



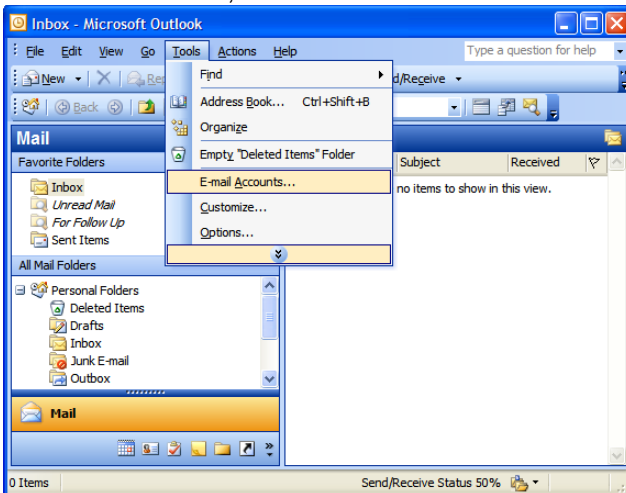
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Setting Up Your E-mail in Microsoft Outlook

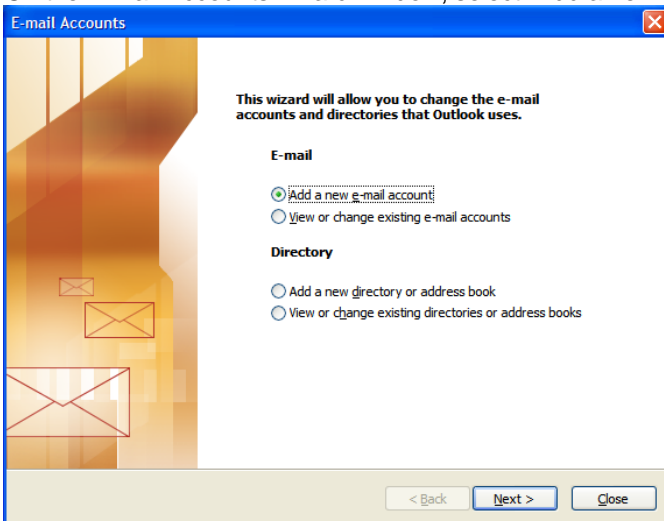
This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this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

To Set Up Your E-mail Account in Microsoft Outlook

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



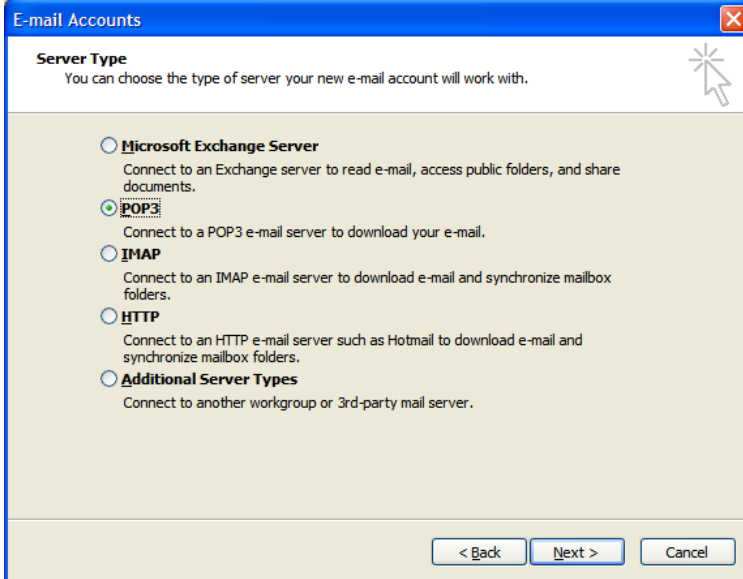
2. On the E-mail Accounts wizard window, select "Add a new e-mail account" and click Next.





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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 pop.secureserver.net for your incoming mail server.

Outgoing mail server (SMTP)

Enter smtpout.secureserver.net for your outgoing mail server.

Click "More Settings."

NOTE: "smtpout.secureserver.net" is an SMTP relay server. In order to use this server to send e-mails, you must first activate SMTP relay on your e-mail account. Log on to your Manage Email Accounts page to set up SMTP relay. If you do not have SMTP relay set up and your Internet Service Provider (ISP) allows it, you can use the outgoing mail server for your Internet Service Provider. Contact your Internet Service Provider to get this setting.



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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: Jane Smith
E-mail Address: jsmith@coolexample.com

Server Information
Incoming mail server (POP3): pop.secureserver.net
Outgoing mail server (SMTP): smtpout.secureserver.net

Login Information
User Name: jsmith@coolexample.com
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)
Test Account Settings ...

More Settings ...

< Back Next > Cancel

5. On the Internet E-mail Settings window, select the "Outgoing Server" tab.
6. Select "My outgoing server (SMTP) requires authentication."
7. If you did not change the SMTP relay section, select "Use same settings as my incoming mail server". If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select "Log on using" and enter the user name and password. The following example assumes you did not change your SMTP relay section in your Manage Email Accounts page.

Internet E-mail Settings

General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name: _____
Password: _____

Remember password

Log on using Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

OK Cancel

8. Select the "Advanced" tab and change the "Outgoing server (SMTP)" port to 80 or 3535.



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9. Click OK.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (POP3)' set to 110 and 'Outgoing server (SMTP)' set to 80. Both have checkboxes for 'This server requires an encrypted connection (SSL)' which are unchecked. The 'Server Timeouts' section has a slider between 'Short' and 'Long' set to '1 minute'. The 'Delivery' section has 'Leave a copy of messages on the server' checked, and 'Remove from server after 10 days' and 'Remove from server when deleted from Deleted Items' are unchecked. 'OK' and 'Cancel' buttons are at the bottom.

10. Click Next.

The screenshot shows the 'E-mail Accounts' dialog box, 'Internet E-mail Settings (POP3)' screen. It contains fields for 'Your Name' (Jane Smith), 'E-mail Address' (jsmith@coolexample.com), 'Incoming mail server (POP3)' (pop.secureserver.net), and 'Outgoing mail server (SMTP)' (smtpout.secureserver.net). The 'Logon Information' section has 'User Name' (jsmith@coolexample.com), 'Password' (masked with asterisks), and 'Remember password' checked. There are 'Test Account Settings ...' and 'More Settings ...' buttons. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.



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11. Click Finish.

