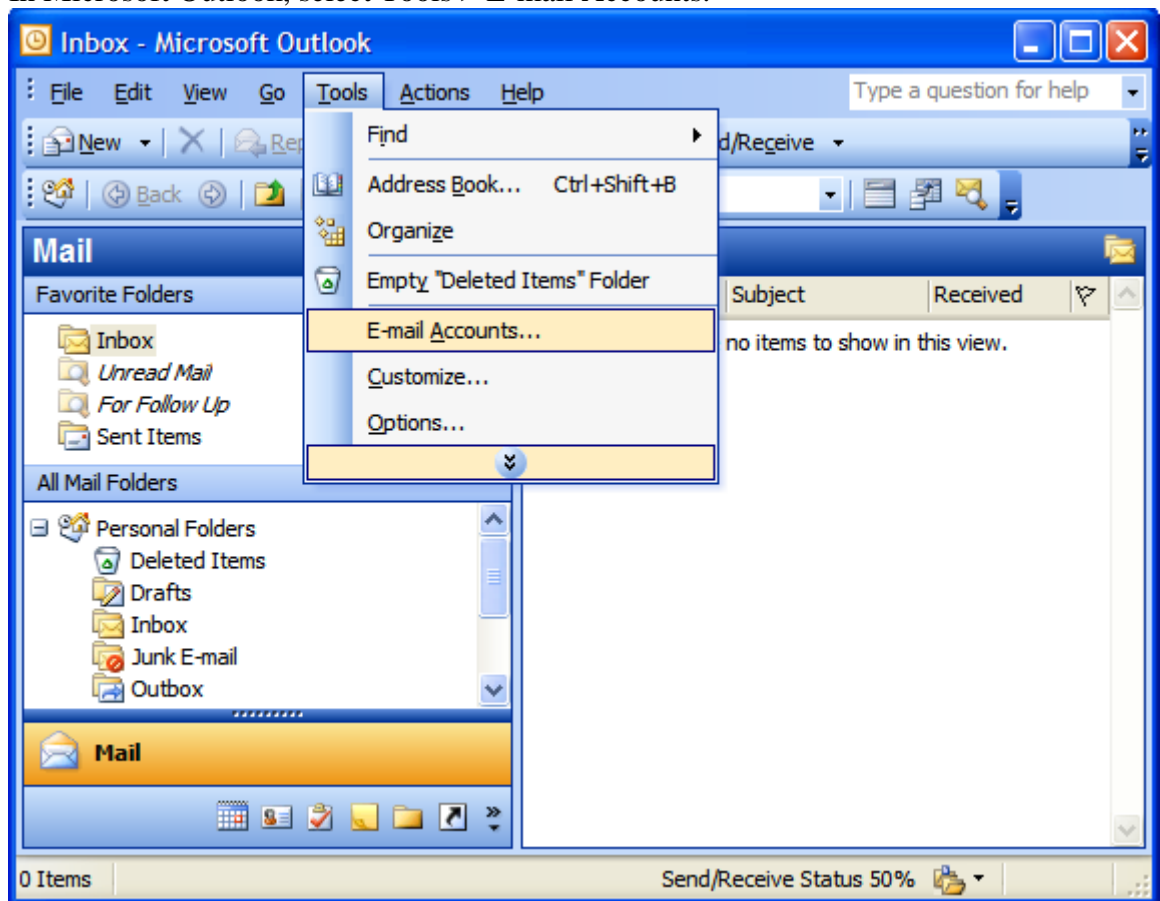


Setting Up Your E-mail in Microsoft Outlook

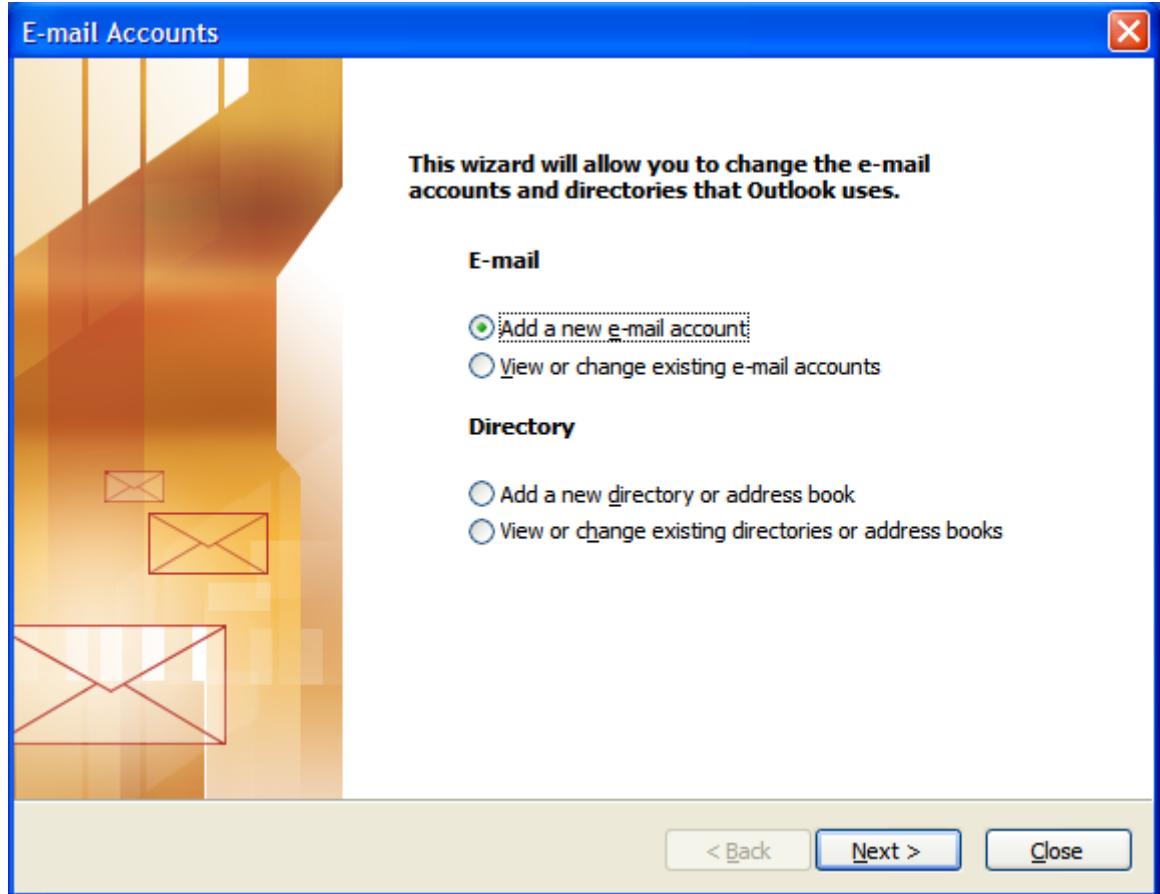
This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this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

To Set Up Your E-mail Account in Microsoft Outlook

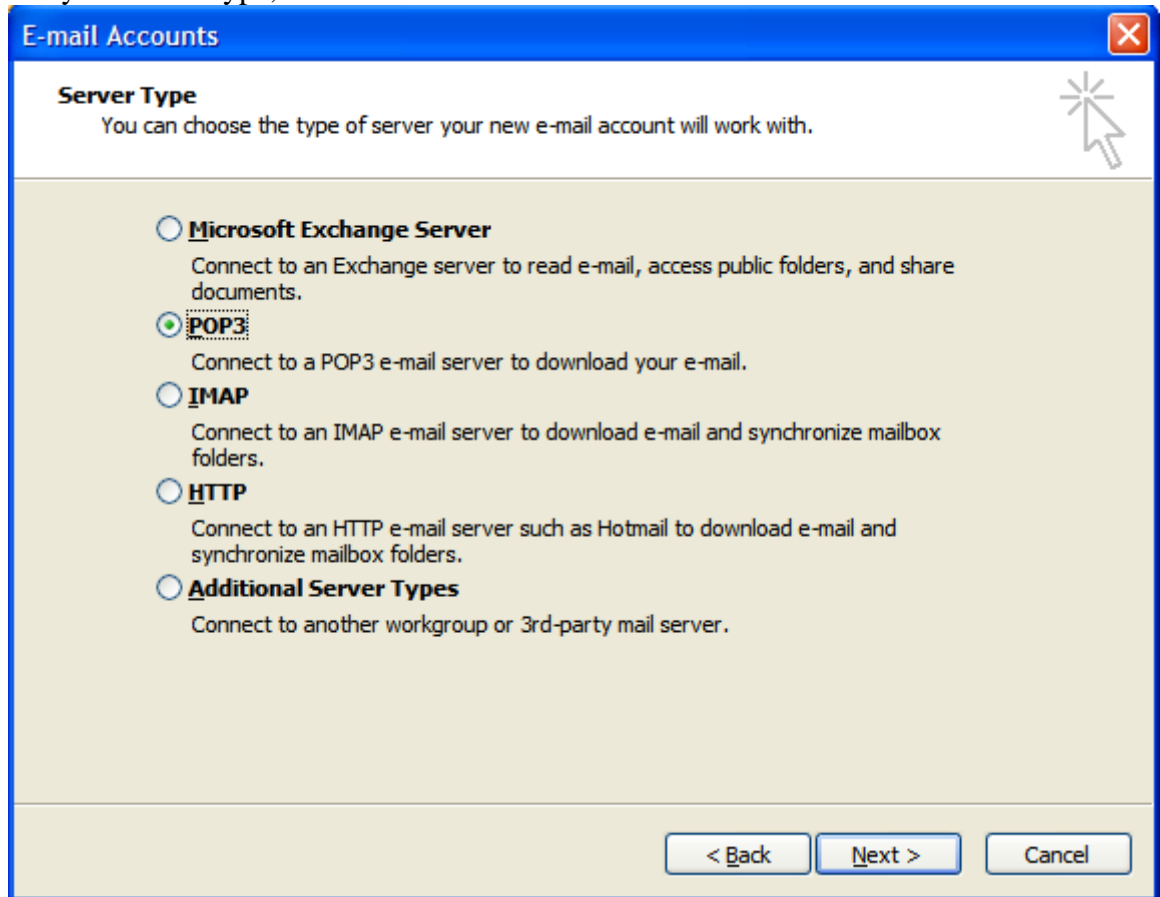
1. In Microsoft Outlook, select Tools > E-mail Accounts.



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.

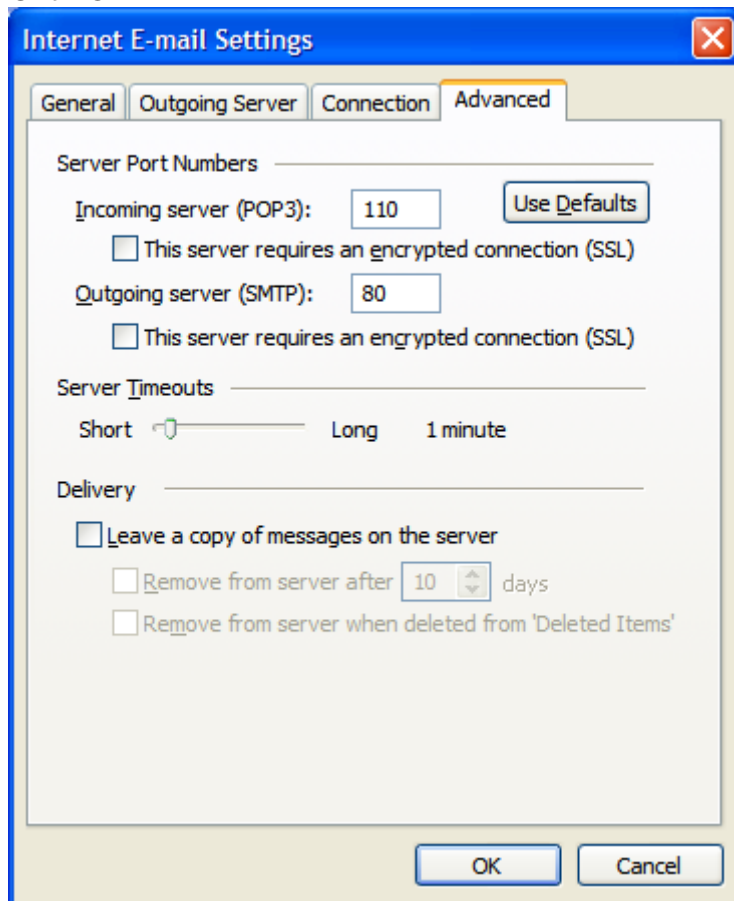
Incoming mail server (POP3) - Your incoming server is *mail.coolexample.com*, where "coolexample.com" is the name of your domain.

Outgoing mail server (SMTP) - Your outgoing server is *mail.coolexample.com*, where "coolexample.com" is the name of your domain.

Click "More Settings."

5. Select the "Advanced" tab.
6. Under Delivery, it is preferred that you do not leave a copy on the server as you may experience e-mail issues if the server is overloaded with e-mail. If you decide to enable this option, you must choose a time to remove the e-mail (7 days is suggested)

7. Click OK



8. Click Next.

E-mail Accounts [Close]

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)

9. Click Finish.

