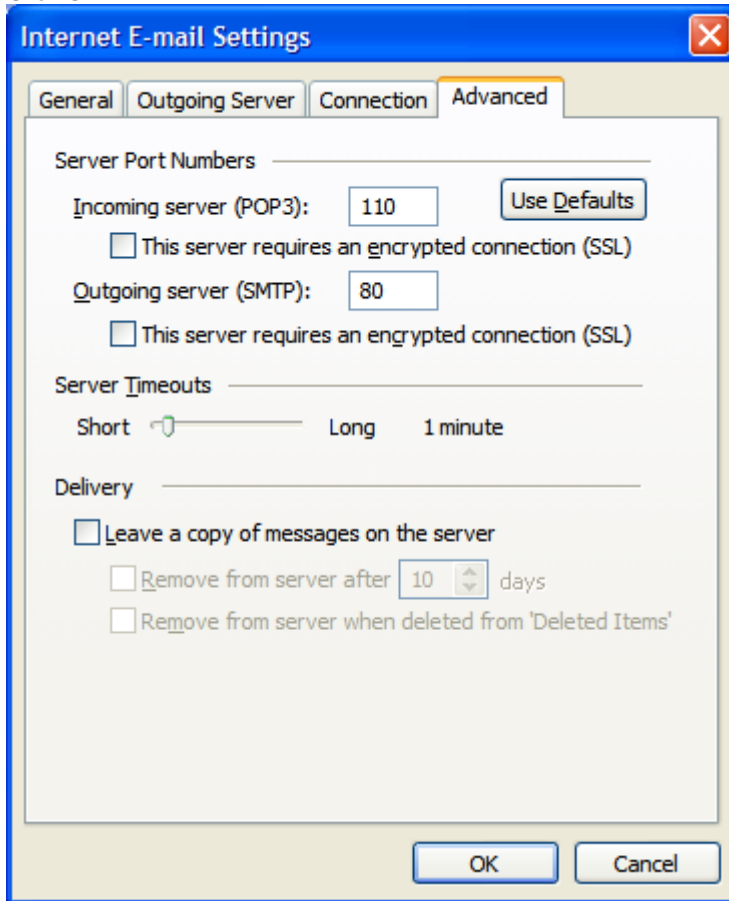
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

5. On the Internet E-mail Settings window, select the "Outgoing Server" tab.
6. Do NOT select "My outgoing server (SMTP) requires authentication."



7. Select the "Advanced" tab and make sure the "Outgoing server (SMTP)" port is set to 80.

8. Click OK.



9. Click Next.

The screenshot shows a Windows-style dialog box titled "E-mail Accounts" with a close button in the top right corner. The main heading is "Internet E-mail Settings (POP3)" with a sub-heading "Each of these settings are required to get your e-mail account working." and a mouse cursor icon. The settings are organized into four sections: "User Information", "Server Information", "Logon Information", and "Test Settings".

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)

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

10. Click Finish.

