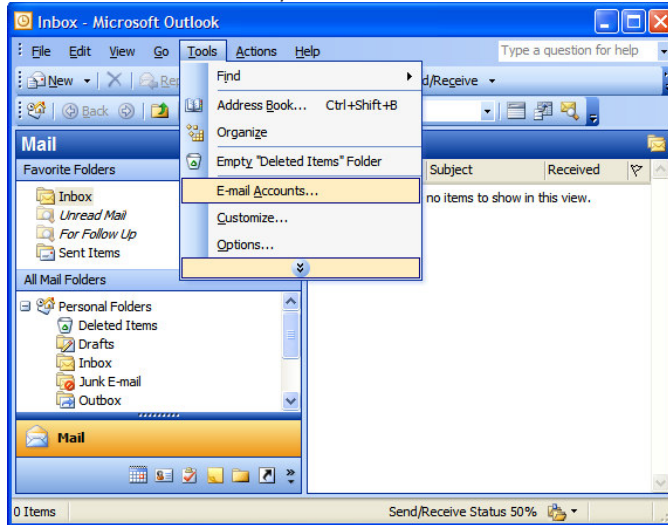
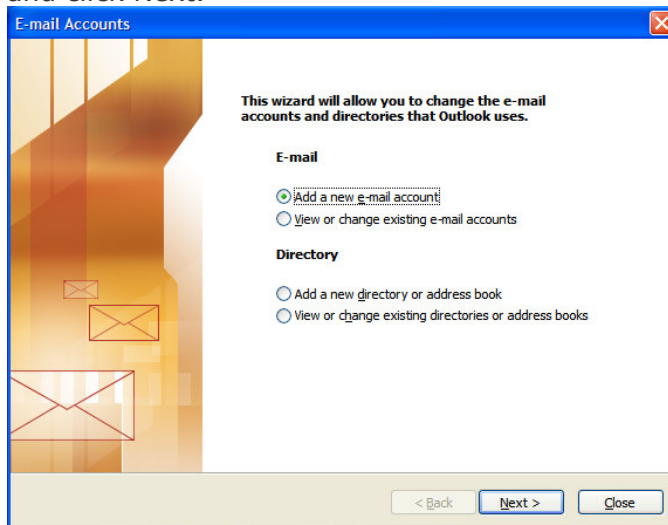


This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this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

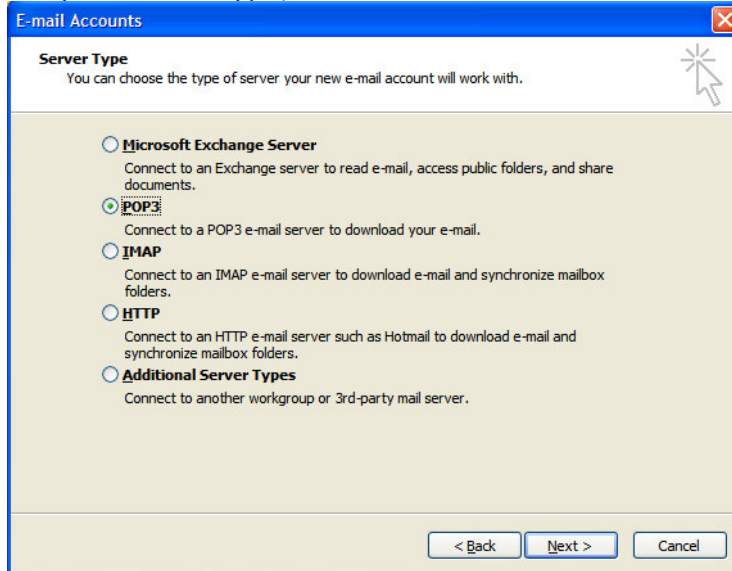
1. In Microsoft Outlook, select Tools > E-mail Accounts.



2. On the E-mail Accounts wizard window, select "Add a new e-mail account" and click Next.



3. For your server type, select "POP3" and click Next.



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

Your Name

Enter your first and last name.

E-mail Address

Enter your e-mail address.

User Name

Enter your e-mail address, again.

Password

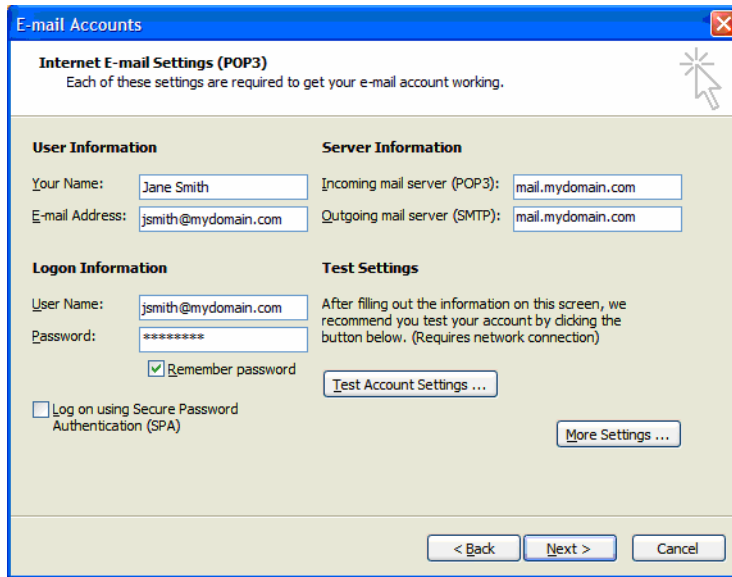
Enter the password you set up for your e-mail account.

Incoming mail server (POP3)

Your incoming server is *mail.mydomain.com*, where "mydomain.com" is the name of your domain. [Located at "Welcome Kit"](#).

Outgoing mail server (SMTP)

Your outgoing server is *mail.mydomain.com*, where "mydomain.com" is the name of your domain. [Located at "Welcome Kit"](#).



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

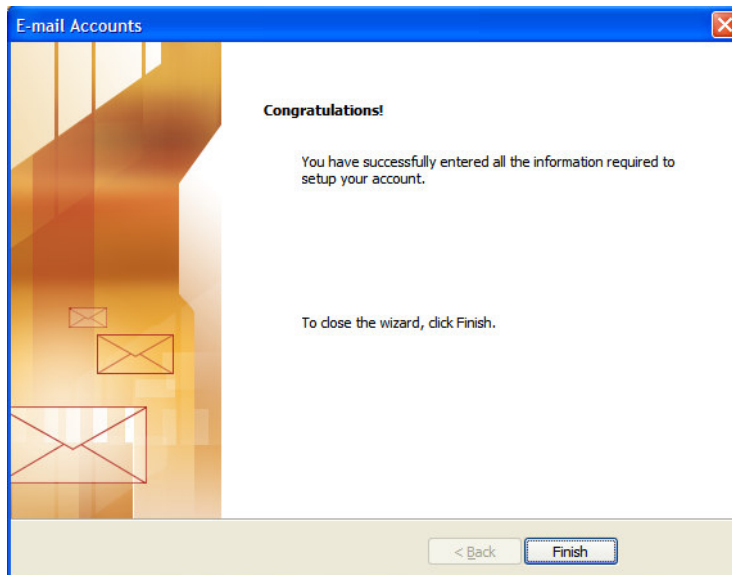
User Name:
Password:
 Remember password
 Log on using Secure Password Authentication (SPA)

Test Settings

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

5. Click Next.

6. Click Finish.



E-mail Accounts

Congratulations!

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

To close the wizard, click Finish.