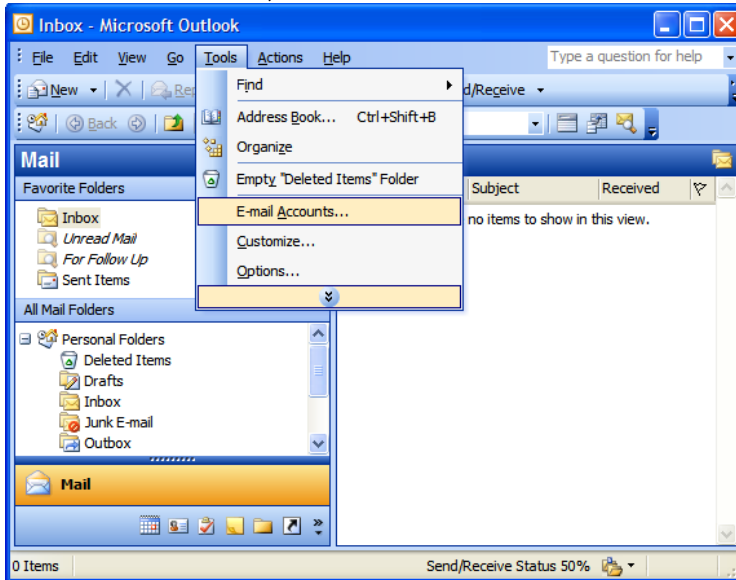


Setting Up Your E-mail in Microsoft Outlook 2003

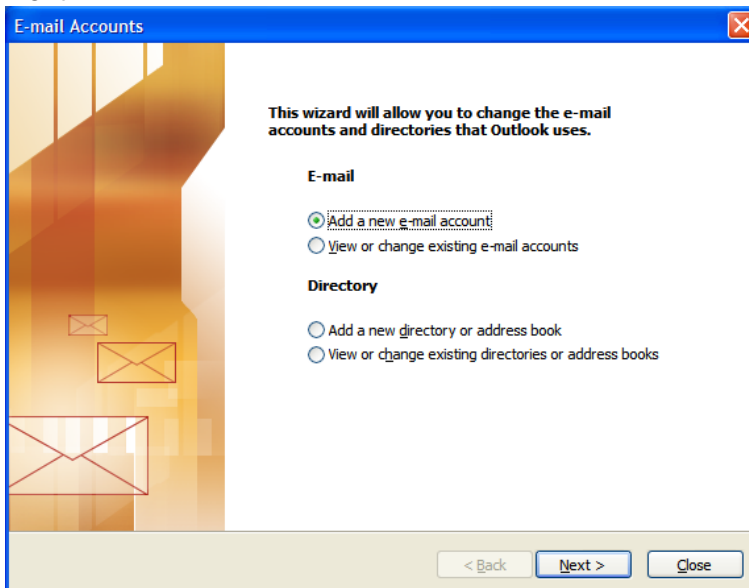
This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up other versions of Microsoft Outlook by using the settings in this tutorial, but the layout might be different.

To Set Up Your E-mail Account in Microsoft Outlook

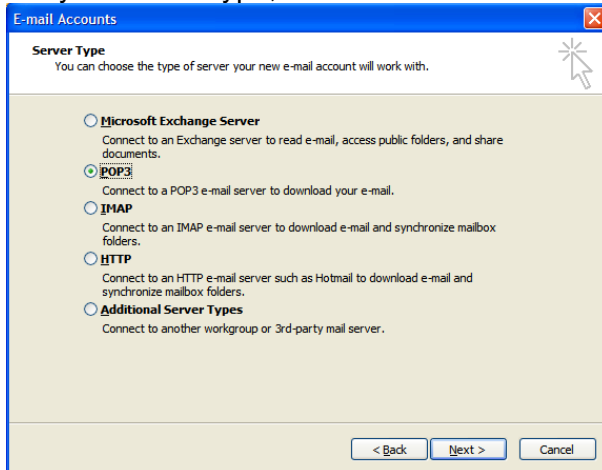
1. In Microsoft Outlook, select Tools > E-mail Accounts.



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



3. For your server type, select "POP3" and click Next.



4. On the Internet E-mail Settings (POP3) window, enter your information as follows:

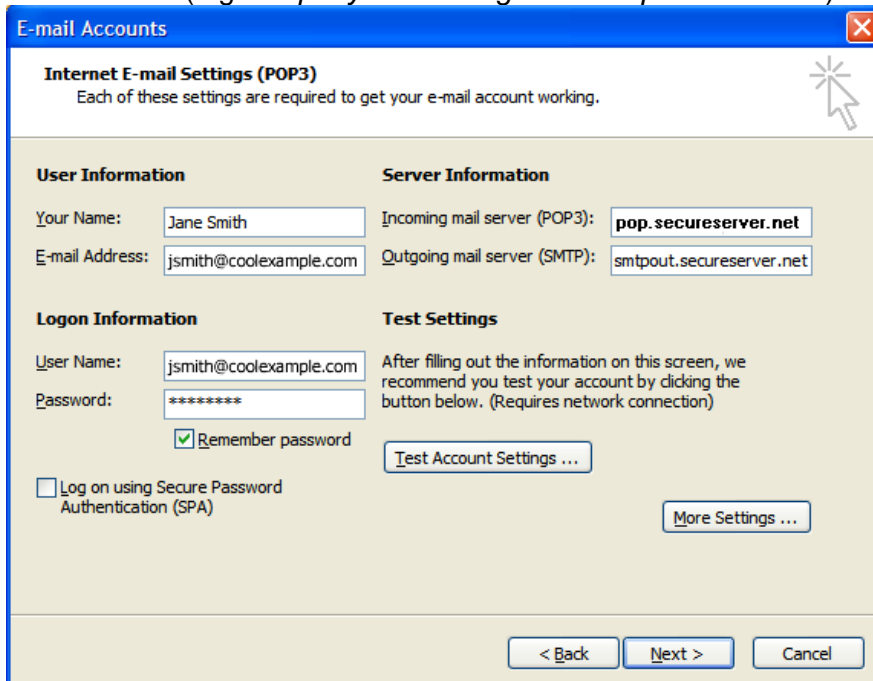
Your Name	Enter your first and last name.
E-mail Address	Enter your e-mail address.
User Name	Usually your e-mail address, again (or your mail logon).
Password	Enter the password you set up for your e-mail account.

Incoming mail server (POP3)

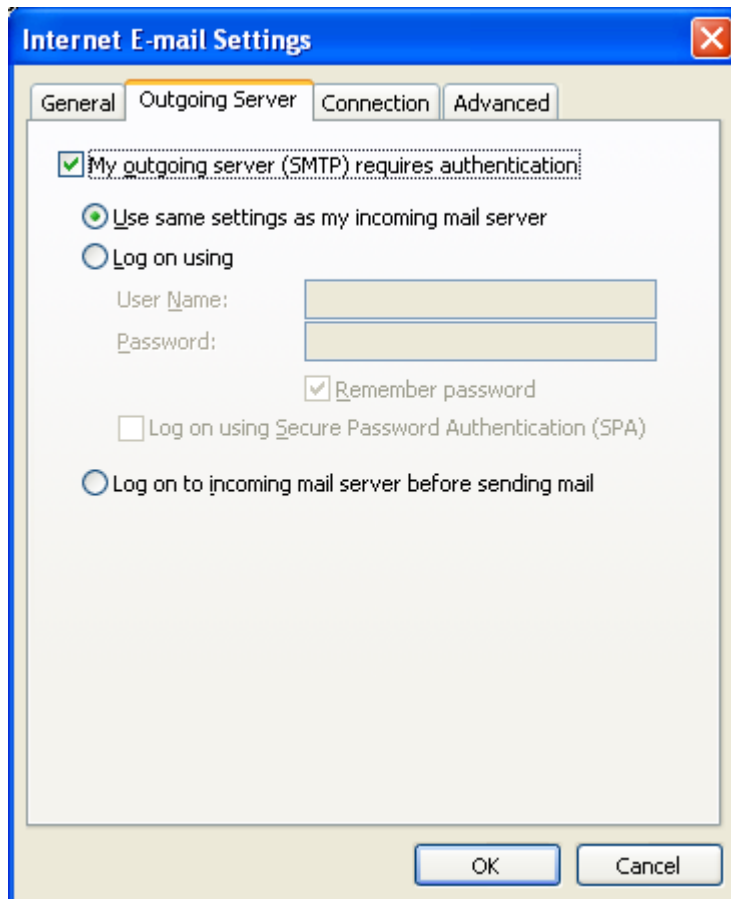
Enter the name for your incoming mail server. This is provided by your hosting service (e.g. *mail.mywebsite.org.uk*)

Outgoing mail server (SMTP)

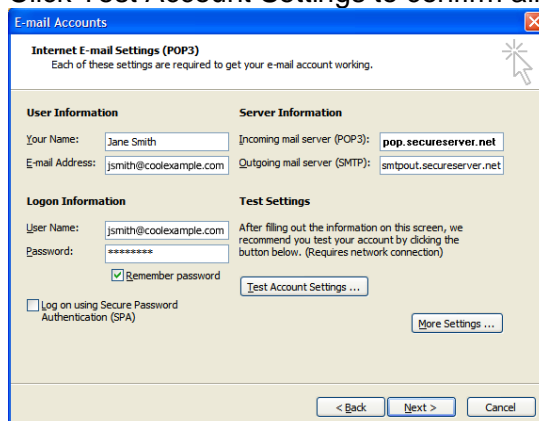
Enter the name for your outgoing mail server; often provided by your own ISP rather than the host (e.g. *smtp.mywebsite.org.uk* or *smtp.karoo.co.uk*).



5. If using your ISP for sending and your host for receiving, you will probably need to provide different logon and password details for this to work. If so, on the Internet E-mail Settings window, select the "Outgoing Server" tab.
6. Select "My outgoing server (SMTP) requires authentication."
7. Select "Use same settings as my incoming mail server" if it is being provided by the host. If you are using your ISP select "Log on using" and enter the user name and password. The following example assumes you are using the same details to both send and receive email.



8. Click Test Account Settings to confirm all is working and then click Next.



9. Click Finish.