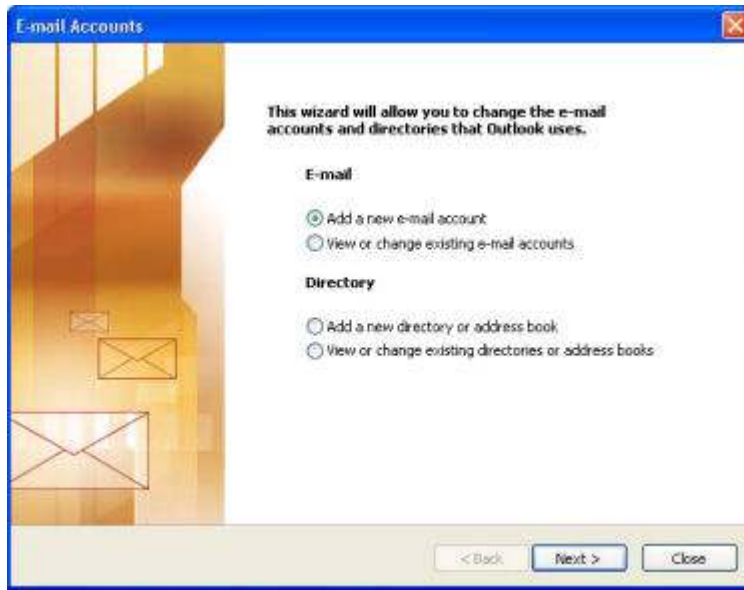


## How to set up Outlook 2003 for email

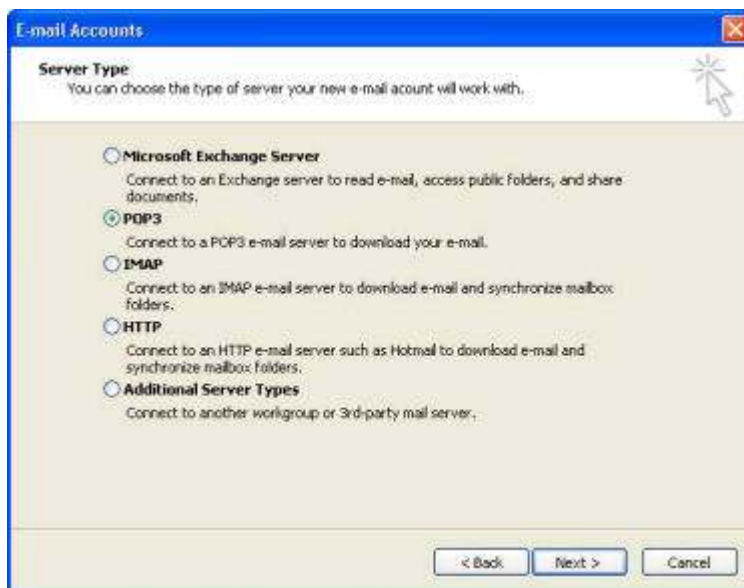
This tutorial will guide you in setting up Outlook 2003 for the first time

When you open Outlook 2003 for the first time, select **Tools** and then **Email Accounts...**

1. When the Wizard starts, select **Add a new e-mail account** and click **Next** to continue



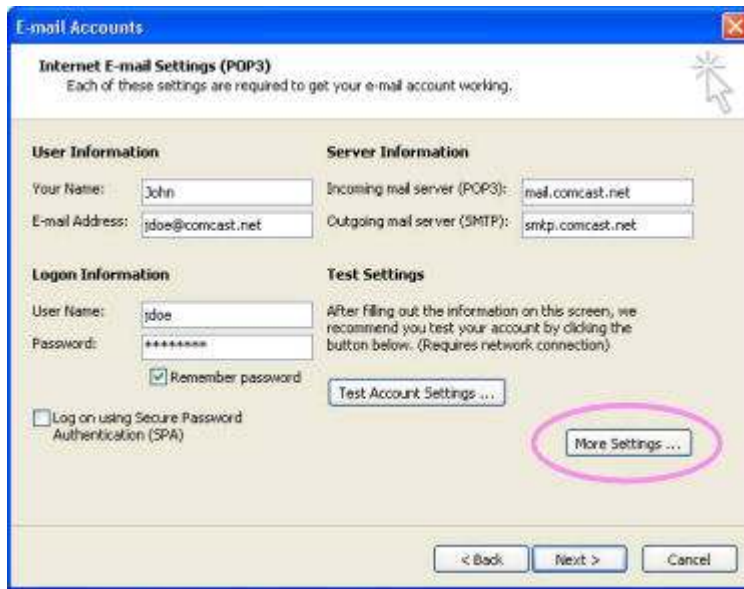
2. Select **POP3** and then click **Next** again



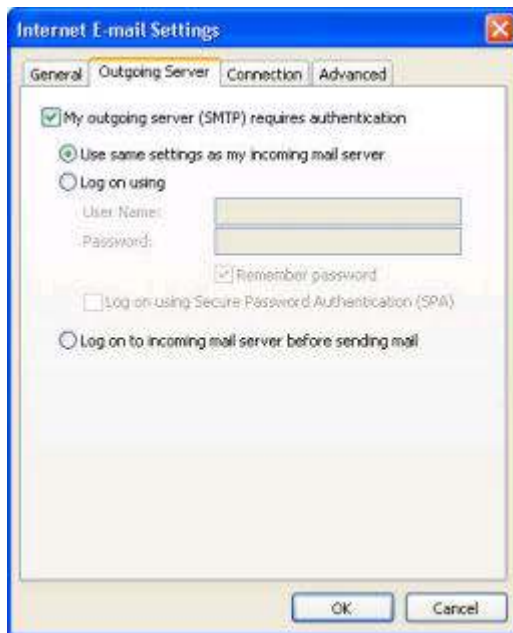
3. Here you'll need to enter your name, email address, user name, password and mail server info. If you're unsure of your mail server names, refer to the article titled [Broadband ISP](#)

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[Email Server Settings](#). When each of the fields is filled in, click the **More Settings...** button.



4. Select the **Outgoing Server** tab and place a check in the box labeled **My outgoing server (SMTP) requires authentication**. Make sure that **Use same settings as my incoming mail server** is selected. This step may not be required by your ISP, yet, but more and more are making it a requirement. And even if it's not required, it's still a good idea. Click **OK** to return to the previous settings window.



5. Now click the **Test Account Settings...** button.

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**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: John  
E-mail Address: jdoe@comcast.net

**Server Information**  
Incoming mail server (POP3): mail.comcast.net  
Outgoing mail server (SMTP): smtp.comcast.net

**Logon Information**  
User Name: jdoe  
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)

**Test Account Settings ...** (circled in pink)

More Settings ...

< Back Next > Cancel

6. If each of the fields have been filled in properly, you should get green check marks for each of the tasks. If any errors are reported, select the **Errors** tab for more information. Click **Close** and then back in the settings window click **Next**.

**Test Account Settings**

Congratulations! All tests completed successfully. Click Close to continue.

Stop Close

Tasks Errors

Tasks	Status
✓ Establish network connection	Completed
✓ Find outgoing mail server (SMTP)	Completed
✓ Find incoming mail server (POP3)	Completed
✓ Log onto incoming mail server (PO...	Completed
✓ Send test e-mail message	Completed

7. That's it, you're done! Click **Finish** to begin using Outlook 2003.

**E-mail Accounts**

**Congratulations!**

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

To close the wizard, click Finish.

< Back Finish

8. Notice that one of the first messages you'll download is a 'test message' that Outlook actually sent itself (this was the test performed back in step 6). This message can of course be deleted.

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