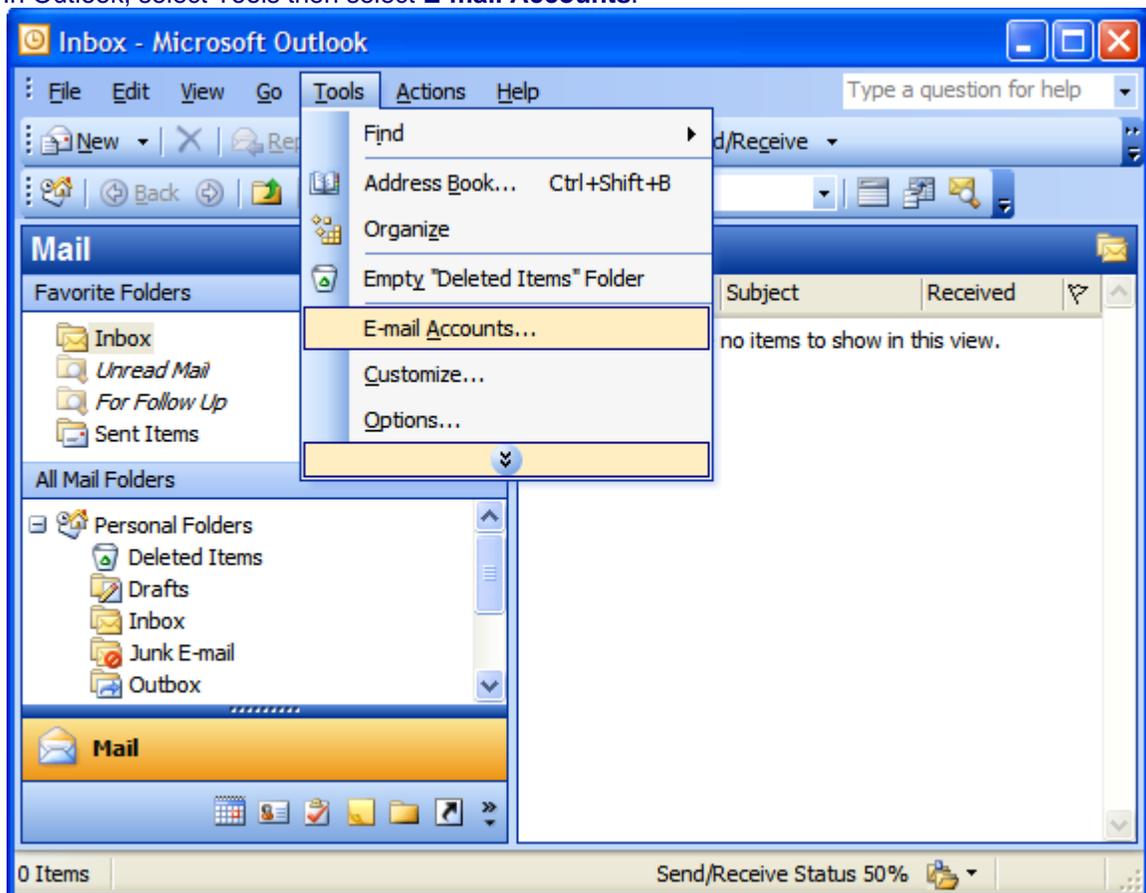Email Setup
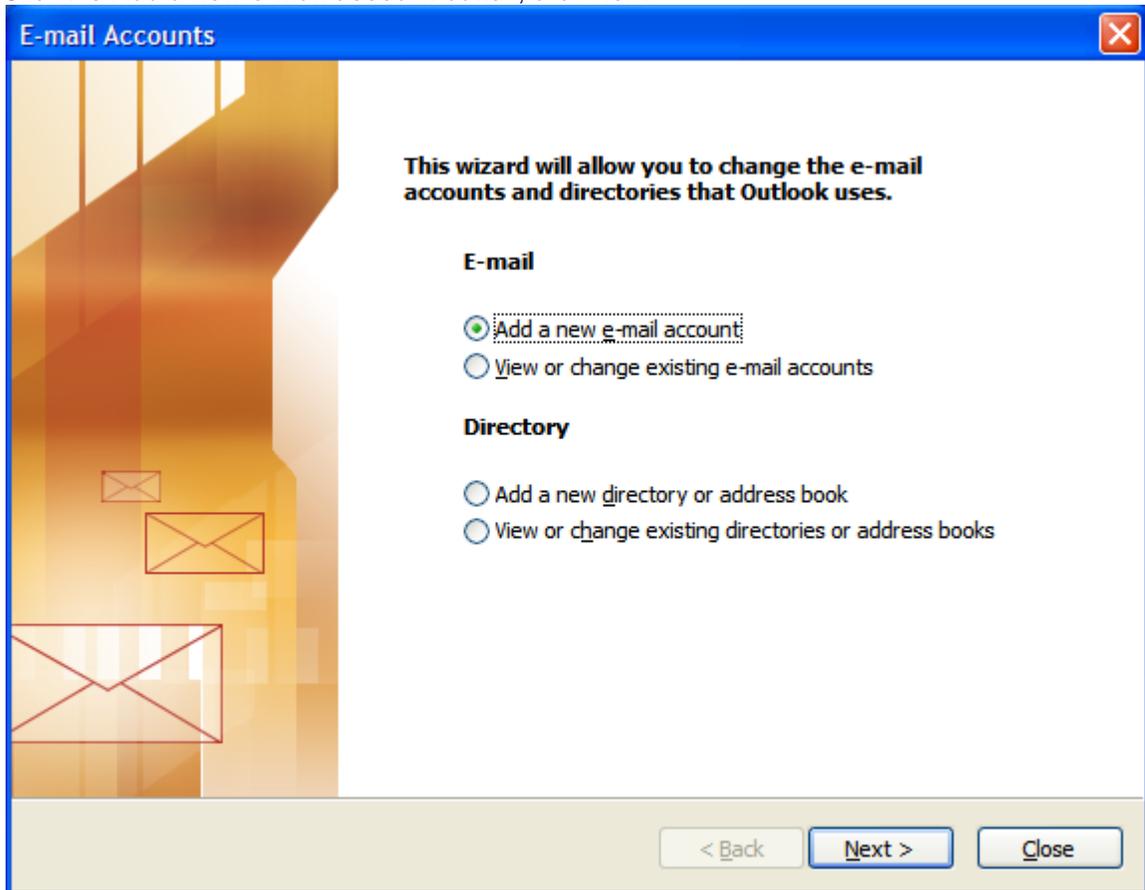
Outlook 2003

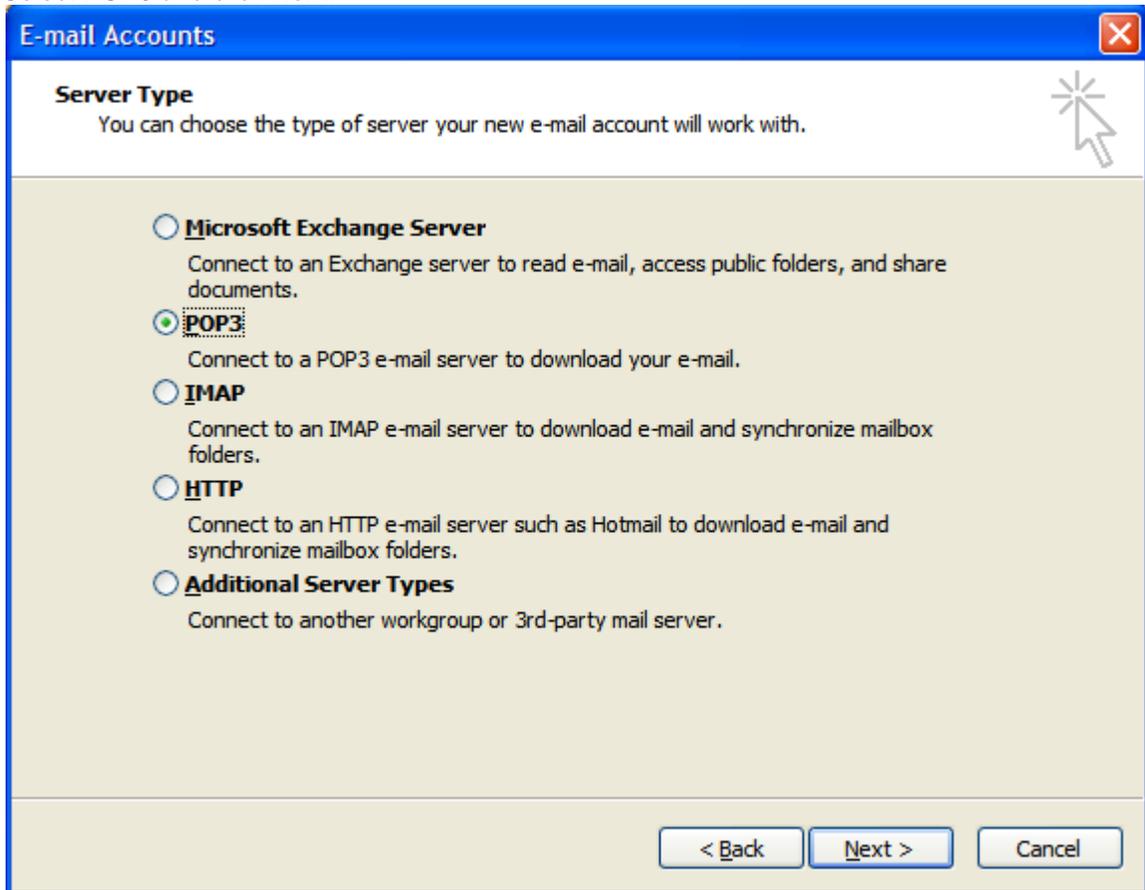To setup your Mircosoft Outlook 2003 to access your POP3 Email Account:

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**.

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)
   o Logon Information
     ▪ **User Name** – Enter your entire email address (e.g., 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**

5. Click **Finish**

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

E-mail Accounts

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back   Finish