

Creating an E-Mail Account in MS Outlook 2002/03, Outlook 2007, and Outlook Express

Microsoft Outlook 2003:

1. Open your Microsoft Outlook.
2. On the Tools menu, select "E-mail Accounts".
3. Select "Add a new e-mail account", and click Next.
4. Select POP3, and then click Next.

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

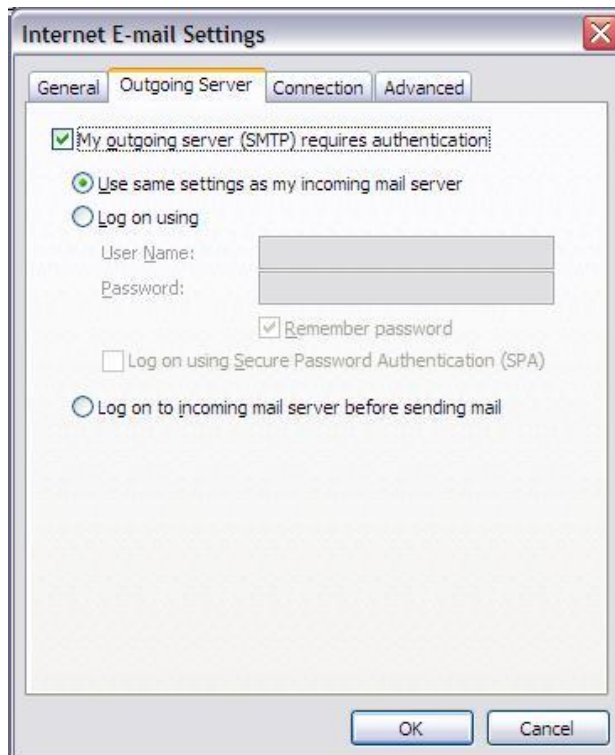
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

1	Your Name	Enter your name as you would like it to appear
2	E-mail Address	Enter your E-mail Address
3	Incoming Mail Server (POP3)	Enter mail.
4	Outgoing Mail Server (SMTP)	Enter mail.
5	User Name	Enter your E-mail Address
6	Password	Enter your Password, the password you set when you create this mailbox from your control panel

Notes:

- Replace with your actual domain name.
- Do Not enable "Log on using Secure Password Authentication (SPA).

5. Click on "More Settings" button to continue.



6. Enable "My outgoing server (SMTP) requires authentication.

7. Select Use same settings as my incoming mail server.

8. Click "OK" to continue.

9. Click "Next" to finish the setup.

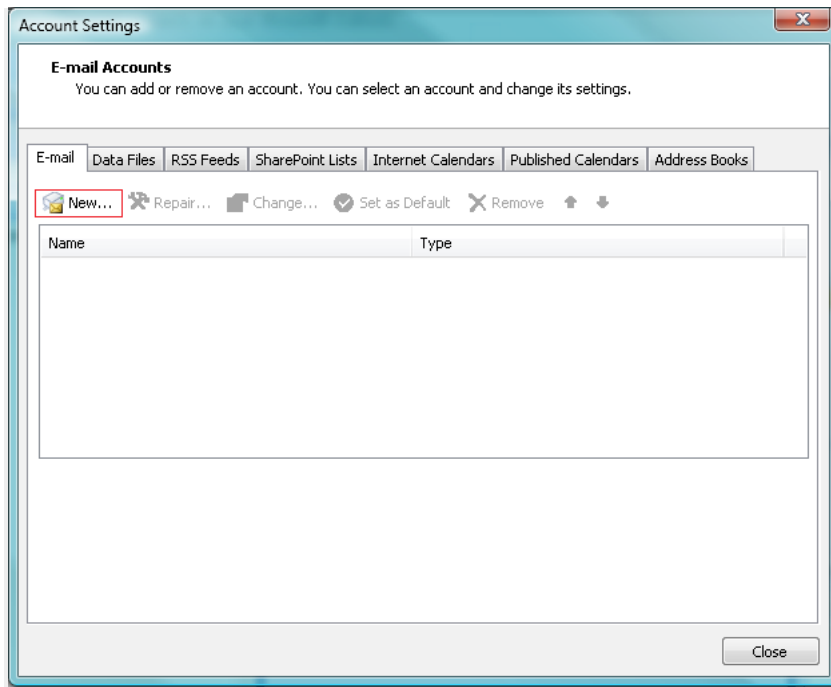
10. Your email account is now configured properly on your Microsoft Outlook.

Microsoft Outlook 2007

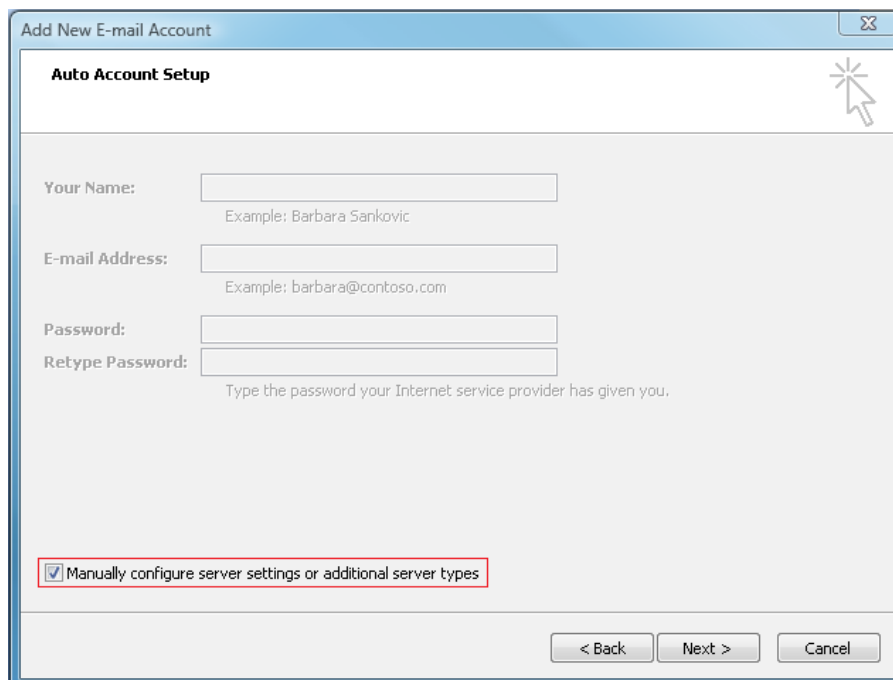
1. Launch your Microsoft Outlook 2007

2. Go to Tools and select Account Settings.

3. Click on the New.. to create a new email account as below screen shot.



4. Check on Manually configure server settings or additional server types? as below screen shot



5. Enter your name and full email address on User's Information section.

6. Select Account Type. You may choose either POP3 or IMAP as we support for both email protocol.

7. Enter mail.domain.com for incoming and Outgoing mail server (SMTP) mail.domain.com

8. Then assign your full email address and password on the Logon information section and check on to remember password

9. Then click on the More settings... as below screenshot.

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name:
E-mail Address:

Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

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

< Back Next > Cancel

10. Then go to Outgoing server tab to check on My outgoing server (SMTP) requires authentication as it is our currently mail server policy to allow sending from mail client.

Internet E-mail Settings

General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

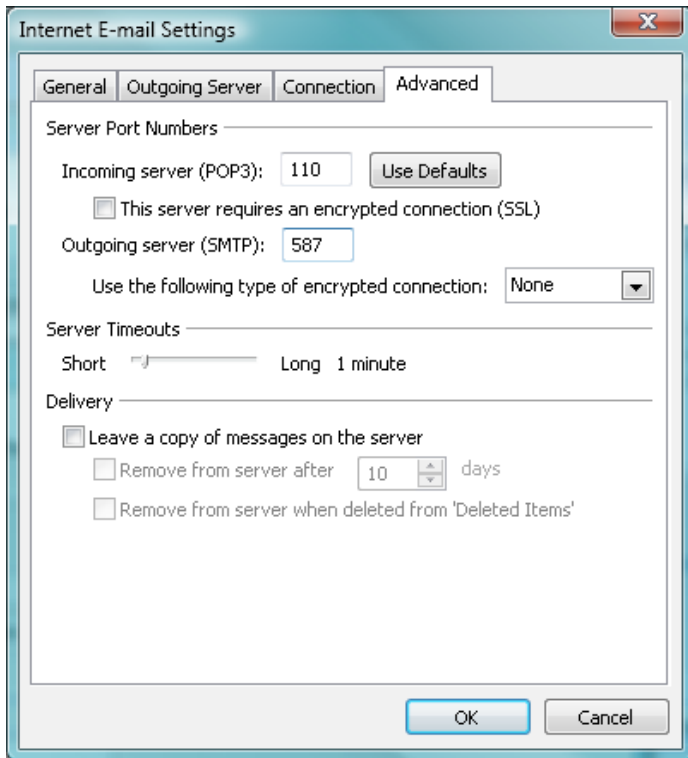
User Name:
Password:
 Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

OK Cancel

11. Go to Advanced tab and change Outgoing server (SMTP) port from 25 to 587 and click OK.



12. Click Finish and your email account in Microsoft Outlook 2007 is ready to use.

