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.

E-mail Accounts		×
	This wizard will allow you to change the e-mail accounts and directories that Outlook uses.	
K	E-mail C Add a rew great account: C yiew or change existing e-mail accounts Directory C Add a rew directory or existent book	
	C view or change existing directories or address books	
	< Beck Dext > Store	•

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 :

lser Informa	tion	Server Information	
Jour Name:	Full Name	Incoming mail server (POP3):	pop.theinternet.org.uk
E-mail Address:	email address	<u>O</u> utgoing mail server (SMTP):	entp.theinternet.org.uk
Logon Inform	ation	Test Settings	
jser Name:	full email address	After filling out the information	n on this screen, we
Bassword:	******	button below. (Requires netw	ork connection)
	Remember password	Lest Account Settings	
Log on using	Secure Password		
Log on using Authenticati	I Secure Password i Secure Password ion (SPA)	Lest Account Settings	More Settings

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...

1	the server of connection (increased)	
Mail Account -		
Type the game account. For a	by which you would like to refer to this stample: "Work" or "Microsoft Mail Server"	
My Domain Mai	1	
Other User Infor	nation	
Organization:	My Organisation	
Reply E-mail:		

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.

Internet E-mail Settings	×
General Outgoing Server Connection Advanced	
I My gutgoing server (SMTP) requires authentication	
Use same settings as my incoming mail server	
C Log on using	
User Nemer	
Eassword:	
Remember presword	
Logion using Secure Password Authentication (SEA)	
C Log on to incoming mail server before sending mail	
OK Canoa	

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.

lser Informal	tion	Server Information	
jour Name:	Full Name	Incoming mail server (POP3):	pop.theinternet.org.uk
-mail Address:	email address	Qubgoing mail server (SMTP):	entp.theinternet.org.uk
ogon Inform	ation	Test Settings	
User Name: full email address		After filling out the information recommend you test your accounter below. (Requires network the set of the se	n on this screan, we ount by didking the ork connection)
	F gemember password	Lest Account Settings	
Log on using Authenticati	i Secure Password on (SPA)		More Settinos

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.

ingratulations) All tests completed successf	stop	
Tasks Errors		<u>Q058</u>
Tasks	Status	
Tasks ✓ Establish network connection ✓ Ead exteriors mail means / CMTP)	Completed Completed	
Tasks Establish network connection Find outgoing mail server (SMTP) Find toorstop mail server (SMTP)	Completed Completed Completed	
Tasks VEstablish network connection VEnd outgoing mail server (SMTP) VENd incoming mail server (PCP3) Les end incoming mail server (PCP3)	Status Completed Completed Completed	

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.

E-mail Accounts	Congratulations! You have successfully entered all the information required to setup your account.	×
	<bek< td=""><td></td></bek<>	

Click **Finish**. You have successfully completed the process. Page 4 of 4