

Email Setup Instructions for Microsoft Outlook 2003

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

User Information

Your Name: Enter your name as you would like it to appear in the **From:** field of outgoing messages.

Email Address: Enter your full email address (*username@yourdomain.com*)

Server Information

Enter the server names provided.

Incoming mail server (POP3): mail.yourdomain.com

Outgoing mail server (SMTP): mail.yourdomain.com

Login Information

User Name: your complete email id (i.e. test@yourdomain.com) (note: you must enter your complete email id here along with your web site / domain name)

Password: Enter your email password

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:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

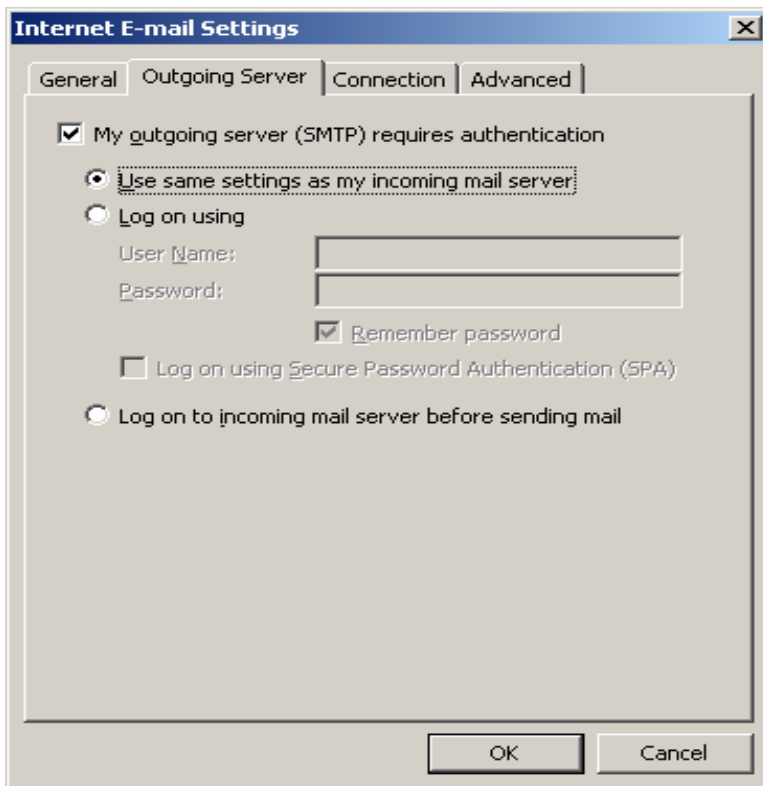
Log on using Secure Password Authentication (SPA)

Test Settings

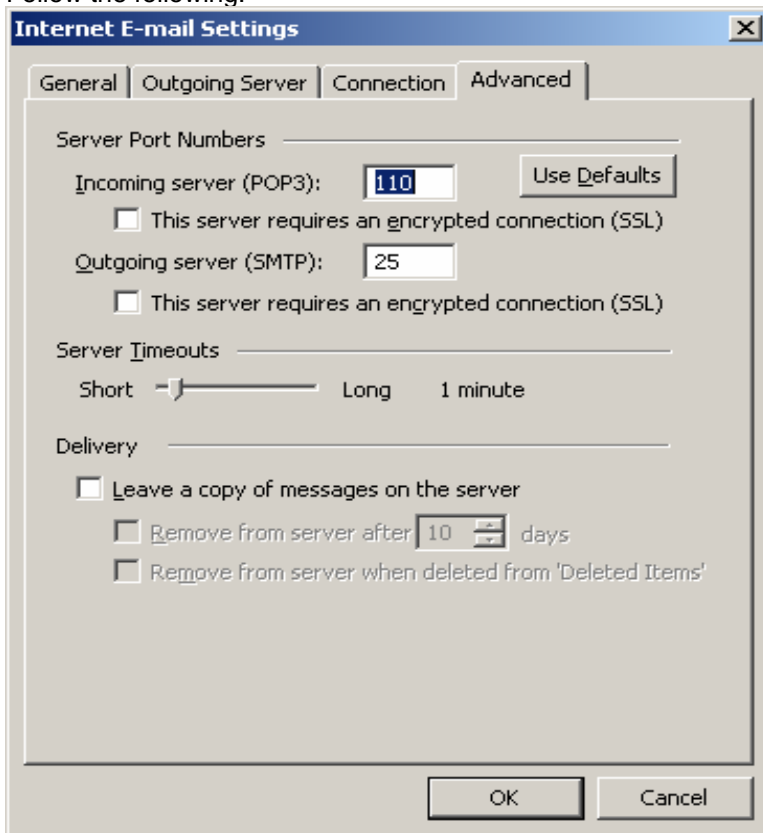
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

< Back Next > Cancel

6. Click **More Settings...** and then click the **Outgoing Server** tab.
7. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.



8. Click the **Advanced** tab,
Follow the following:



9. Click **OK**.
10. Click **Next**, and then click **Finish**.

Congratulations! You're done configuring your client to send and retrieve messages.

If you encounter problems or have additional questions, you may please contact our support team at solutions@ithands.com