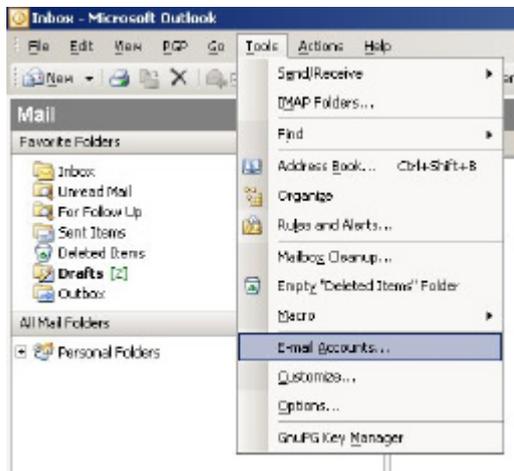


arrowhead >>

Adding a new account to Outlook 2003.

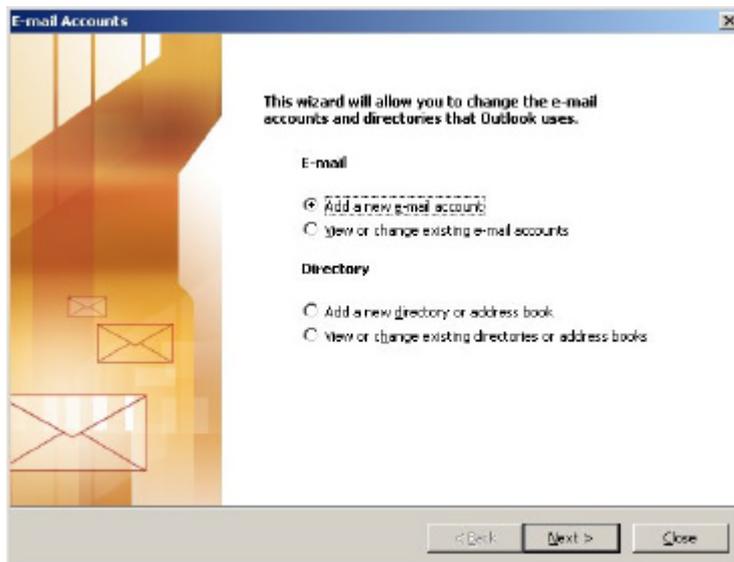
Starting the process.

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



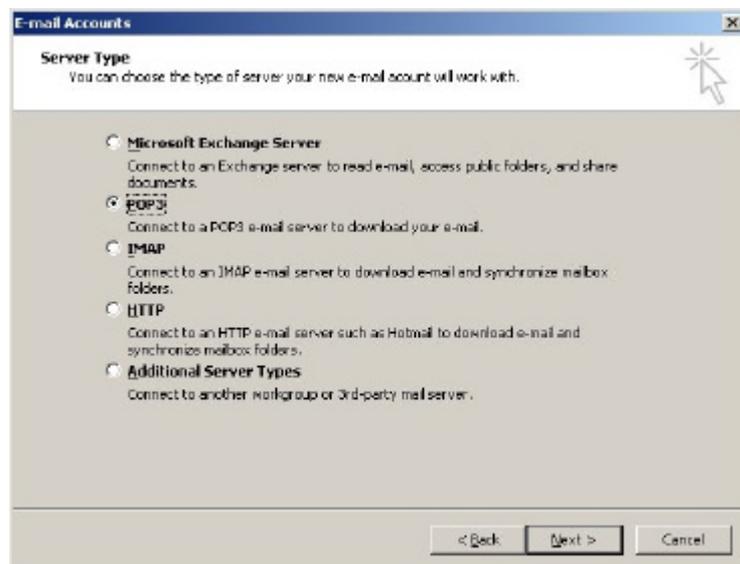
Adding a new account.

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

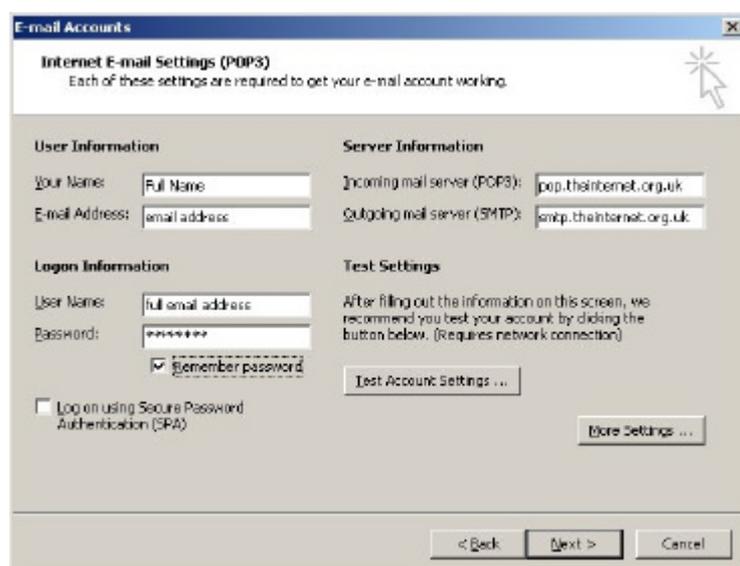


Choose account type.

You should normally choose POP3 as your server type. Your other valid option is IMAP. If you would like to use IMAP as your server type please refer to the IMAP setup guide.



Your Server Information :



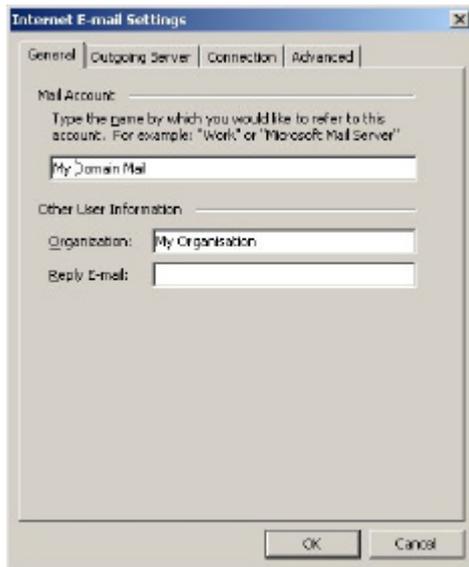
Incoming mail server (POP3) is pop.theinternet.org.uk

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...**



On the **General** tab you can rename the account to anything that identifies this as your Domain Email Account, you can leave it as **pop.theinternet.org.uk** if you like.

In the **organisation** box you can enter your organisation name, please leave the **reply e-mail** box clear. Now click on the **Outgoing Server** tab.



Security.

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

Click **OK** to go back to the Internet Settings dialog box.

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.

Finish.

Click **Finish**. You have successfully completed the process.