

## **Outlook 2002**

To set up my Outlook client to work with my domain email address:

- Open Outlook Express.
- Click the Tools menu, and select Accounts...
- Click Add, then click Mail...
- Fill in all necessary fields to include the following information; click Next at each stage.

### ***User Information***

Your Name: my name as I would like it to appear in the From: field of outgoing messages.  
Email Address: my domain email address.

### ***Server Information***

Incoming mail server (POP3): mail.mydomain  
Outgoing mail server (SMTP): mail.mydomain

### ***Login Information***

User Name: my domain email address.  
Password: the current password.  
Remember password Yes

- Click Finish
- Highlight mail.mydomain under Mail, and click Properties.
- Click the Servers tab.



- Tick "My server requires authentication"

- Click Apply

- Click OK.
- Click Close.