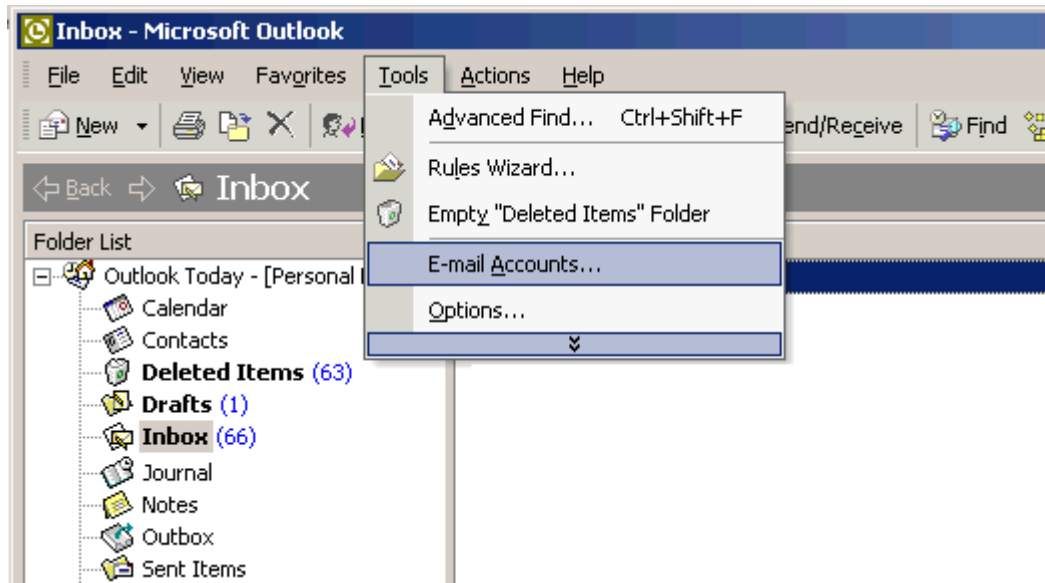


## Adding a new account to Outlook 2002.

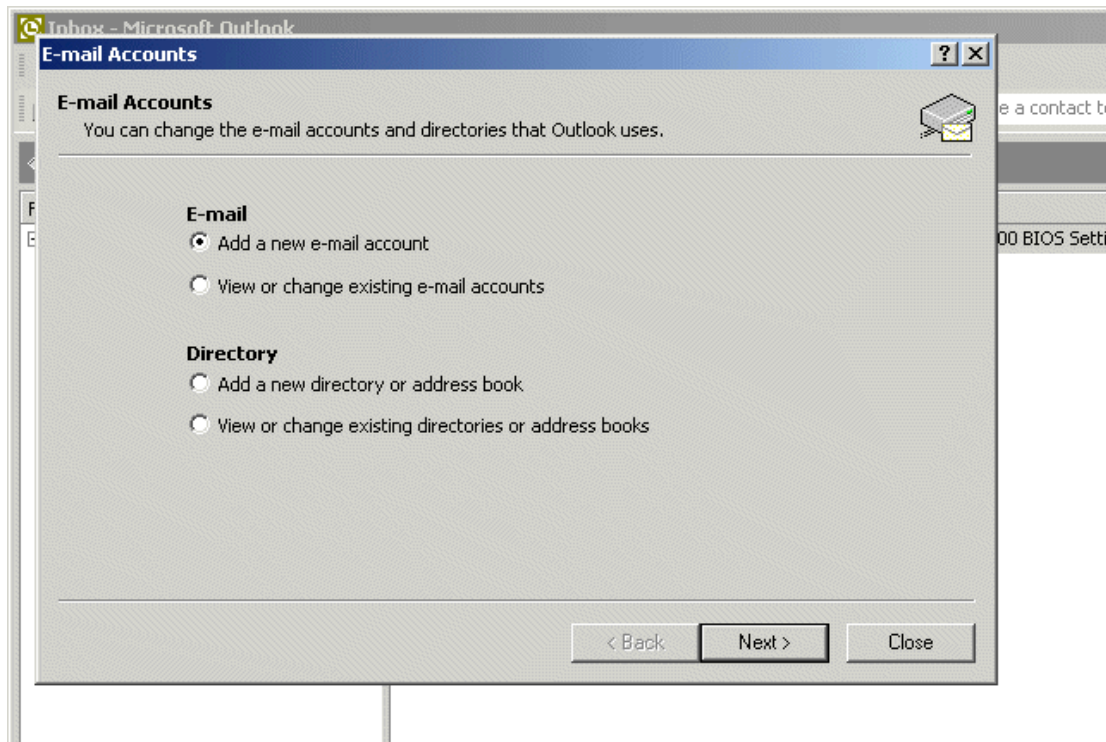
### Starting the process.

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



### Adding a new account.

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



## 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...**

Inbox - Microsoft Outlook

**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)

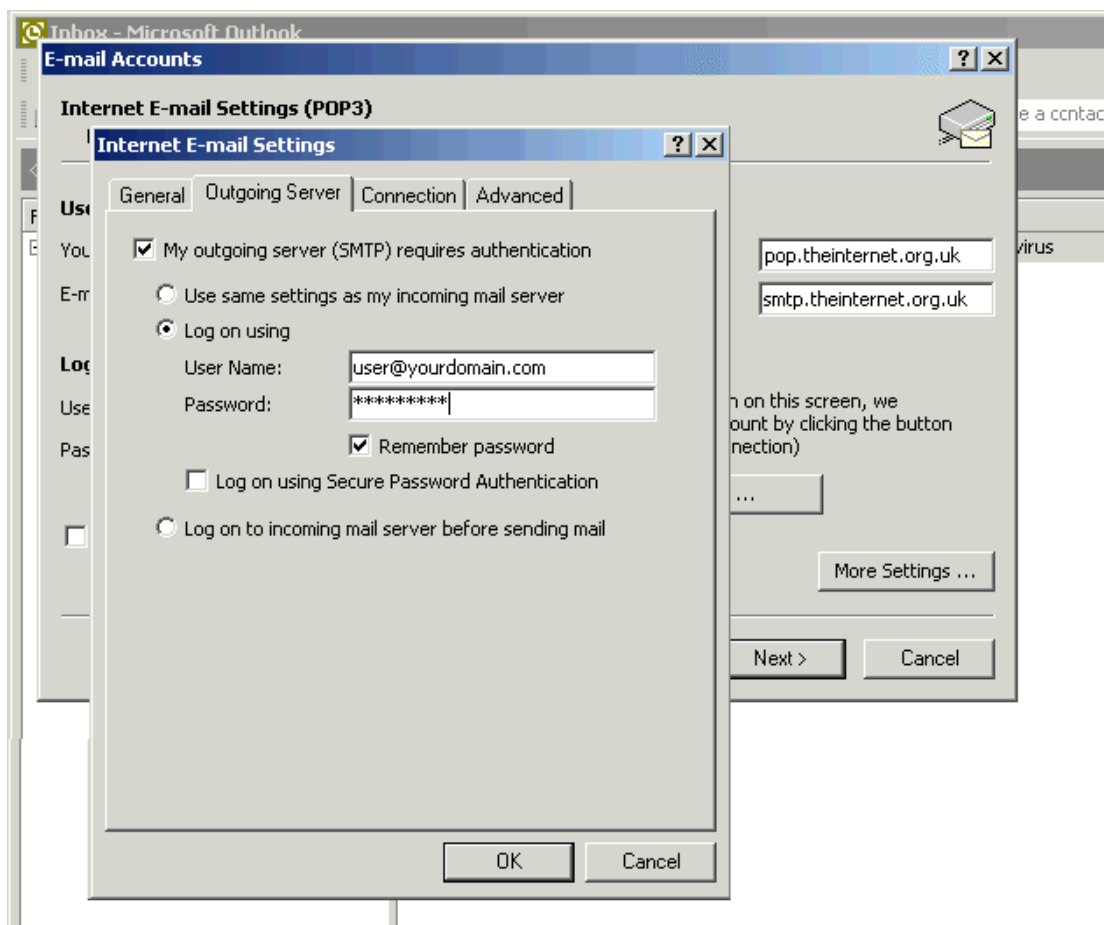
## Security.

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.

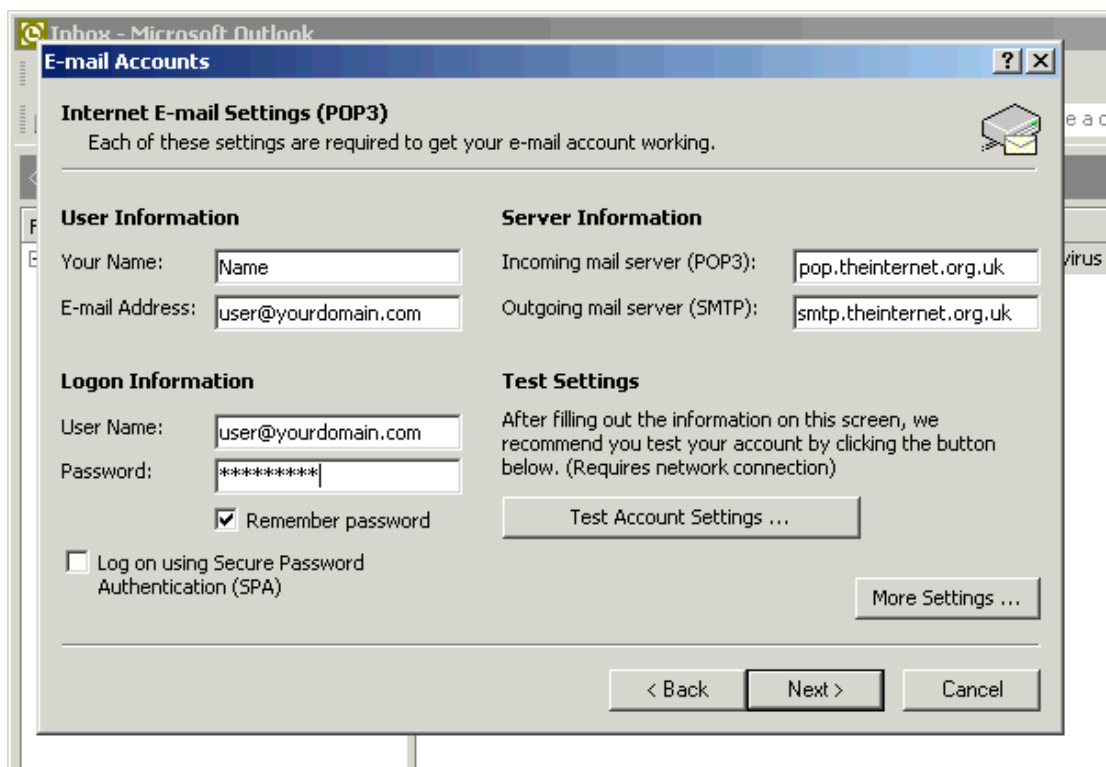
Check that there is a tick in the **Remember Password** check box.

Click **OK**.



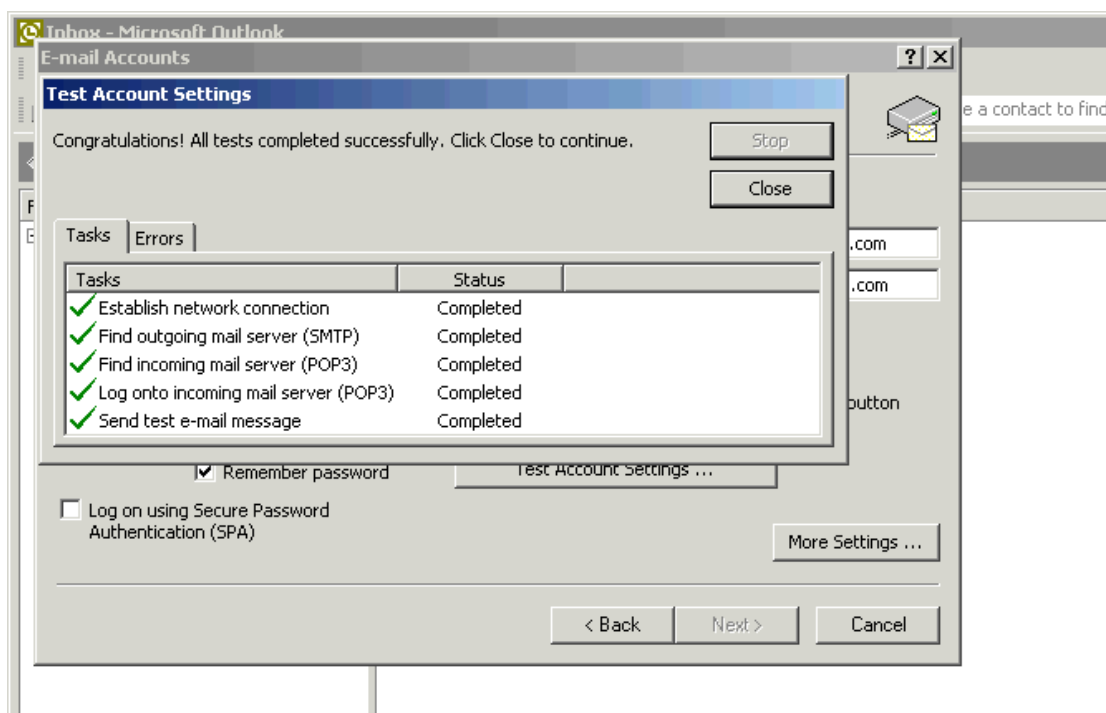
## Continue.

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



## Account Settings Test.

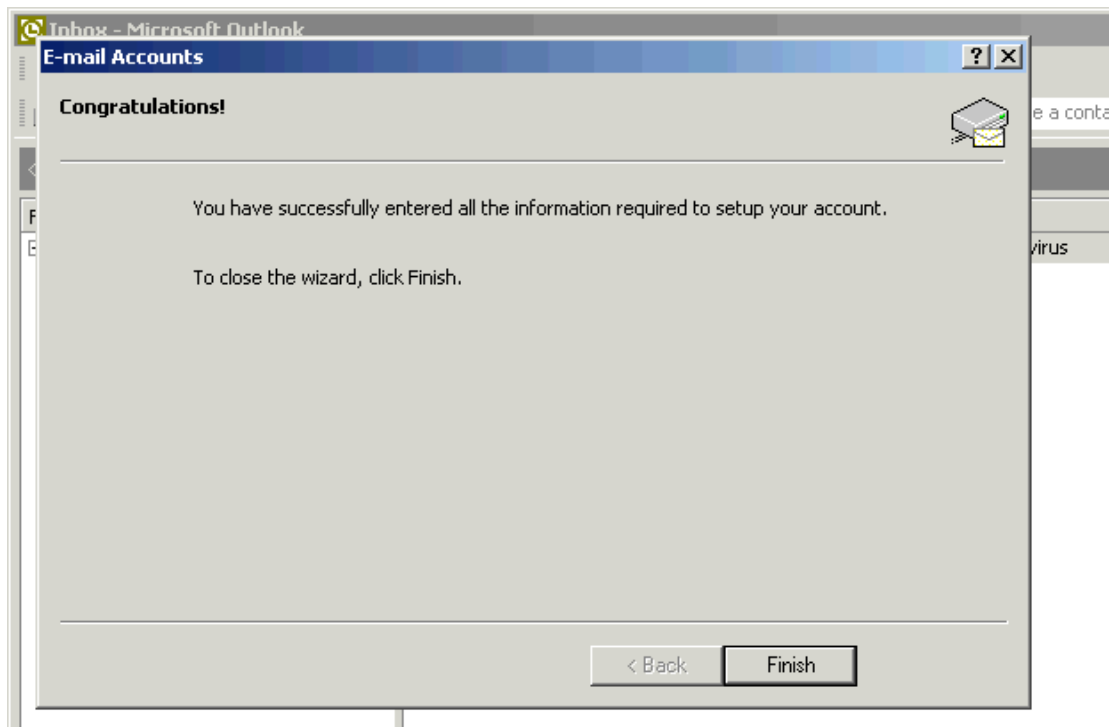
You should have **Green Ticks**, if not you will need to double check your entries in the previous dialogs. Click **Close** when finished & click **Next** in the Accounts screen.



arrowhead >>

## **Finish.**

Click **Finish**.



You have successfully completed the process.