

## HOWTO Setup Outlook 2003 with POP or IMAP

Things you will need:

Your domain name (ex. my-domain.com)

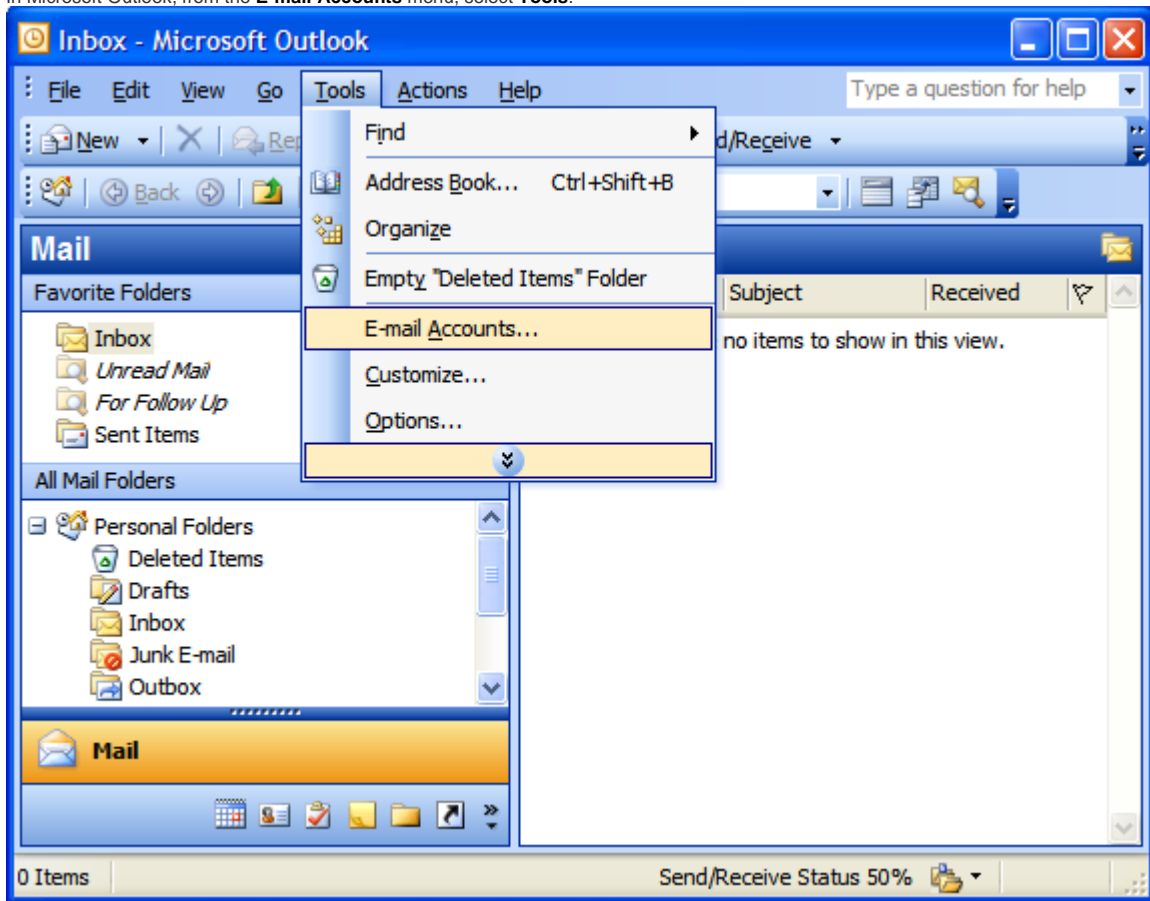
Your Email address (ex. jsmith@my-domain.com)

Your email password

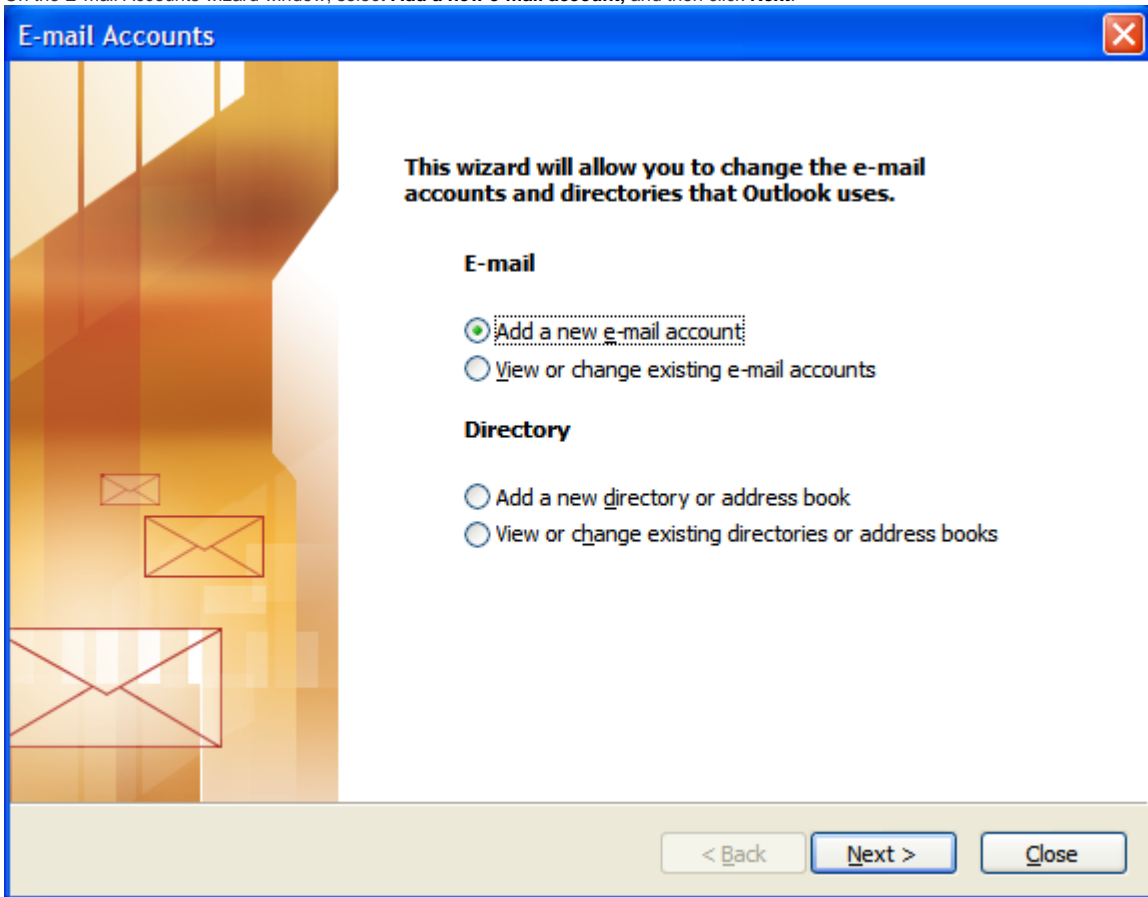
### Configuring your email client: Outlook 2003

This tutorial shows you how to set up Microsoft Outlook 2003® 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.

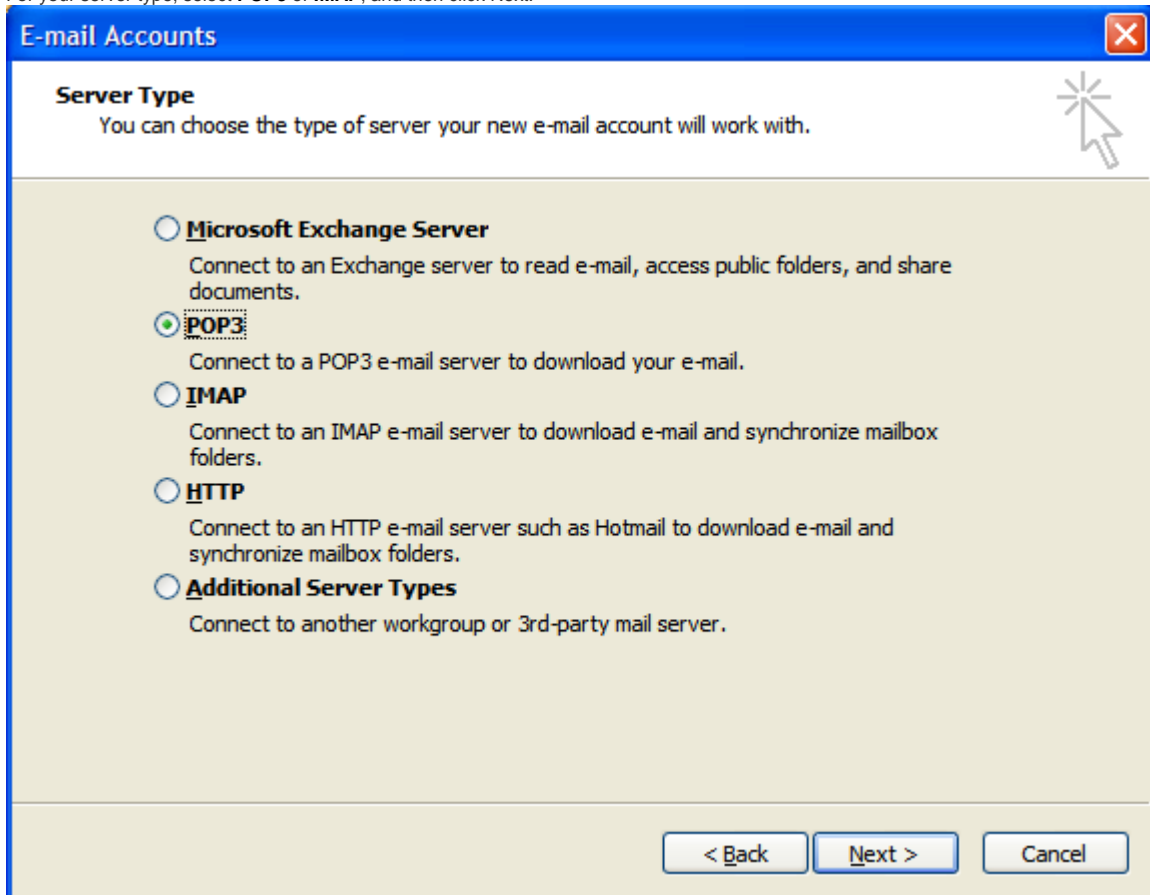
1. In Microsoft Outlook, from the **E-mail Accounts** menu, select **Tools**.



2. On the E-mail Accounts wizard window, select **Add a new e-mail account**, and then click **Next**.



3. For your server type, select **POP3** or **IMAP**, and then click Next.



4. On the Internet E-mail Settings (POP3/IMAP) window, enter your information as follows:

**Your Name**

Your first and last name.

**E-mail Address**

Your email address.

**User Name**

Your email address, again.

**Password**

Your email account password.

**Incoming mail server (POP3)**

POP, **pop.my-domain.com** or IMAP, **imap.my-domain.com**.

**Outgoing mail server (SMTP)**

**smtp.my-domain.com**

Click **More Settings**.

**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

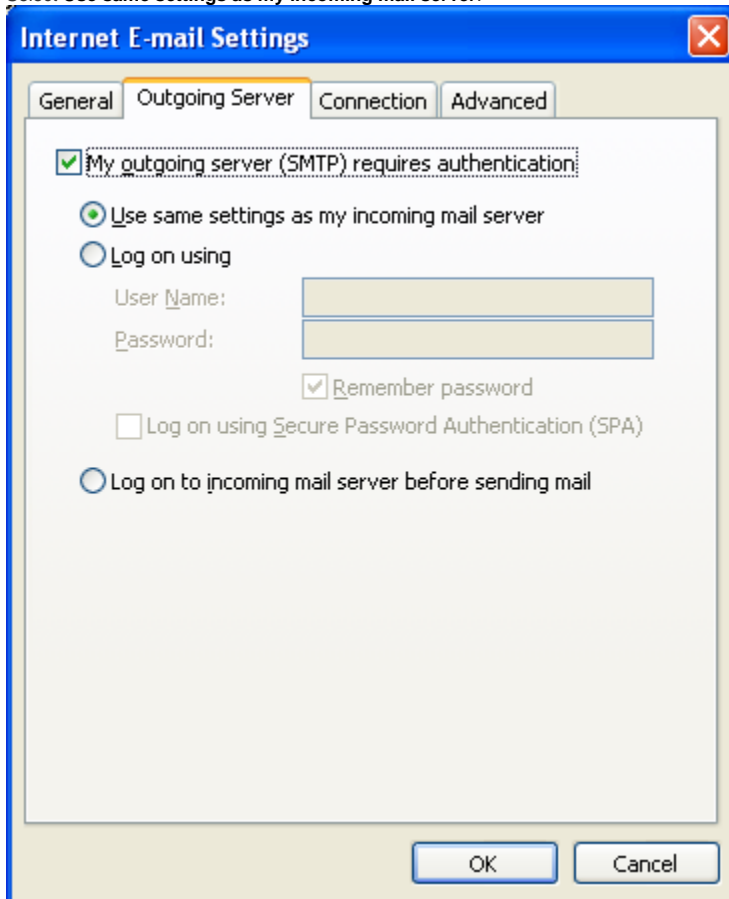
Log on using Secure Password Authentication (SPA)

**Test Settings**

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

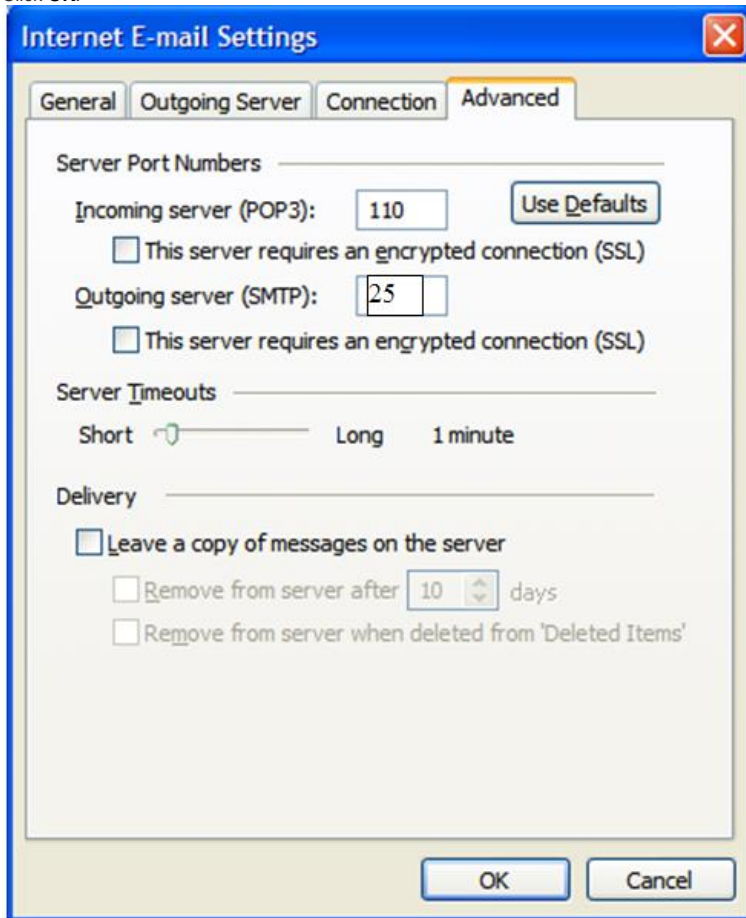
5. On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.
6. Select **My outgoing server (SMTP) requires authentication**.

7. Select **Use same settings as my incoming mail server**.



8. Go to the **Advanced** tab, and make sure the Outgoing server (SMTP) port is 25.

9. Click **OK**.



10. Click **Next**.

**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:

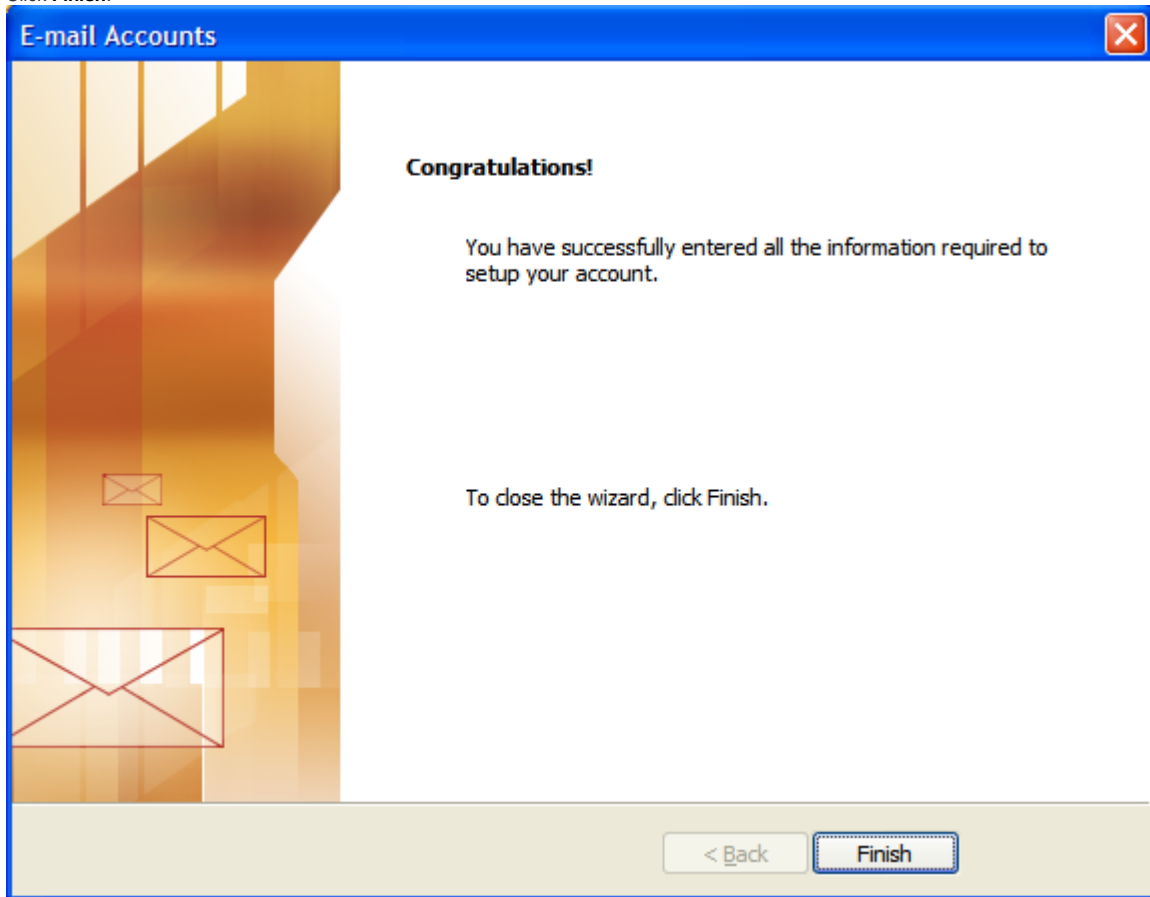
Remember password

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)

11. Click **Finish**.



**NOTE:**

NOTE: Some ISP's do not allow sending mail on port 25. If you are unable to send email you can try the following:

1. Click the **Tools** menu, and select **E-mail Accounts**.
2. Highlight the email account and click **Change**.
3. Click the **Advanced** tab, and change the **SMTP** port to **587** then click on **OK**.



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