

Outlook 2003 Email Setup For Hosted Clients

Go to start-settings-control panel-mail and click on Email Accounts.

Click add a new email account-Pop3.

Enter your name and email address. Your POP3 and SMTP servers should be *mailserver.domain.com* where *domain.com* is your domain name.

Your username will be your email address but a % sign substituted for the @ sign. See diagram below.

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:

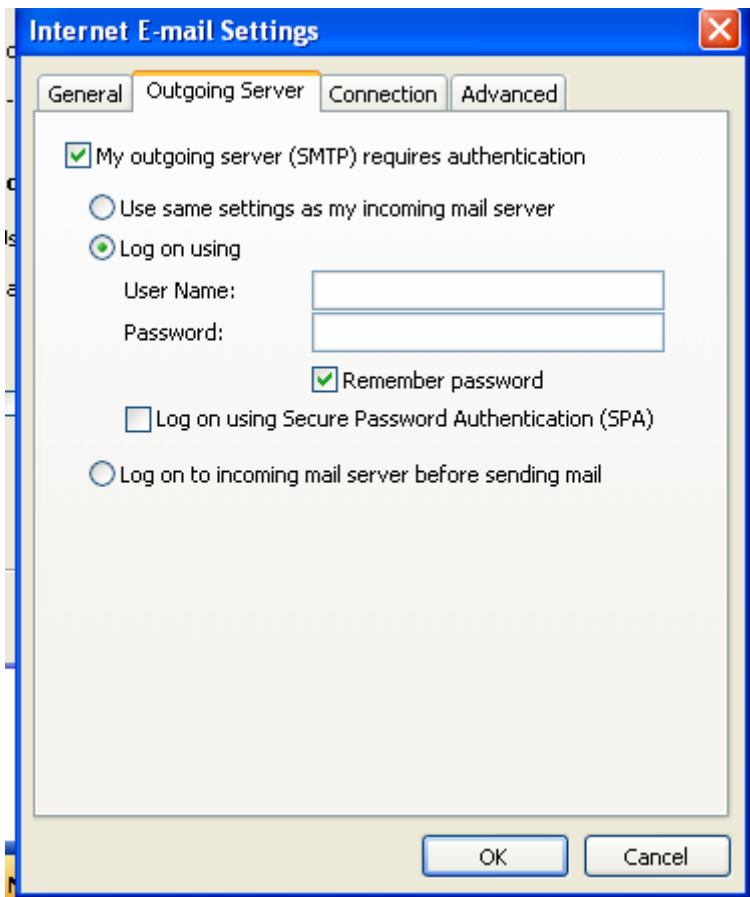
Remember password

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)

NOTE: Depending on your Internet Service Provider, you may need to authenticate your outgoing mail through their server. To set this up you would need the mailserver information from your ISP (SBC, Brighthouse, etc). Click on the More Settings tab. Click on the Outgoing server tab. If not this can be ignored and you can click on “test account settings” to see if the email address connects. If it does you are ready to go.



Check the box for “My outgoing server requires authentication” and enter the username and password that your ISP would have given you for your Internet account. (xxx@sbcglobal.net , for example) and then the password you that account. You may have to check their website or call your ISP to get this information. You would then also need to change your outgoing mailserver on the previous screen shot to match theirs or your email will not send out.

Once this is set up, click ok and go back to the main setup screen and click on “test account settings” and if the account comes back as connected you are ready to go.