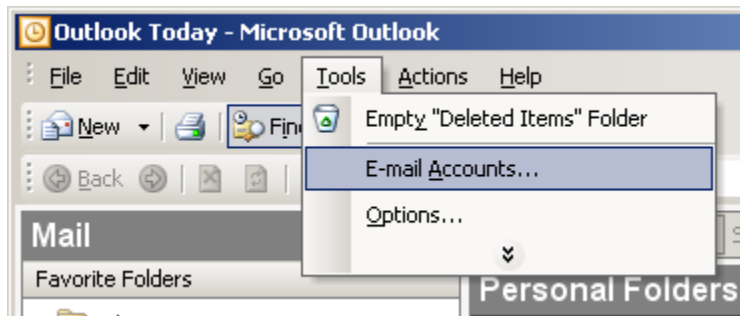


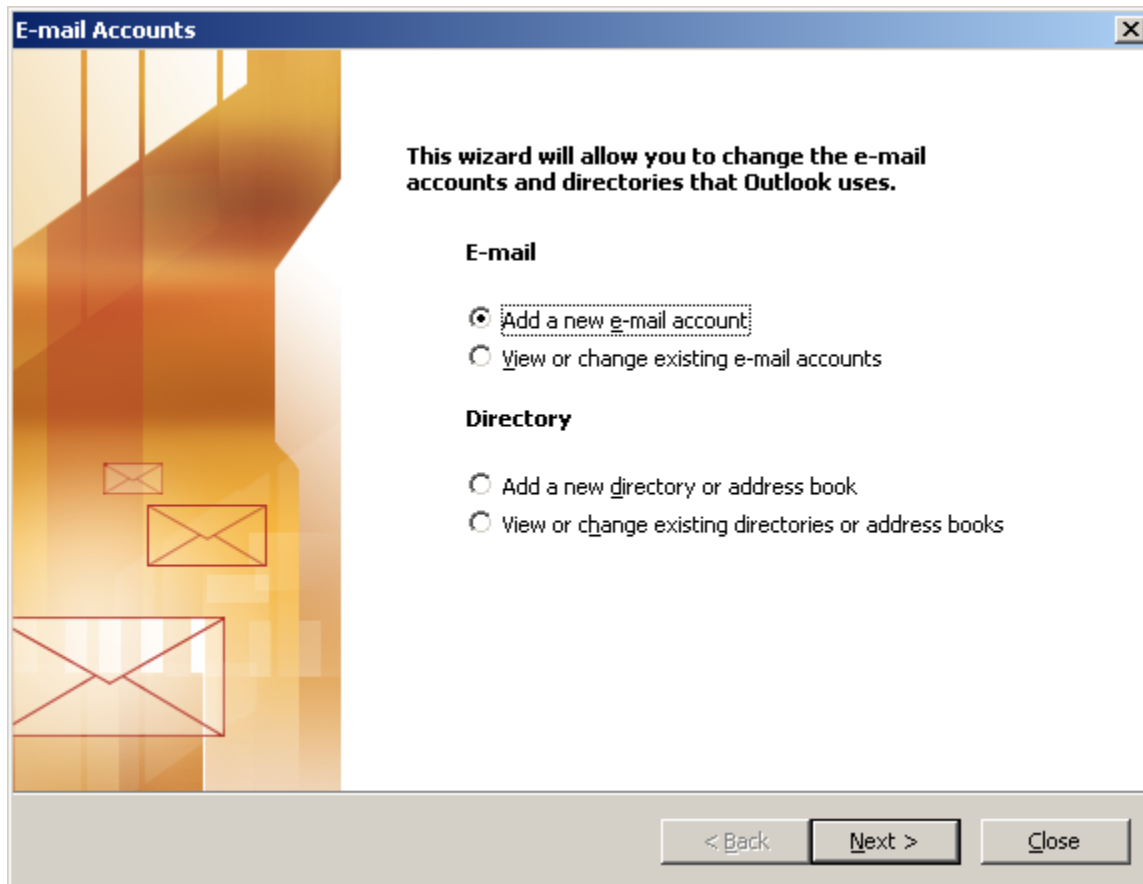
Outlook 2002/2003 Setup for POP3

On the Toolbar, **click Tools** and select **E-mail Accounts** from the menu.



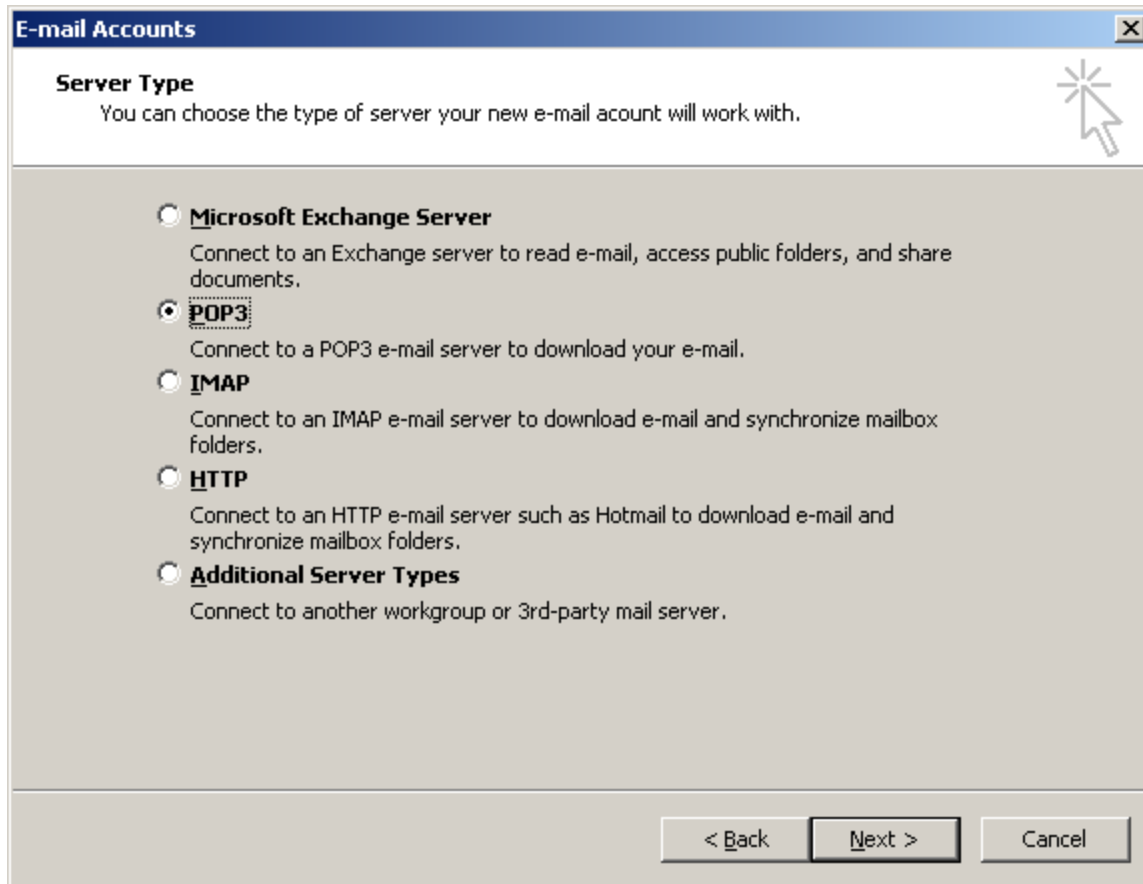
Select **Add a new** e-mail account.

Click **Next** to continue.



Select **POP3** from the list of options.

Click **Next** to continue.



User Information:

Your Name = **Enter your name.**

E-mail Address = **Enter your e-mail address.** (username@ispname.com)

Server Information:

Incoming mail server (POP3) = **pop.gmail.com**

Outgoing mail server (SMTP) = **smtp.gmail.com**

Logon Information:

User Name = **Enter your full e-mail address.**

Password = **Enter the password to the e-mail account.**

Important: Passwords are case-sensitive. Ensure your Caps Lock is disabled.

Check the box **Remember password.**

Click the **More Settings** button.

E-mail Accounts [X]

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)

Click the **Outgoing Server** tab:

Check the box My outgoing server (SMTP) requires authentication.

Select Log on using, and enter

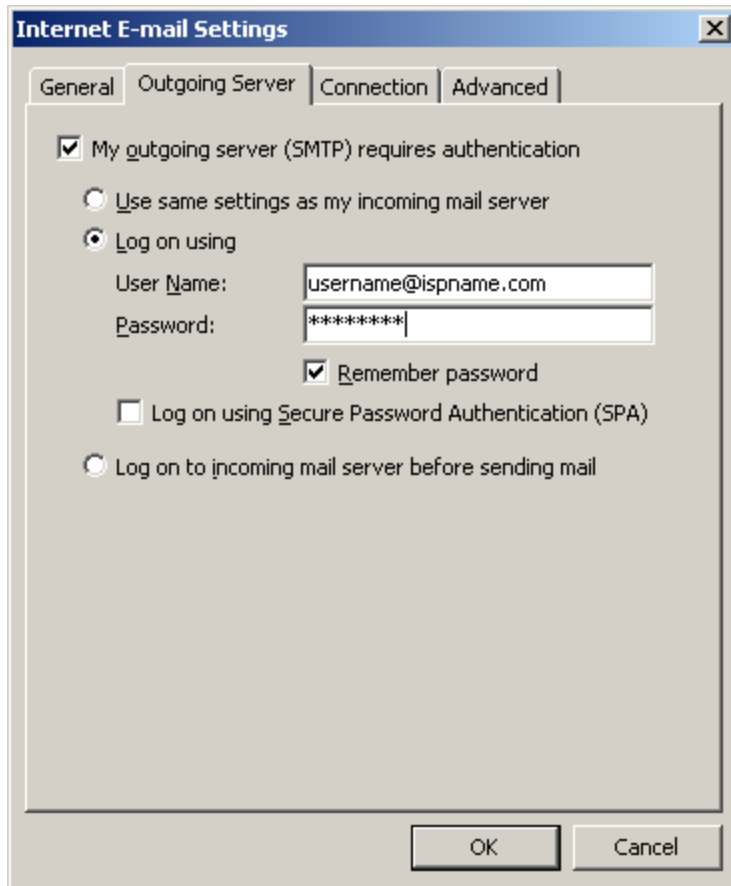
User Name = **Enter your full e-mail address.** (username@ispname.com)

Password = **Enter the password of the e-mail account.**

Important: Passwords are case-sensitive. Ensure the Caps Lock is disabled.

Check the box **Remember password**

Click the **Advanced Tab**

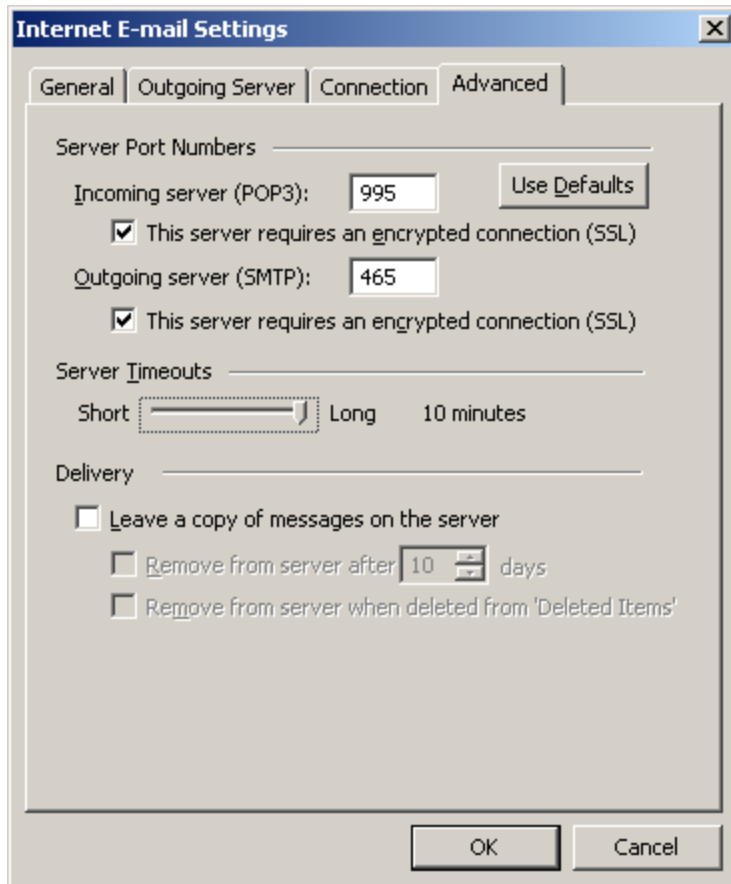


Outgoing mail (SMTP): make sure it is **set to 465 and SSL is checked**

Incomming mail (POP3): make sure it is **set to 995 and SSL is checked**

Server Timeouts: **Set all the way to long (5 minutes)**

Click OK.



Click Next to continue.

E-mail Accounts [X]

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:

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Click Finish to complete the wizard.



Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back

Finish