

Web Hosting

How to configure outlook 2003

1. Open Outlook 2003. If the Outlook 2003 Startup page doesn't open, do the following:

- > On the **Tools** menu, click **E-Mail Accounts**.
- > Click "**Add an e-mail account**" under "**E-mail**" and then click Next.

If the Outlook 2003 Startup page opens when you start Outlook:

- > Click Next on the first page of the wizard.
- > On the **Account Configuration** page, click **Next** again.

2. On the Server Type page, select IMAP or POP3, and then click Next

3. Provide the following information on the Internet E-mail Settings page:

Under User Information:

- > In the Your Name box, enter the name you want users to see when you send email from this account.
- > In the E-mail Address box, enter your email address.

Under Server Information:

- > If you're using IMAP, enter your IMAP server name in the Incoming mail server (IMAP) box. If you're using POP, enter your POP server name in the Incoming mail server (POP3) box.
- > In the Outgoing mail server (SMTP) box, enter the SMTP server name.

Under Logon Information:

- > In the User Name box, enter your email address.
- > In the Password box, enter your password. If you want Outlook to remember your password, make sure the check box next to Remember password is selected. Don't select Log on using Secure Password Authentication (SPA).

4. At the bottom of the page, click More Settings, and then fill in the Internet E-Mail Settings dialog box as follows:

- > On the General tab, under Mail account, type the name you want to use for this email account.
- > On the Outgoing Server tab, select My outgoing server (SMTP) requires authentication. Make sure Use same settings as my incoming mail server is selected.
- > On the Advanced tab, under Incoming server (IMAP) or Incoming server (POP3), select the "This server requires an encrypted connection (SSL)" check box. Under Outgoing server (SMTP), select the "This server requires an encrypted connection (SSL)" check box, and then click OK.

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> If you're using POP3 and you want to keep a copy of your messages on the server, under "Delivery", click "Leave a copy of messages on the server". If you don't select this option, all messages will be removed from the server and stored locally on your computer.

5. On the Internet E-mail Settings page, click **Next**.

6. Click **Finish**.

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