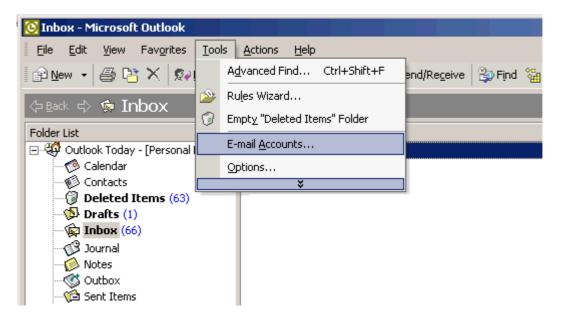
Adding a new account to Outlook 2002.

Starting the process.

Select **Tools > E-mail Accounts** from the main menu.



Adding a new account.

Choose Add a new e-mail account & click Next.

	Autlaak					
E-mail Accounts					? ×	
E-mail Accounts You can change	the e-mail accounts	and directories that	Outlook uses.			e a contact l
۲	hail Add a new e-mail ac View or change exist					00 BIOS Set
Dir	ectory Add a new directory					
0	View or change exist	ting directories or a	ldress books			
			< Back	Next >	Close	

Enter your account details.

Your Server Information : Incoming mail server (POP3) is pop.theinternet.org.uk Outgoing mail server (SMTP) is smtp.theinternet.org.uk

Your User Information : **E-mail Address** & Logon Information : **User Name** are the same, your full email address.

Please be careful when entering your password in the **Password** text box, as you cannot see the characters that you are typing. Check that there is a tick in the **Remember Password** check box.

After entering this information, please click More Settings...

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		(nternet E-ma	il Settings (POP3) settings are required to get yo	our e-ma	il account wo	orking.				Ç		eaco
ľ	F	Jser Informat	ion	Serv	er Informa	tion						
	ĒΝ	/our Name:	Name	Incom	ning mail serv	ver (POP3): [pop.th	einterne	et.org.u	ık	virus
	E	E-mail Address:	user@yourdomain.com	Outgo	oing mail serv	/er (SMTP): <u>s</u>	smtp.th	neinterr	net.org.	uk	
		.ogon Informa	ition	Test	Settings							
		Jser Name: Password:	user@yourdomain.com	recom	filling out the mend you te). (Requires r	est your a	account	by clic			n	
			Remember password		Test Accou	unt Settin	gs					
		Log on using Authenticatio	Secure Password on (SPA)						More	Settings	;	
					<	Back	N	ext >		Canc	el	
												-

Security.

For your security, & to stop spammers using your account, put a check in the **My outgoing server (SMTP) requires authentication** check box.

Select the **Log on using** radio button. Enter your full email address in to the **User Name:** text box & your password in the **Password:** text box.

Check that there is a tick in the **Remember Password** check box.

Click OK.

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Ē	Inte	rnet E-mail Settings (P	OP3)			e a contact
		Internet E-mail Setting	s	? X	>2	
F	Usi	General Outgoing Serv	er Connection Advanced	1		
E	Υοι	My outgoing serve	r (SMTP) requires authentication		pop.theinternet.org.uk	/irus
	E-m	C Use same setting	gs as my incoming mail server		smtp.theinternet.org.uk	
		Cog on using		_		
	Loç	User Name:	user@yourdomain.com	_		
	Use	Password:	****		h on this screen, we ount by clicking the button	
	Pas	-	Remember password		nection)	
		I Log on using	Secure Password Authentication			
		C Log on to incomi	ng mail server before sending mail			
					More Settings	
	_					
					Next > Cancel	
11	_					
			OK Ca	ancel		

Continue.

If you have an active Internet connection, you can test your settings by clicking the **Test Account Settings...** button. Otherwise click **Next**.

e	Inhox - Microso E-mail Accounts						<u>? ×</u>	
		il Settings (POP3) e settings are required to get t	you	ır e-mail account working.				eac
F	User Informat	tion		Server Information				
E	Your Name:	Name		Incoming mail server (POP3):	pop.th	einternet.org	.uk	virus
	E-mail Address:	user@yourdomain.com		Outgoing mail server (SMTP):	smtp.t	heinternet.org	g.uk	
	Logon Informa	ation		Test Settings				
	User Name: Password:	user@yourdomain.com		After filling out the information recommend you test your acco below. (Requires network conn	unt by cli		on	
		Remember password		Test Account Settings .		1		
	Log on using Authenticati) Secure Password on (SPA)				More Settin	gs	
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Account Settings Test.

You should have **Green Ticks**, if not you will need to double check your entries in the previous dialogs. Click **Close** when finished & click **Next** in the Accounts screen.

Tohox - Microsoft Outlook E-mail Accounts				? ×	
Test Account Settings Congratulations! All tests completed success Tasks Errors	fully. Click Close to	continue.	Stop Close		e a contact to fir
Tasks	Status Completed Completed Completed Completed Completed			.com	
I Remember password └ Log on using Secure Password Authentication (SPA)		Account Settings	More S	iettings Cancel	
	-	I			

Finish.

Click Finish.

ē	Inhox - Microsoft Autlook		
	E-mail Accounts	? ×	
	Congratulations!		e a conta
F	You have successfully entered all the information required to setup your account.		/irus
	To close the wizard, click Finish.		
	< Back, Finish		
Ľ			1

You have successfully completed the process.