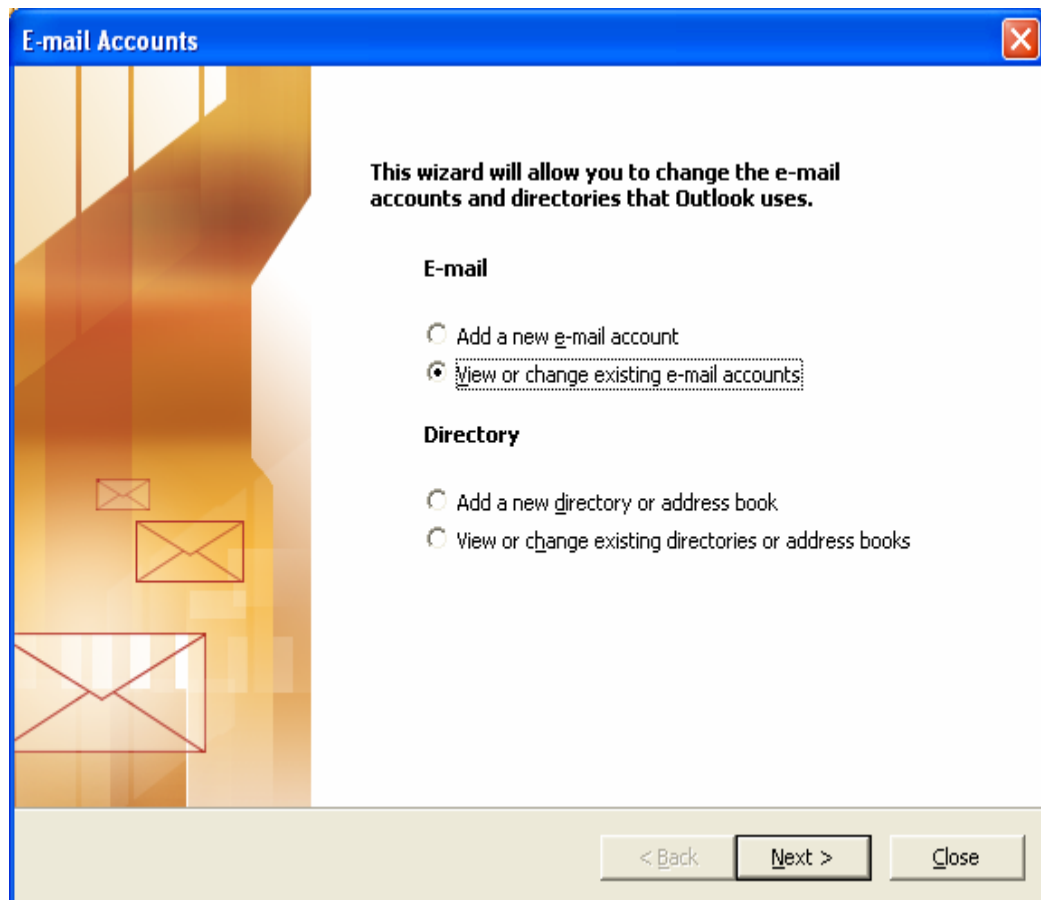
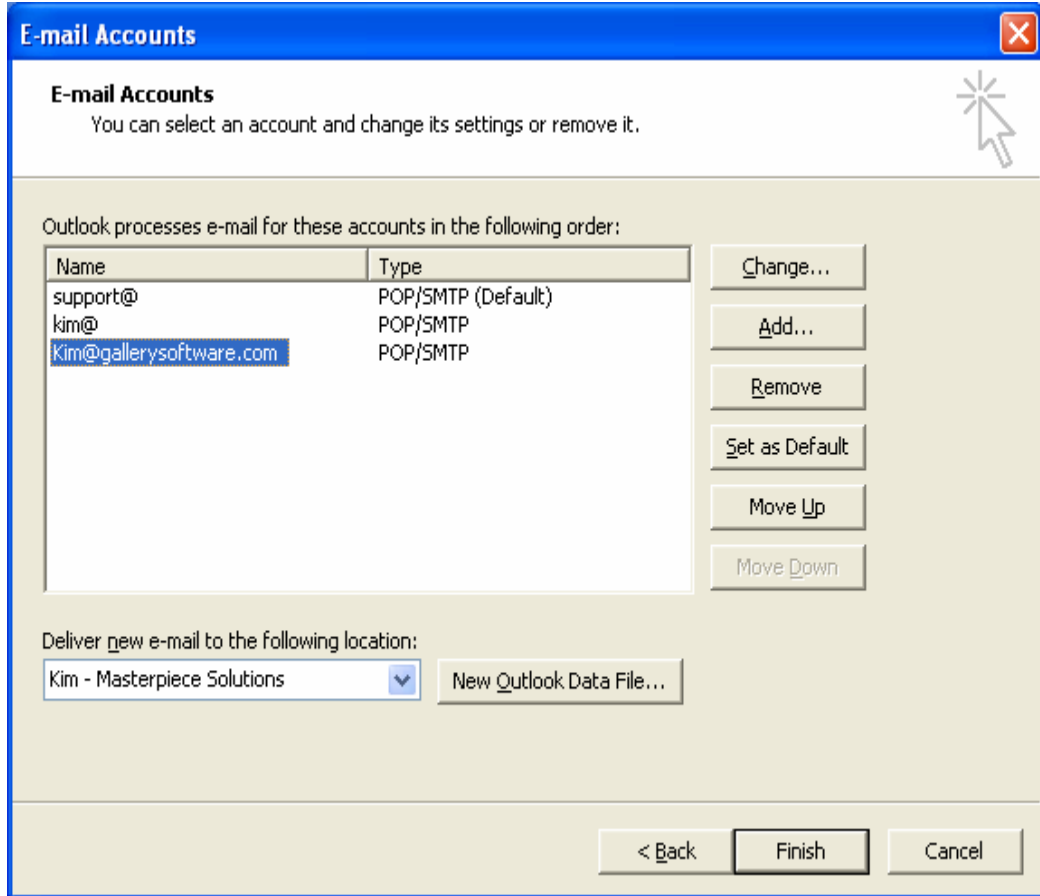


Steps to Configure an E-mail Account in Outlook 2002 & 2003

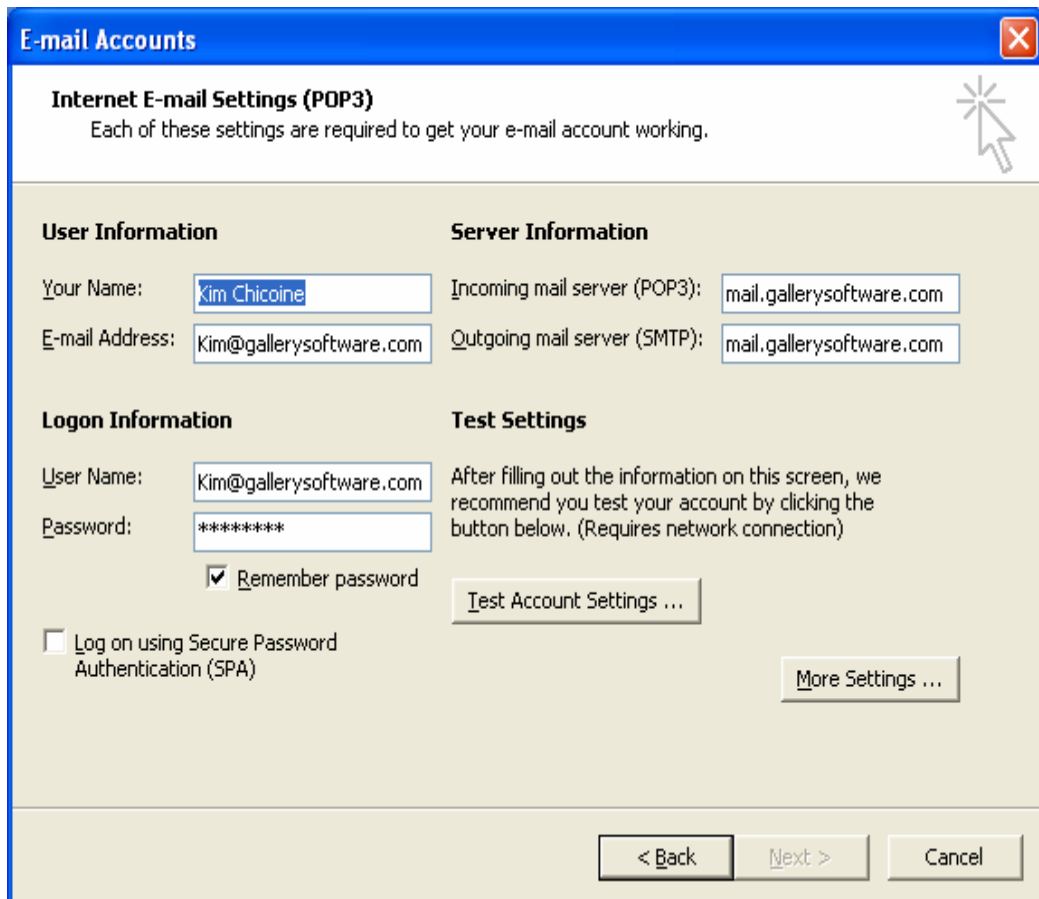
1. Start Outlook.
2. On the **Tools** menu, click **E-mail Accounts**.
3. In the **E-mail Accounts** dialog box, select if not already **View or change existing e-mail accounts** and click **Next**.



4. Select the mail account and click on the **Change** button.



5. In the **Your Name** box, verify the name that you want others to see when you send a message.
6. In the **E-mail Address** box, verify the e-mail address for the account that you are using.
7. Under **Server Information**, type the names of your incoming and outgoing e-mail servers. (mail.YourDomainName.com)
 - **SPECIAL NOTE: If you are using SBC Global as your Internet Service Provider then leave the Outgoing Mail Server as it is.**
8. Under **Logon Information**, type the **User Name** (your email address) and **Password**.



The screenshot shows a Windows-style dialog box titled "E-mail Accounts" with a close button (X) in the top right corner. The main content area is titled "Internet E-mail Settings (POP3)" and includes a note: "Each of these settings are required to get your e-mail account working." The settings are organized into four sections:

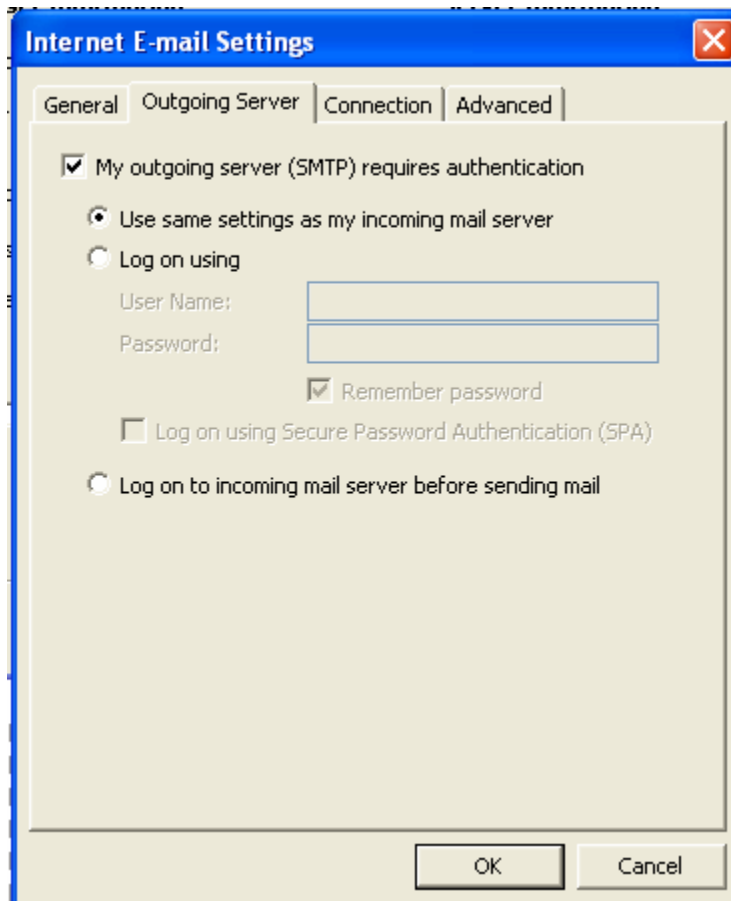
- User Information:** "Your Name:" field contains "Kim Chicoine"; "E-mail Address:" field contains "Kim@gallerysoftware.com".
- Server Information:** "Incoming mail server (POP3):" field contains "mail.gallerysoftware.com"; "Outgoing mail server (SMTP):" field contains "mail.gallerysoftware.com".
- Logon Information:** "User Name:" field contains "Kim@gallerysoftware.com"; "Password:" field contains "*****"; a checked checkbox labeled "Remember password" is present; an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)" is also present.
- Test Settings:** A text block reads: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below this is a button labeled "Test Account Settings ...".

At the bottom right of the dialog box is a button labeled "More Settings ...". At the very bottom of the dialog box are three buttons: "< Back", "Next >", and "Cancel".

9. Click on the **More Settings** button.

10. Go to the **Outgoing Server** tab. Check the box for **My outgoing server (SMTP) requires authentication** and check the radio button for **Use same settings as my incoming mail server**. Click **OK**.

- **SPECIAL NOTE: If you are using SBC Global as your Internet Service Provider then skip this step 9.**



The screenshot shows the "Internet E-mail Settings" dialog box with the "Outgoing Server" tab selected. The "General" tab is also visible. The "Outgoing Server" tab contains the following options:

- My outgoing server (SMTP) requires authentication
 - Use same settings as my incoming mail server
 - Log on using
 - User Name:
 - Password:
 - Remember password
 - Log on using Secure Password Authentication (SPA)
- Log on to incoming mail server before sending mail

At the bottom of the dialog box are "OK" and "Cancel" buttons.

11. Click **Next**, then Click **Finish**.