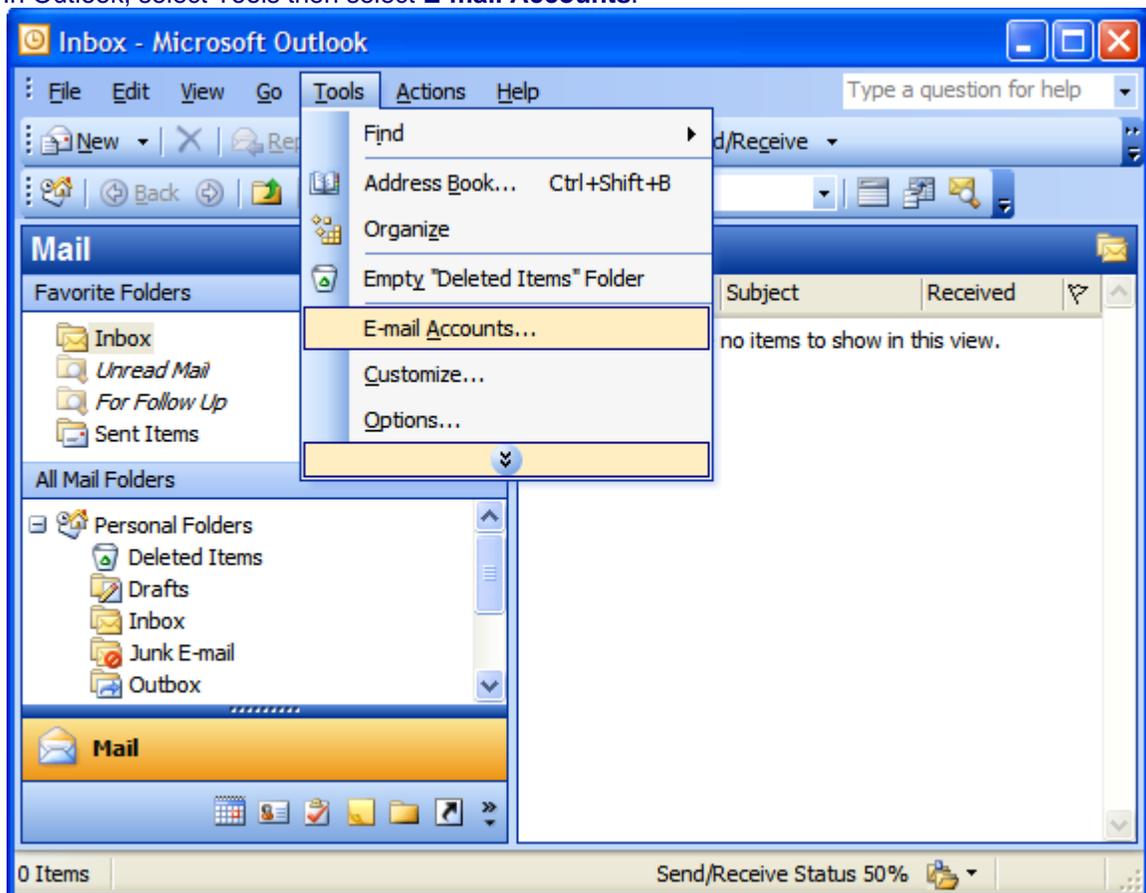


## Email Setup

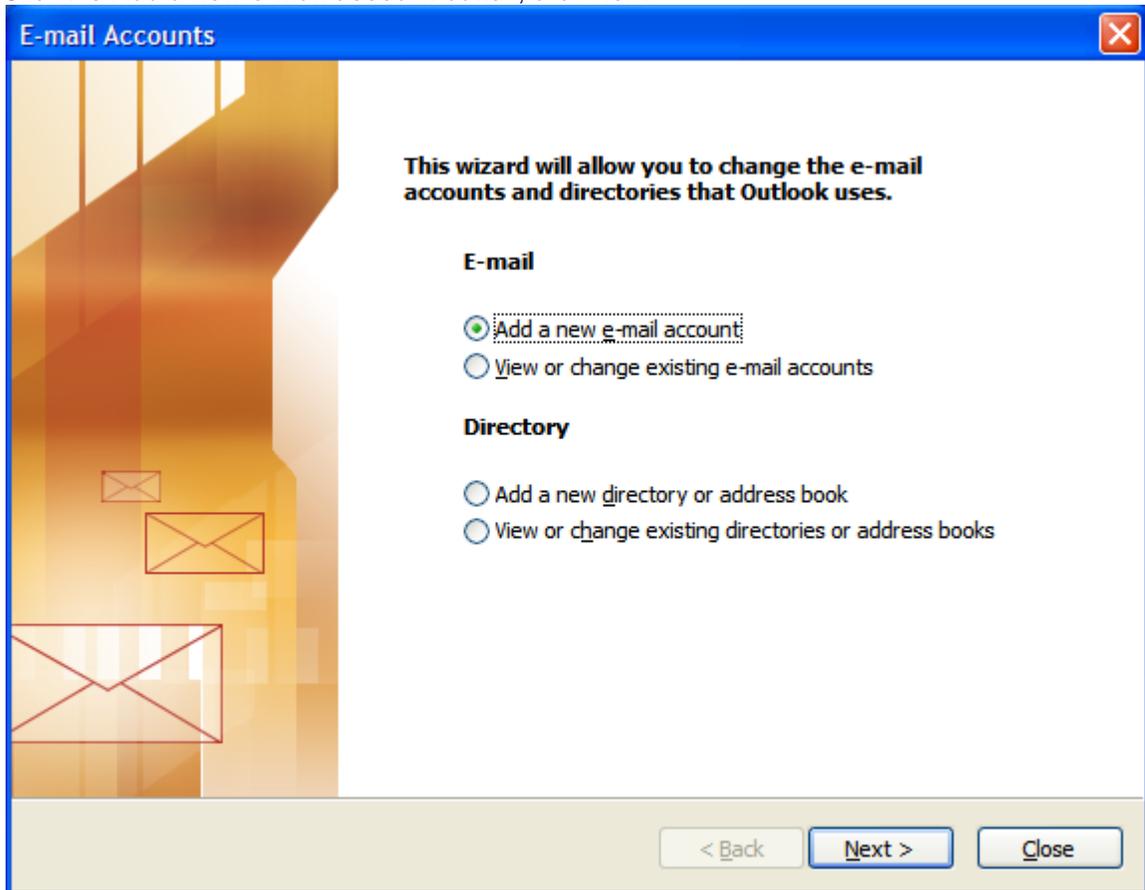
### Outlook 2003

To setup your Microsoft Outlook 2003 to access your POP3 Email Account:

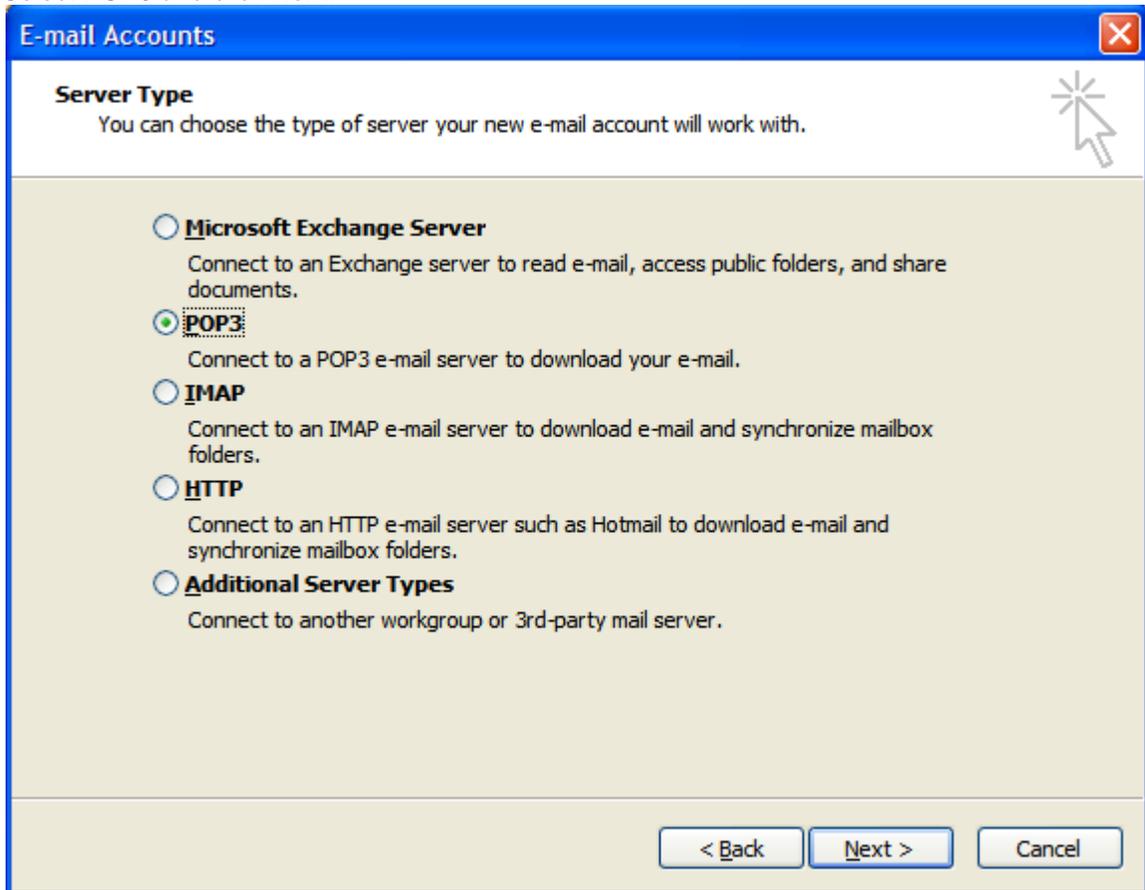
1. In Outlook, select Tools then select **E-mail Accounts**.



2. Click the **Add a new e-mail account** button, click **Next**.



3. Select **POP3** and click **Next**.



**E-mail Accounts** [Close]

**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

4. In the Internet E-mail Setting window, enter the following information:
  - o User Information
    - **Your Name** – This is the name that will appear in the From field of messages you send so enter your name as you would like it to appear.
    - **E-mail Address** – Enter your entire email address(e.g., [myname@mywebsite.com](mailto:myname@mywebsite.com))
  - o Logon Information
    - **User Name** – Enter your entire email address (e.g., [myname@mywebsite.com](mailto:myname@mywebsite.com))
    - **Password** – Enter the password for your email account, Please note that your password is case sensitive
    - **Check** Remember Password. **Do not check** logon using secure password authentication
  - o Server Information
    - Your incoming mail server is **mail.webguys.biz**
    - Your outgoing mail server is **mail.webguys.biz**
  - o 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  | Server Information   |
|---|--|
| Your Name: <input type="text" value="Jane Smith"/>                  | Incoming mail server (POP3): <input type="text" value="mail.webguys.biz"/> |
| E-mail Address: <input type="text" value="jsmith@coolexample.com"/> | Outgoing mail server (SMTP): <input type="text" value="mail.webguys.biz"/> |

| Logon Information  | Test Settings  |
|--|--|
| User Name: <input type="text" value="jsmith@coolexample.com"/>             | After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection) |
| Password: <input type="password" value="*****"/>                           |  |
| <input checked="" type="checkbox"/> Remember password                      |  |
| <input type="checkbox"/> Log on using Secure Password Authentication (SPA) | <input type="button" value="Test Account Settings ..."/>   |
|  | <input type="button" value="More Settings ..."/>   |

< Back    Next >    Cancel

5. Click **Finish**

Congratulations you have successfully set up your email account in Microsoft Outlook 2003.

