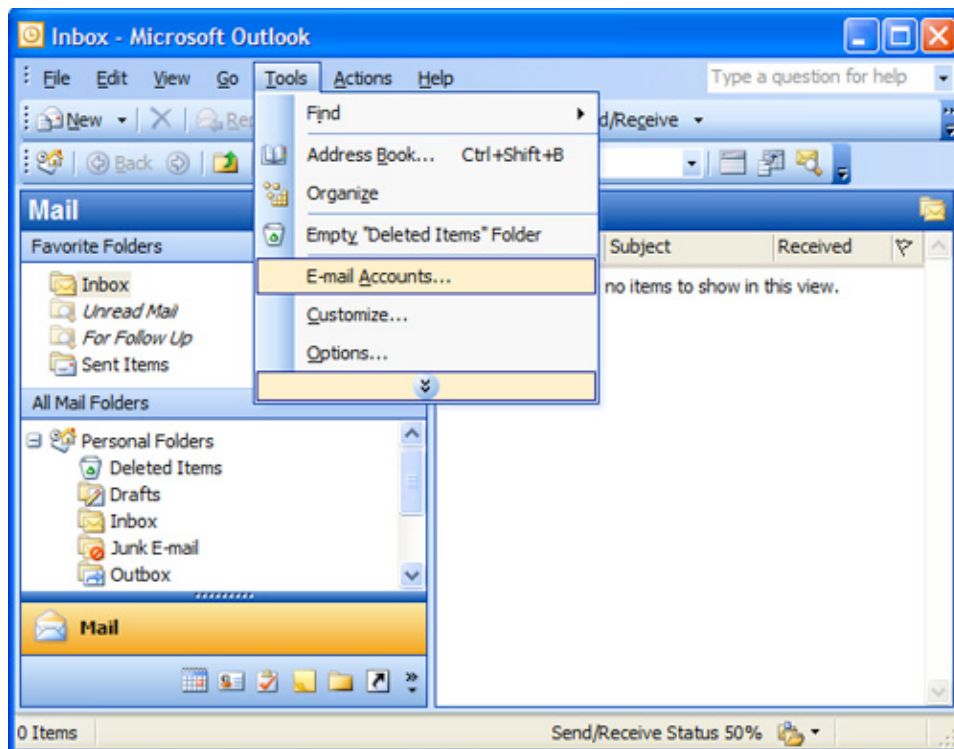


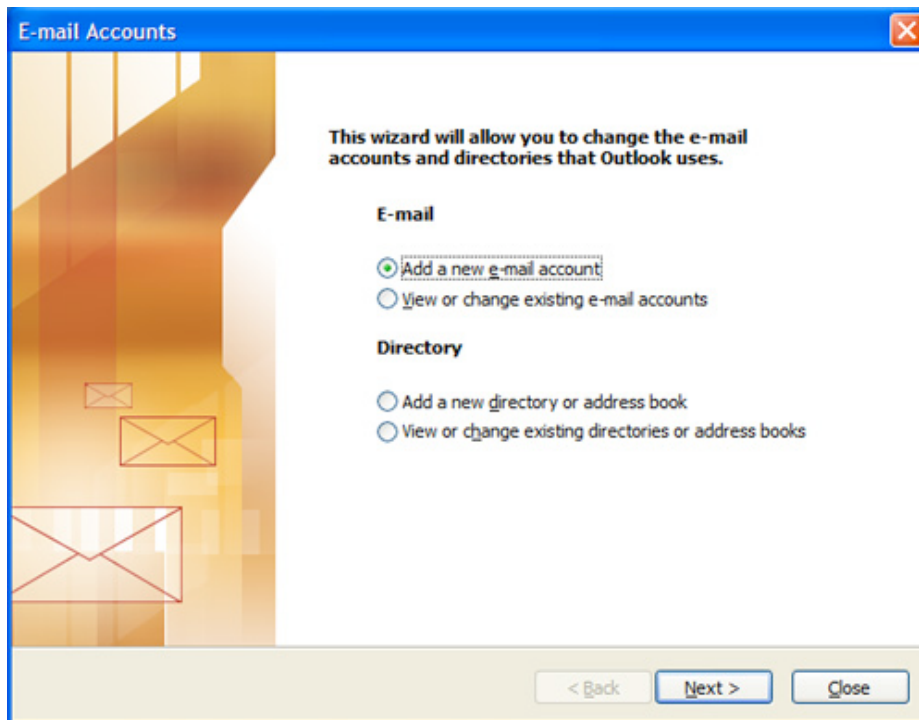
Setting up Outlook 2003

This tutorial shows you how to set up Microsoft Outlook to work with your email account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

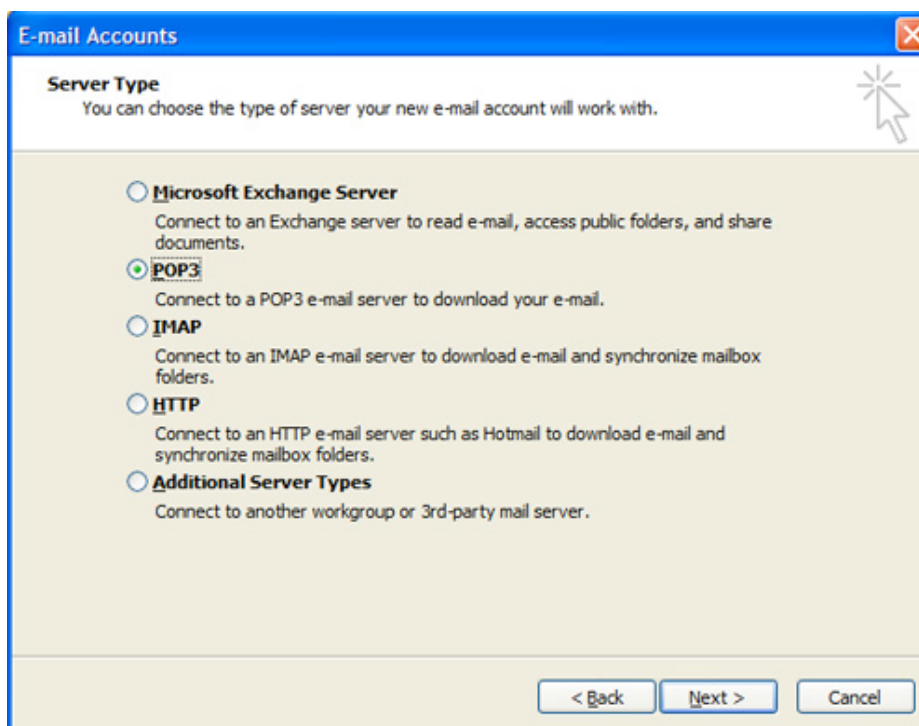
1. Open Outlook
2. Select Tools > E-mail Accounts



3. On the E-mail Accounts wizard window, select Add a new e-mail account. Click Next.



4. For your server type, select POP3 and click Next.



5. On the Internet E-mail Settings (POP3) window, enter your information as follows:

Your Name

Type your first and last name.

E-mail Address

Type your e-mail address.

User Name

Type your e-mail address, again.

Password

Type the password you set up for your email account.

Incoming mail server

Your incoming server is mail.mydomain.com.au, where "mydomain.com.au" is the name of your domain.

Outgoing mail server (SMTP): provided by your ISP

The screenshot shows a Windows-style dialog box titled "E-mail Accounts" with a close button in the top right corner. Below the title bar, the text "Internet E-mail Settings (POP3)" is displayed, followed by the instruction "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a star icon in the top right corner of the main content area.

The main content area is divided into four sections:

- User Information:** "Your Name:" with the text "John Smith" in the input field; "E-mail Address:" with the text "john@mydomain.com" in the input field.
- Server Information:** "Incoming mail server (POP3):" with the text "mail.mydomain.com" in the input field; "Outgoing mail server (SMTP):" with the text "mail.yourisp.com" in the input field.
- Logon Information:** "User Name:" with the text "john@mydomain.com" in the input field; "Password:" with the text "*****" in the input field; a checked checkbox labeled "Remember password"; and an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".
- Test Settings:** A paragraph of text: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below this text is a button labeled "Test Account Settings ...".

At the bottom right of the main content area is a button labeled "More Settings ...". At the bottom of the dialog box are three buttons: "< Back", "Next >", and "Cancel".

6. Congratulations! You have successfully setup your Email. Click Finish to end.

