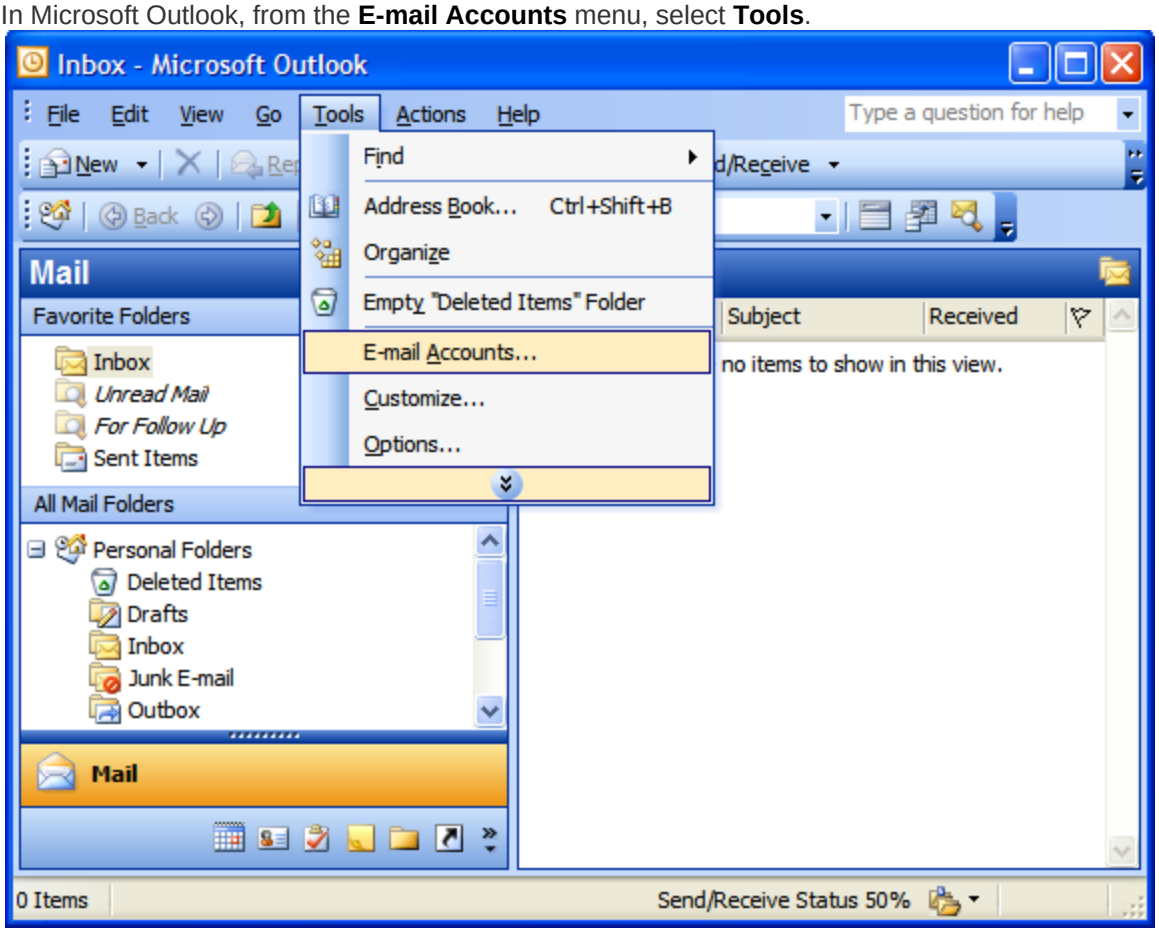
Setting Up Your POP or IMAP Email Address in Microsoft Outlook

This tutorial shows you how to set up Microsoft Outlook 2003® to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

To Set Up Your E-mail Account in Microsoft Outlook

1. In Microsoft Outlook, from the **E-mail Accounts** menu, select **Tools**.



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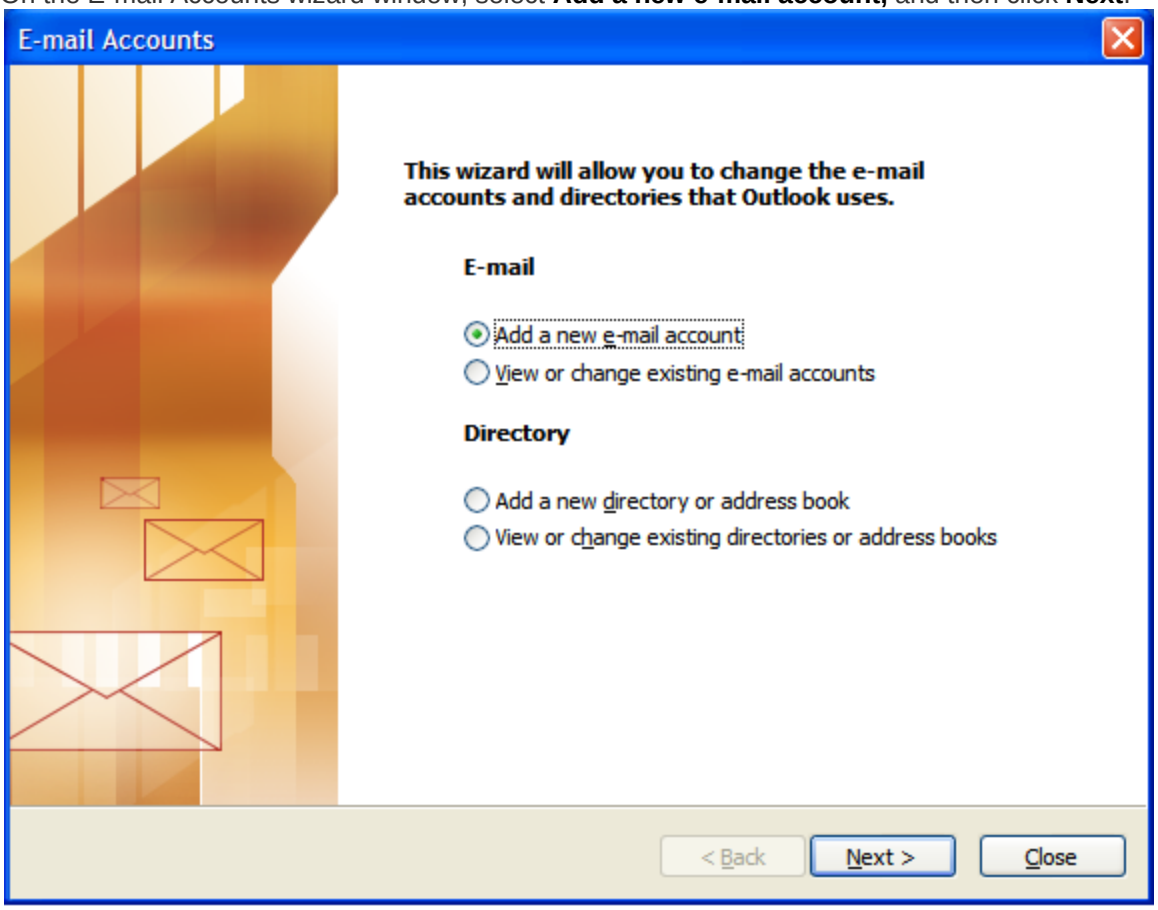
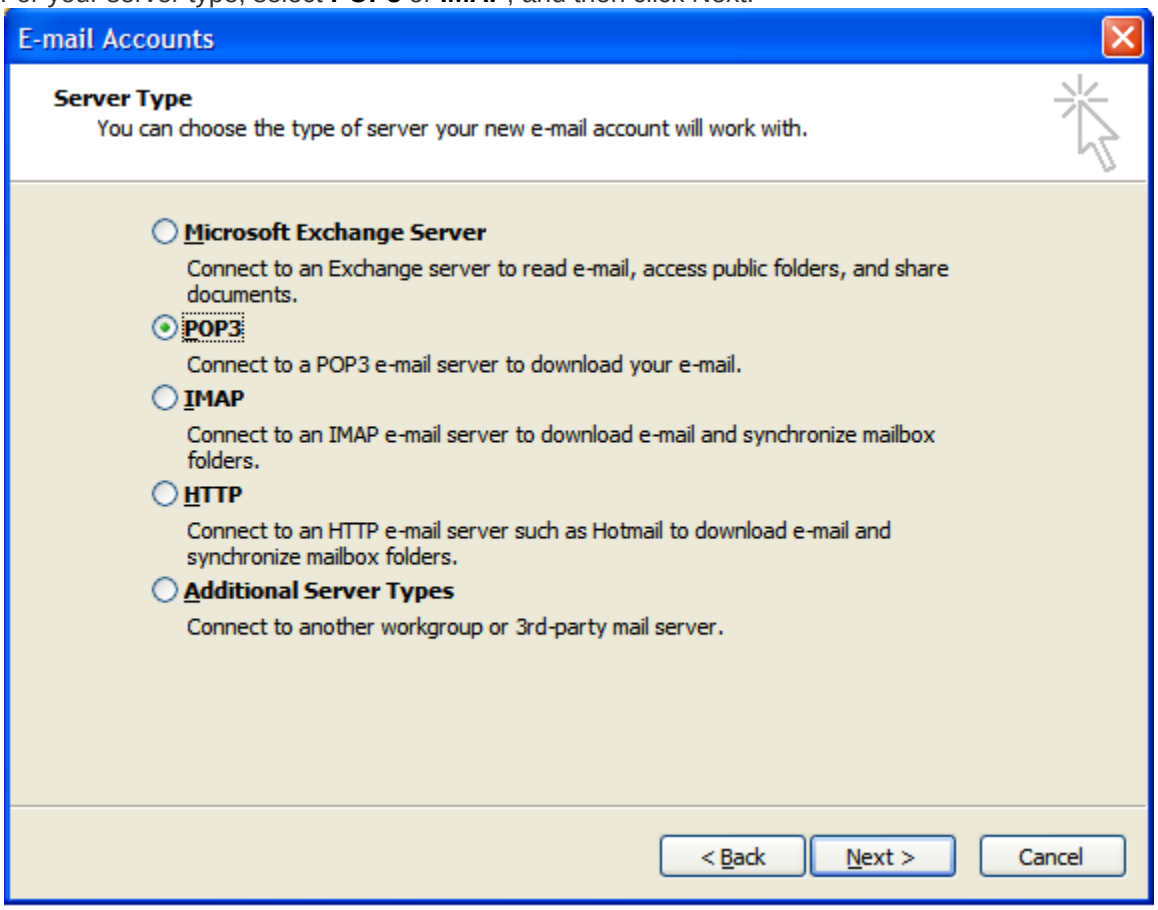
2. On the E-mail Accounts wizard window, select **Add a new e-mail account,** and then click **Next**.



3. For your server type, select **POP3** or **IMAP**, and then click Next.



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

   Your Name
   Your first and last name.

   E-mail Address
   Your email address.

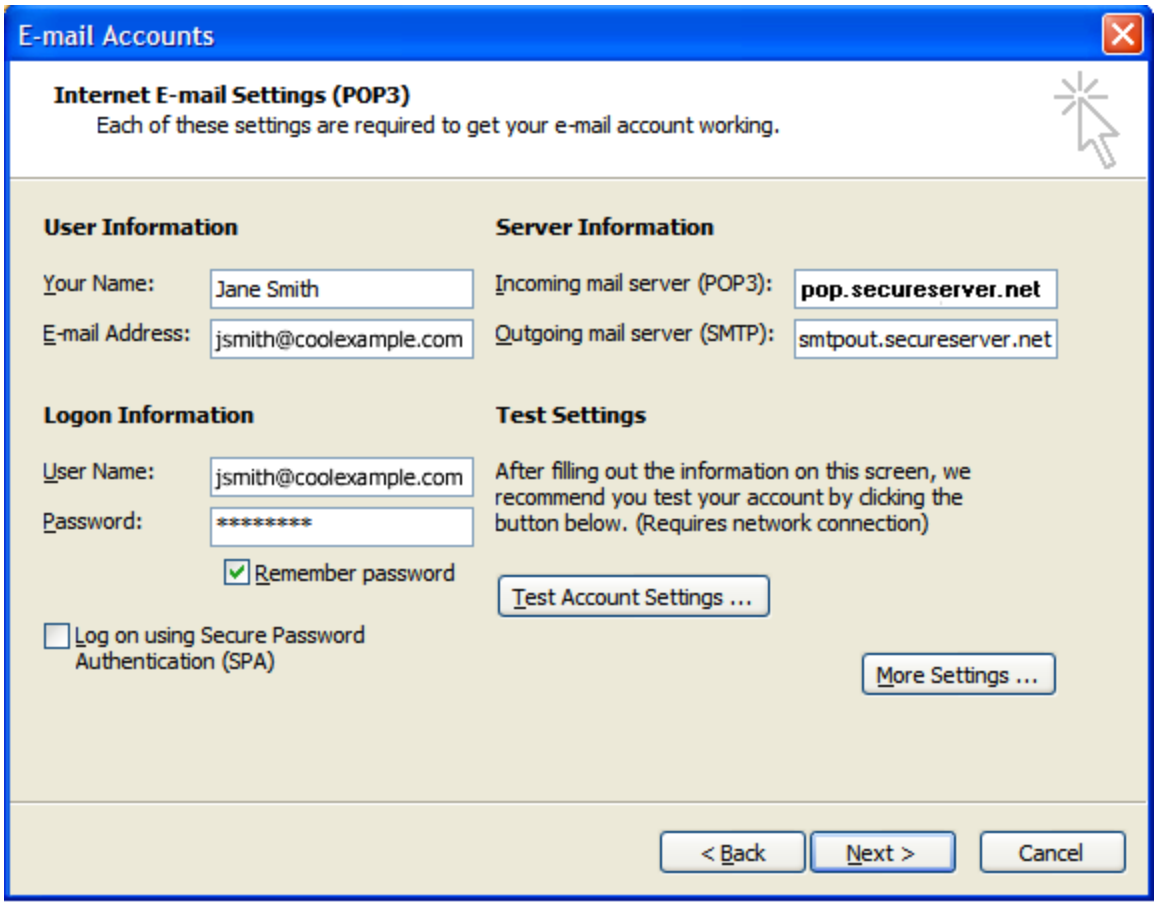
   User Name
   Your email address, again. (substitute the "@" with a "**+**")

   Password
   Your email account password.

   Incoming mail server (POP3)
   mail.yourdomain.com (substitute the "yourdomain.com" with your e-mail domain)

   Outgoing mail server (SMTP)
   mail.yourdomain.com (substitute the "yourdomain.com" with your e-mail domain)

   Click **More Settings**.

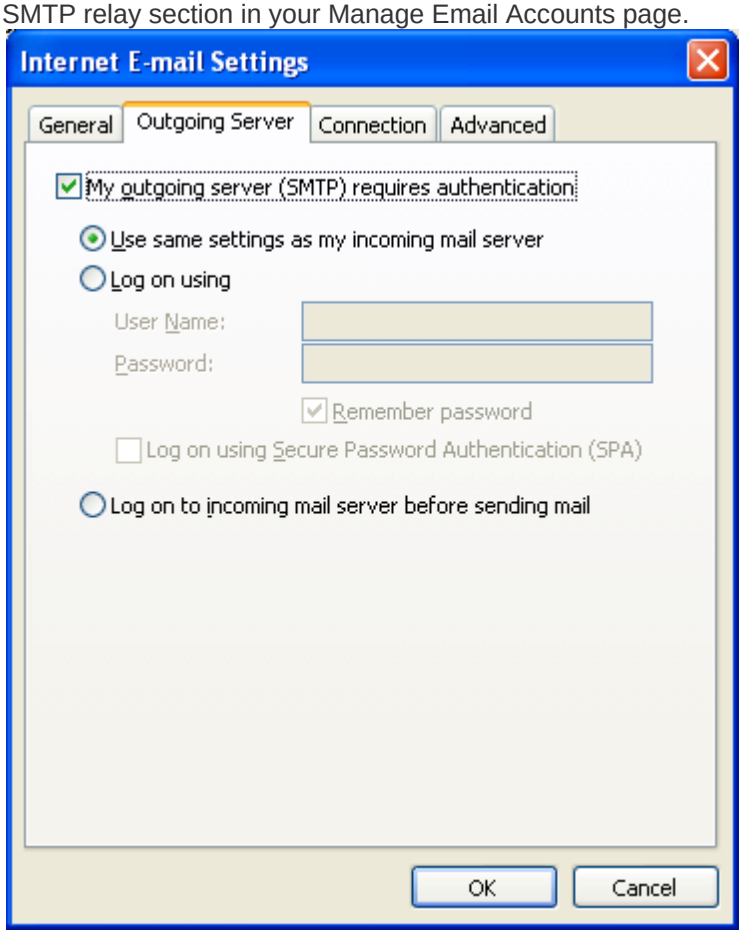


5. On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.

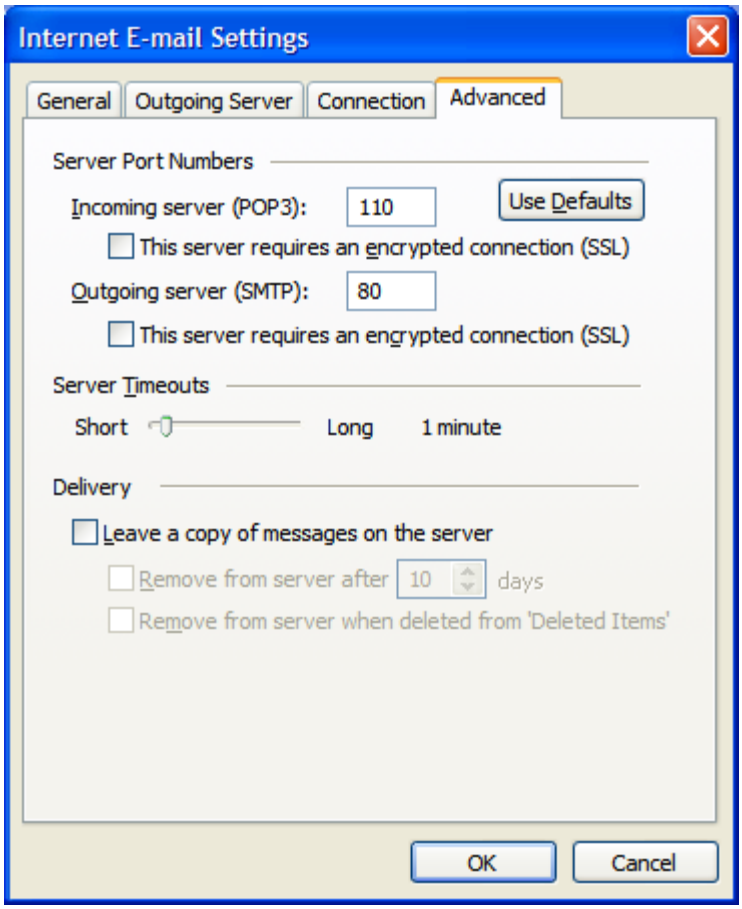
6. Select **My outgoing server (SMTP) requires authentication**.

7. If you did not change the SMTP relay section, select **Use same settings as my incoming mail server**. If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select **Log on using** and enter the user name and password. The following example assumes you did not change your

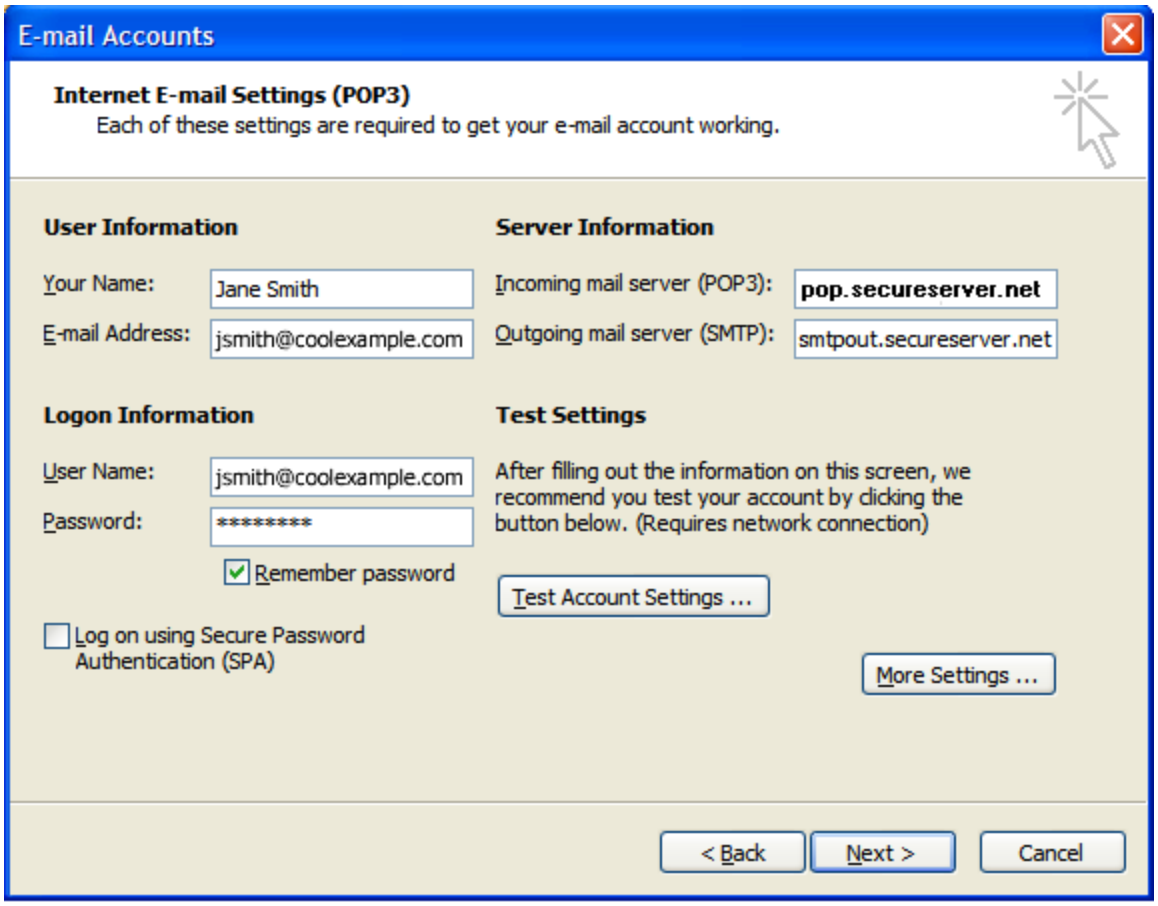
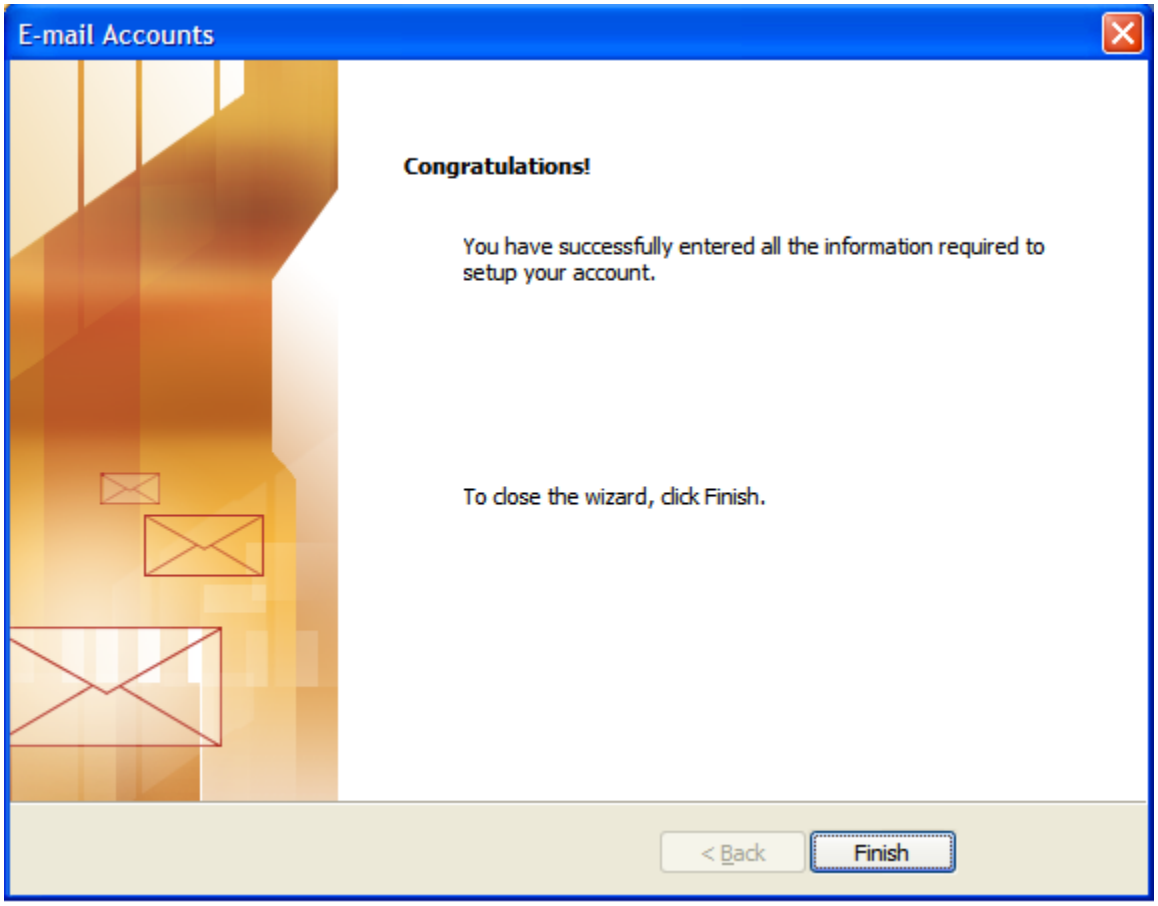
SMTP relay section in your Manage Email Accounts page.



8. Click **OK**.



9. Click **Next**.



10. Click **Finish**.