

Outlook 2003

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

- Open Outlook.
- Click the Tools menu, and select E-mail Accounts...
- Click Add a new e-mail account, and click Next.
- Choose POP3 as your server type by clicking the radio button, and click Next.
- Fill in all necessary fields to include the following information:

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

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: My Name	Incoming mail server (POP3): mail.mydomain
E-mail Address: me@mydomain	Outgoing mail server (SMTP): mail.mydomain

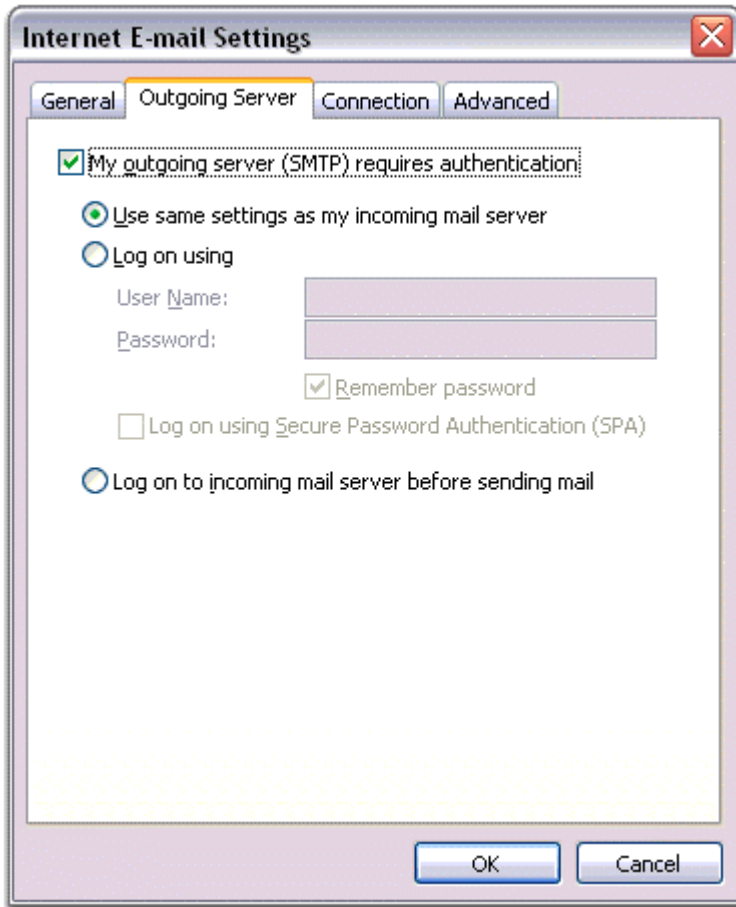
Logon Information	Test Settings
User Name: me@mydomain	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password:	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using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

< Back Next > Cancel

- Click More Settings...

... and then click the Outgoing Server tab.

- Check the box next to My outgoing server (SMTP) requires authentication and select Use same settings as my incoming mail server.



- Click OK.
- Click Test Account Settings...
After receiving Congratulations! All tests completed successfully,
 - Click Close.
- Click Next, and then click Finish.