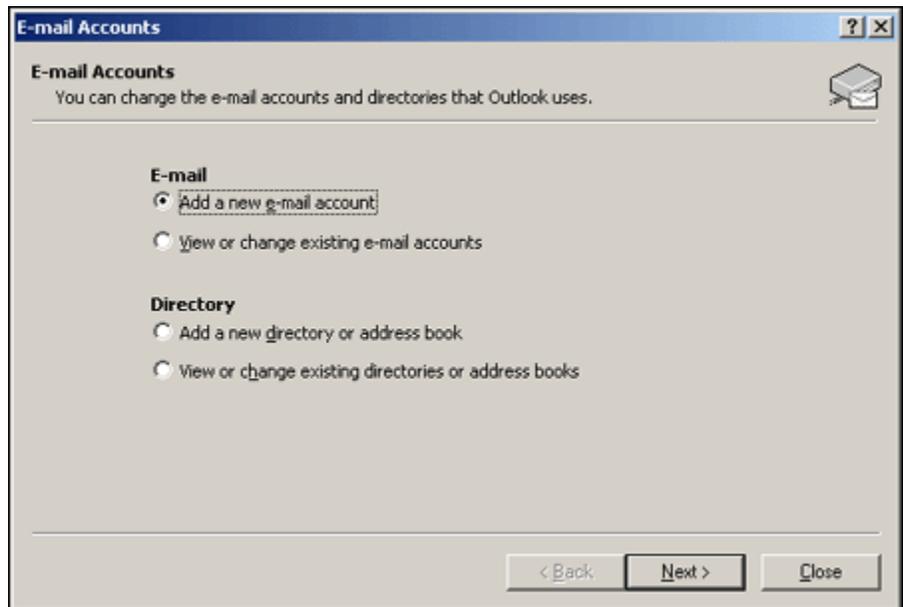


Configuring E-mail: Microsoft Outlook 2002/XP

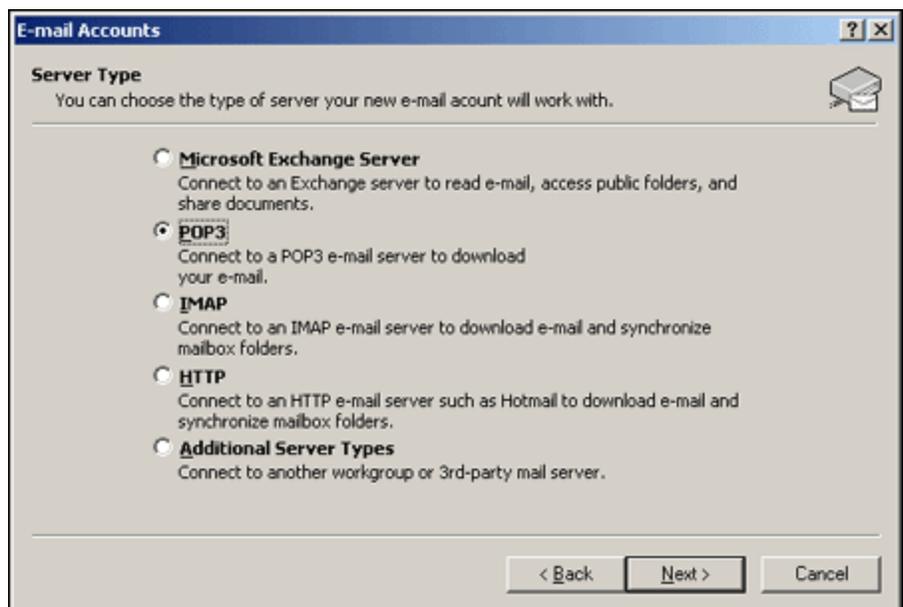
- You can open **Microsoft Outlook** on your computer by going to **Start -> Programs -> Microsoft Outlook**.

- Once in Microsoft Outlook, from the **Tools** menu, select **E-mail Accounts**. Then select the radio button marked **Add a new e-mail account** and click **Next**.

*Note: If you are just updating your settings for the new security features then you would select **View or change existing e-mail accounts** and click **Next**.*



- Select the radio button marked **POP3** and click **Next**.



- In the **User Information** fields, enter your first and last name and e-mail address you would like to set up on Microsoft Outlook.

- In the **Server Information** fields, enter *mail.yourdomain.com* as the **Incoming mail server** and *mail.yourdomain.com* as the **Outgoing mail server**.

- In the **Logon Information** fields, enter your e-mail address as the **User Name** and the password for that mailbox as the **Password**.

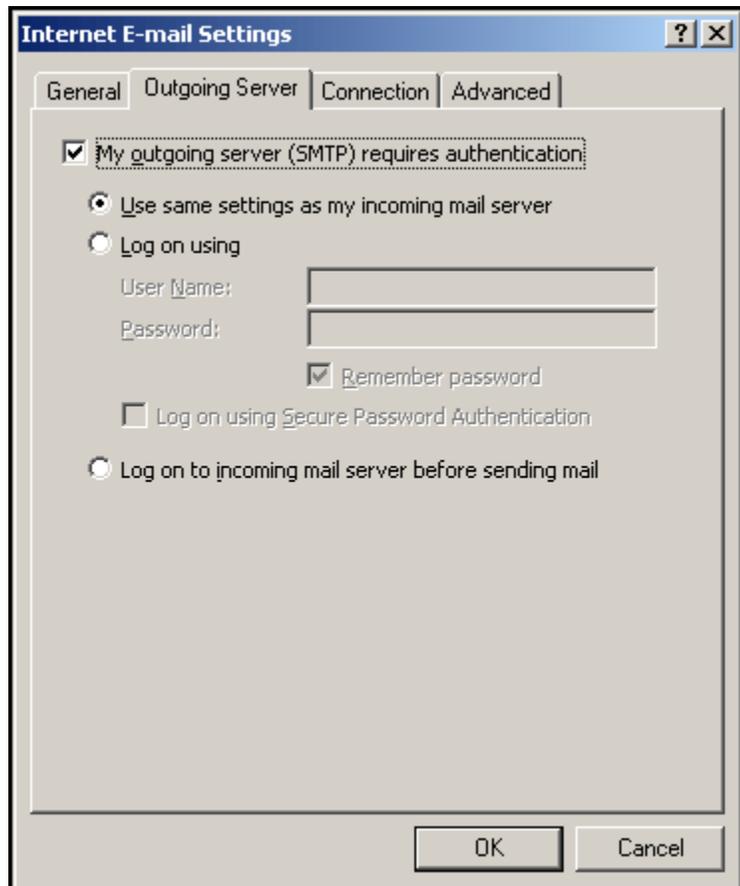
NOTE: If you are updating a previously created e-mail account that has a '%' in the username please change the '%' to an '@' so that it looks like an e-mail address.

NOTE: Enter the e-mail address of your actual mailbox, NOT a forwarding address. Once you have configured Outlook to this mailbox, Outlook will receive mail sent to all forwarding addresses associated with this mailbox.

If you have previously configured e-mail programs to your mailbox using only the name of the mailbox ("mailbox_name" with no "@domain.com"), continue to use that mailbox name.

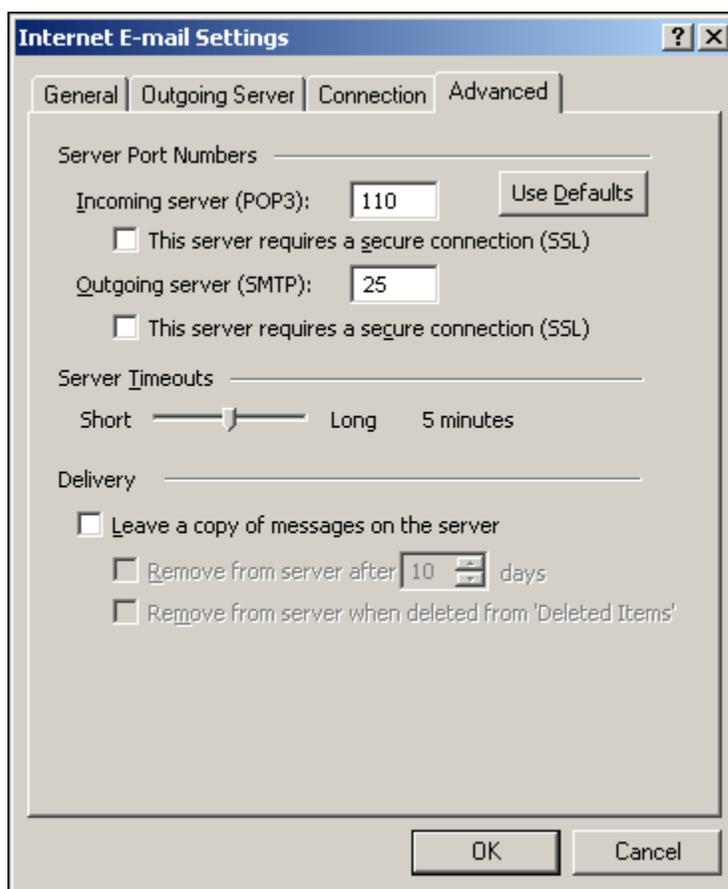
- Then click **More Settings**.
- Click on the **Outgoing Server** tab and check the box labeled **My outgoing server (SMTP) requires authentication**.

Then select the radio button marked **Use same settings as my incoming mail server**.

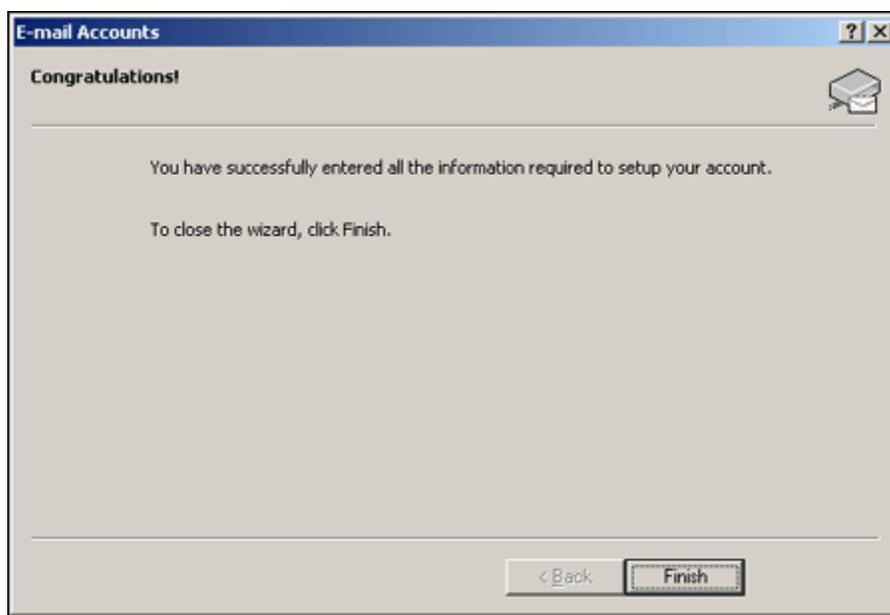


- Click on the **Advanced** tab and verify that the **Incoming server (POP3)** is set to **110** and the **Outgoing sever (SMTP)** is changed from **25 to 587** for better spam protection. Then click **OK**.

NOTE: If you have previously sent messages with a different SMTP port number, that number will still work.



- Microsoft Outlook has now been configured to your mailbox! Click **Finish**; then click on the **Inbox** icon in the left navigation menu of Microsoft Outlook to see the inbox of the e-mail account you have just set up.



Testing Your Account

- Send yourself a message from an external e-mail address to make sure that you are properly set up to receive mail. Click on the **Send/Receive** button to receive your incoming e-mail.

Next, send a message using Outlook to an external e-mail address to make sure that you can send mail.

If you do not receive an error message when you receive or send mail, you can begin using Microsoft Outlook.

Add Another Mailbox

If you would like Microsoft Outlook to receive mail from more than one mailbox, select first the **Tools** menu and then **E-mail Accounts** again and continue along with the steps outlined in this tutorial.