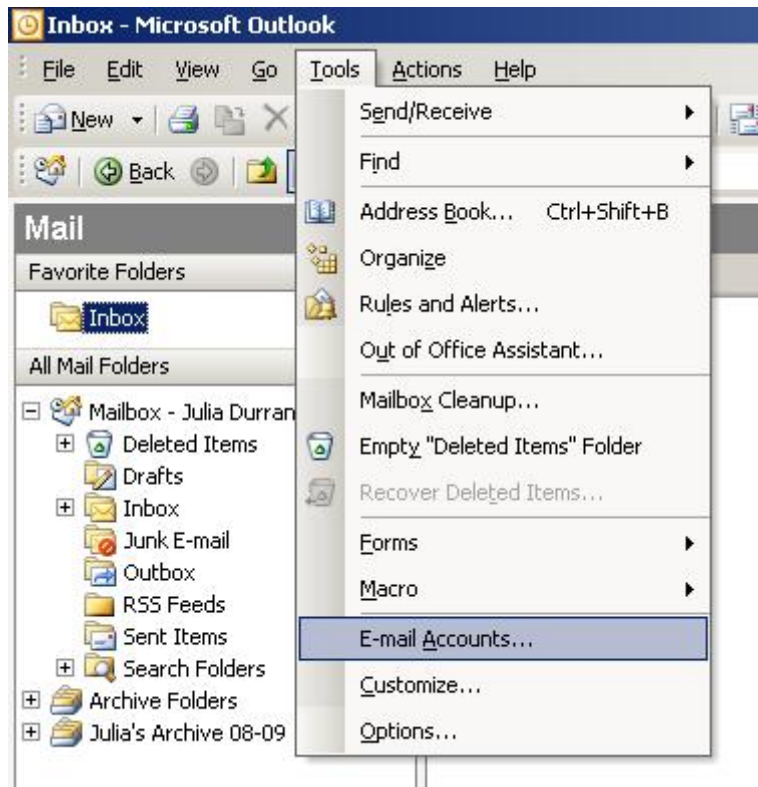
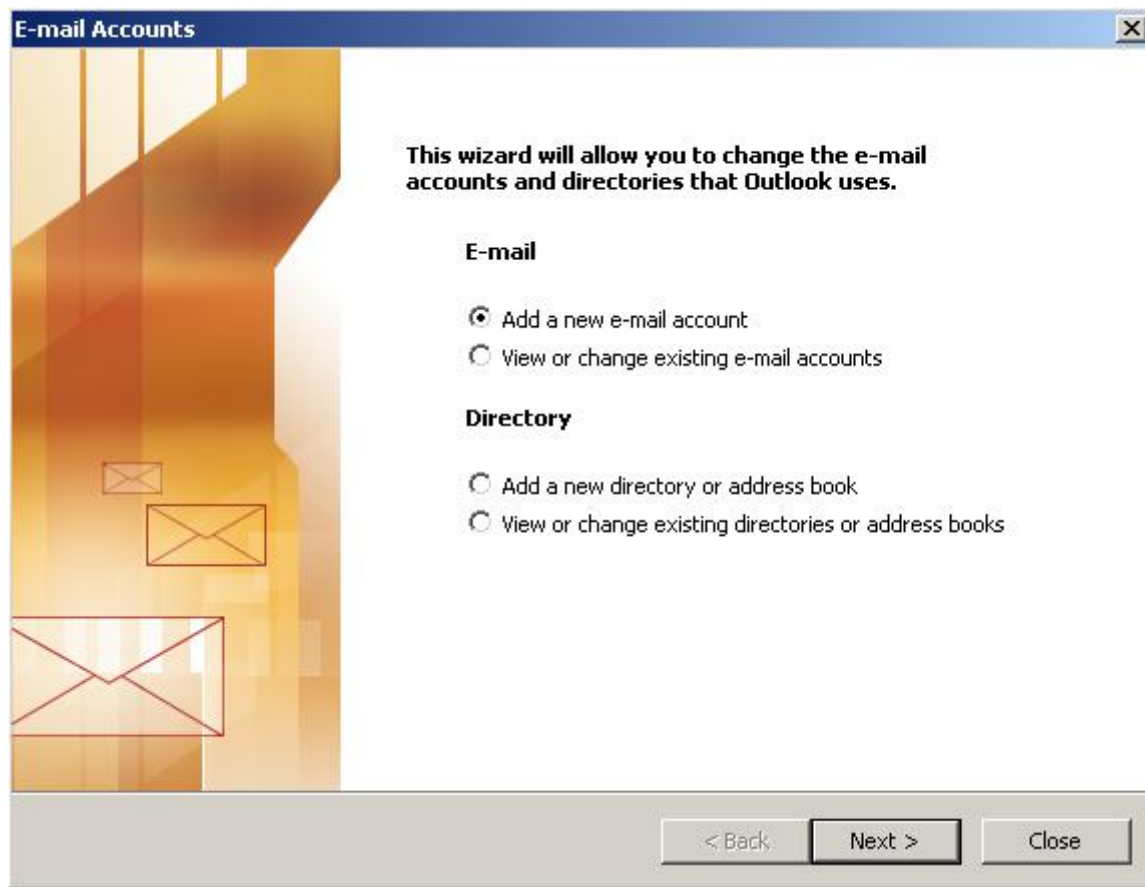


1. Launch Outlook 2002/2003
2. Select **Tools** from the top menu bar and then **E-mail Accounts**



Add a new email account

3. On the pop-up screen, select **Add a new email account** then click **Next**



Select Server Type

4. Under **Server Type**, select **POP3** or **IMAP** and then click **Next**



Confirm Email Settings

5. Enter the relevant details under User, Server and Logon Information. Check that your **username is your full email address** and, under Server Information, make sure to use the prefix "pop" and "smtp" as appropriate.
6. Once complete, click **More Settings**

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

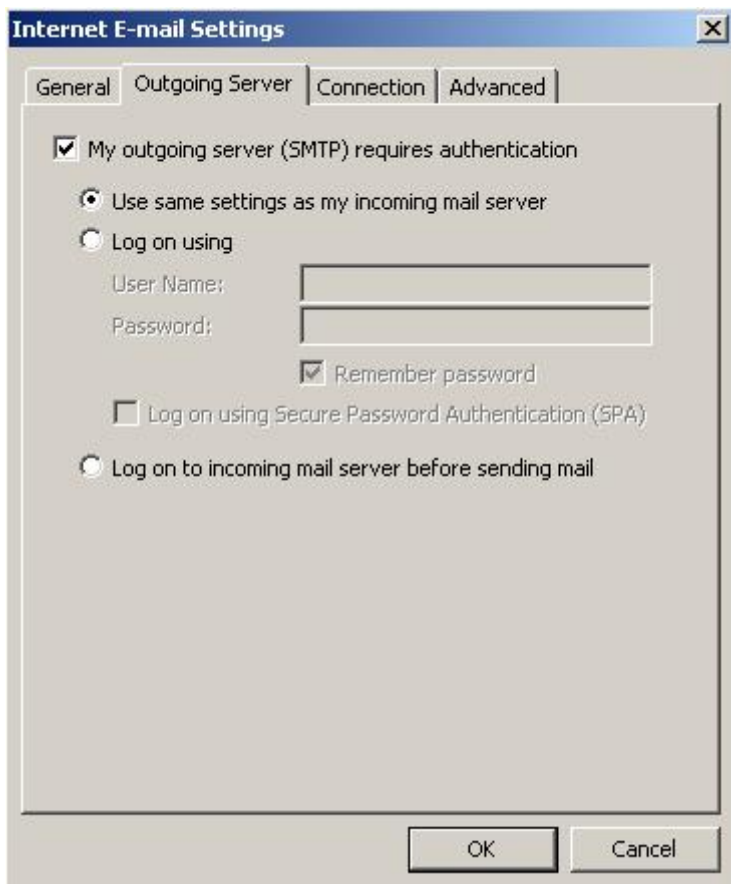
Log on using Secure Password Authentication (SPA)

Test Settings

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

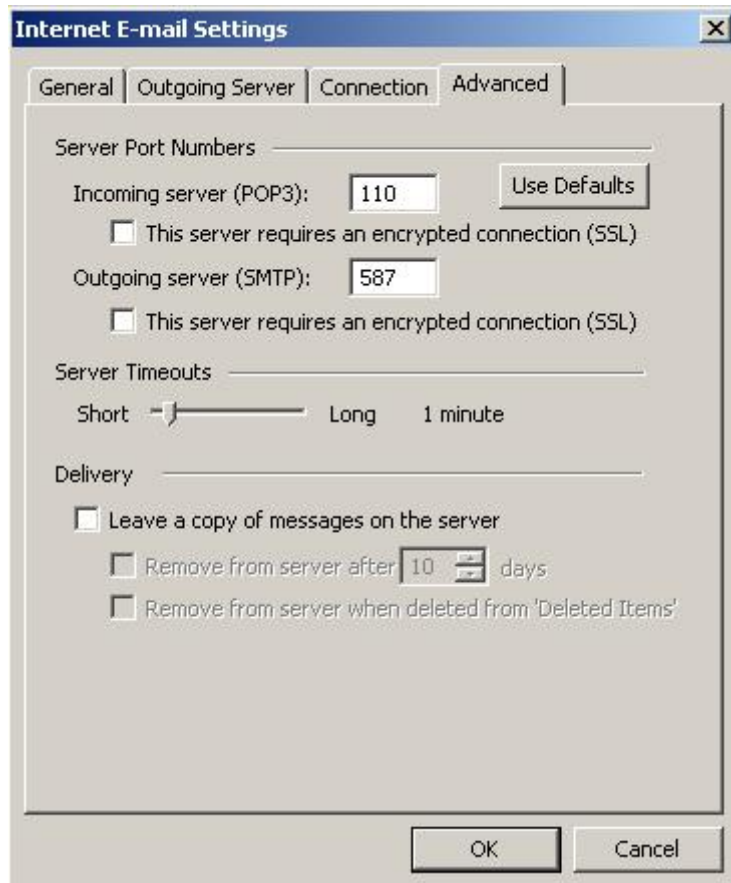
Outgoing Server Settings

7. On the pop-up, select the **Outgoing Server** tab
8. Ensure that the **My outgoing server (SMTP) requires authentication** checkbox is selected, as well as **Use same setting as my incoming mail server**



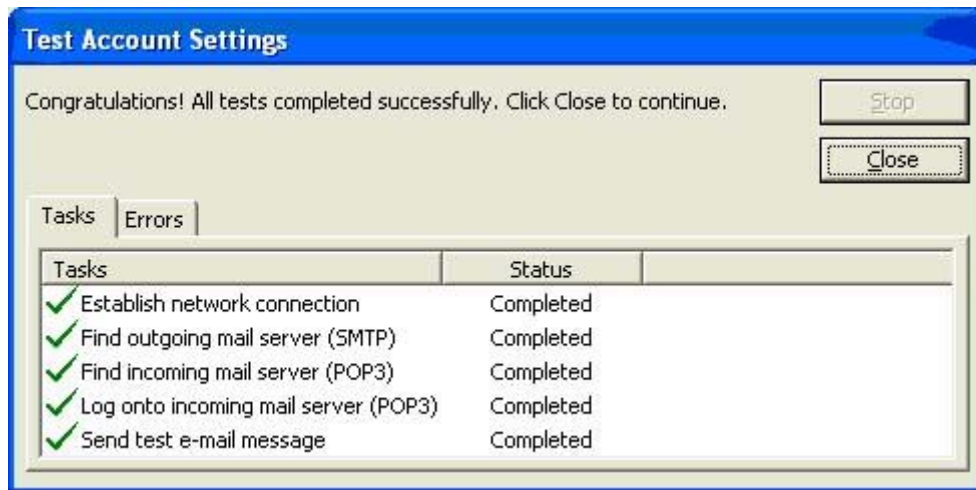
Advanced Settings

9. Select the **Advanced** tab
10. The **Incoming Server** ports: POP is 110 and IMAP is 143
11. Set the **Outgoing Server** (SMTP) port to **587**
12. Click **OK**



Test Account Settings

13. Click **Test Account Settings** to check if your details are correct
14. Click **Close**, then **Next** and **Finish**



15. Your Outlook mail program should now be set up to send and receive mail