

Outlook 2000/Outlook Express Setup Instructions

To setup an e-mail account in Outlook or Outlook Express please follow these instructions:

1. Open Outlook or Outlook Express.
2. Click on the Tools menu and choose Accounts.
3. Click on the Mail tab if it is not already selected.
4. Click the Add button and choose Mail.
5. Enter the display name of the person receiving e-mail. Click next.
6. Enter the e-mail address of the person. Click next.
7. Select POP3. Enter the address to your e-mail server (example: mail.domain.com) under Incoming Mail (POP3) and Outgoing Mail (SMTP). Click next.
8. Enter the account name and password. Make sure that "Remember Password" is checked. Click next.
9. Choose the Internet connection. Click next.
10. Click finish and click close.

Outlook XP/2003 Setup Instructions

1. Open Outlook XP or Outlook 2003.
2. Click on the Tools menu and choose E-mail Accounts.
3. Under "E-mail" select "Add a new e-mail account." Click next.
4. Select "POP3" and click next.
5. Under "User Information" enter your name in the "Your Name" text box. Enter your e-mail address in the "E-mail Address" text box.
6. Under "Server Information" enter the address for your POP3 mail server (example: mail.domain.com) into the "POP3" text box. Enter the address for your SMTP mail server (example: mail.domain.com) into the "SMTP" text box.
7. Under "Login Information" enter your Username in the "User Name" text box and your password in the "Password" text box. Put a checkmark in the "Remember password" check box if you want Outlook to remember your password.
8. Once you have verified that all of the settings look correct click the "Test Account Settings..." button. Outlook will now test all of your settings to determine if they are working correctly. If all of the tests pass and work correctly click the "Done" button. If any of the tests fails please re-check your settings and re-test. If you still are having trouble please contact us for help.
9. If Outlook has determined that all of your settings are correct and you passed all of the account settings tests, click the "Finish" button and close any open windows to get back to your Outlook Inbox.