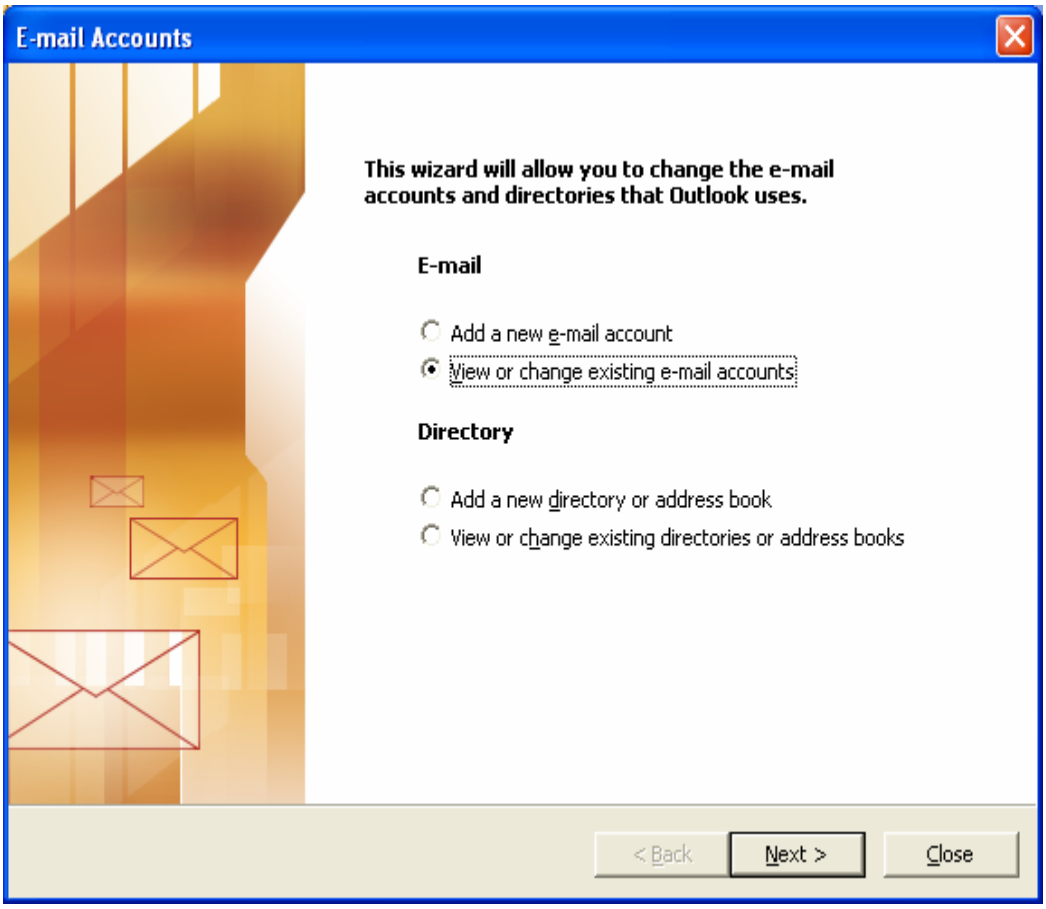
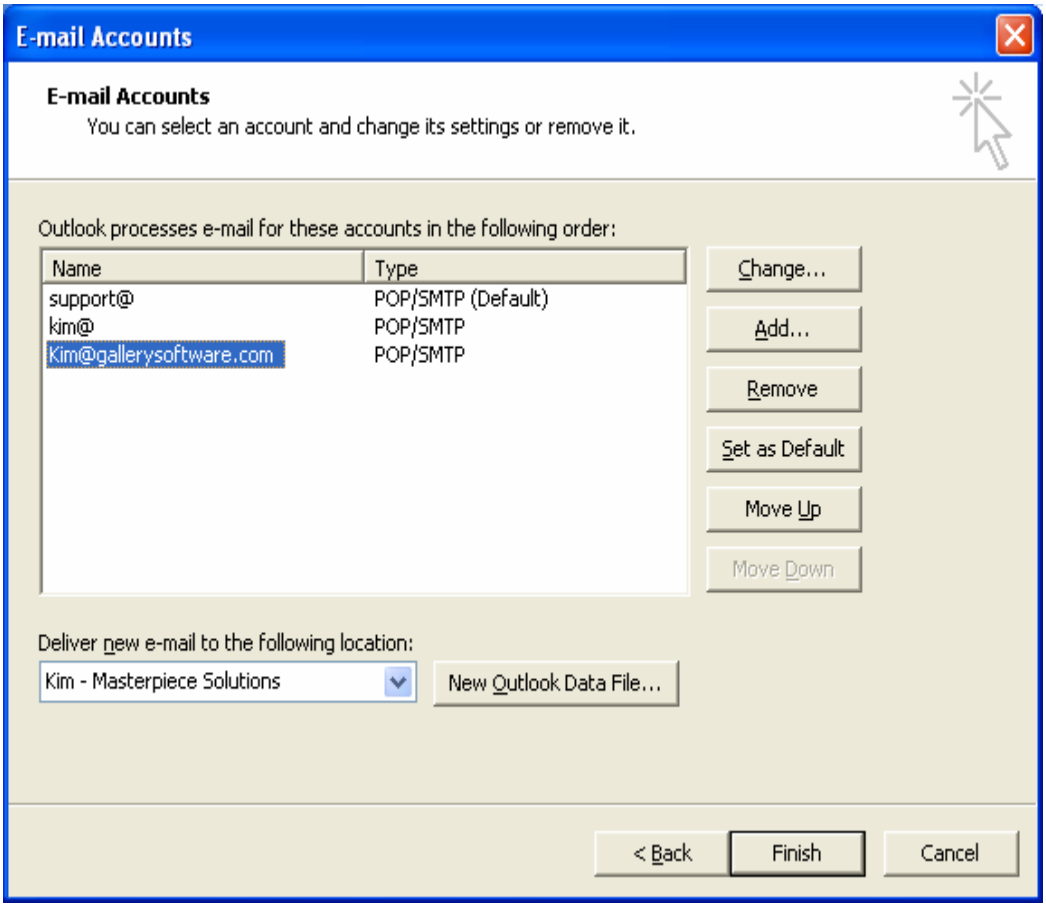
Steps to Configure an E-mail Account in Outlook 2002 & 2003

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**.



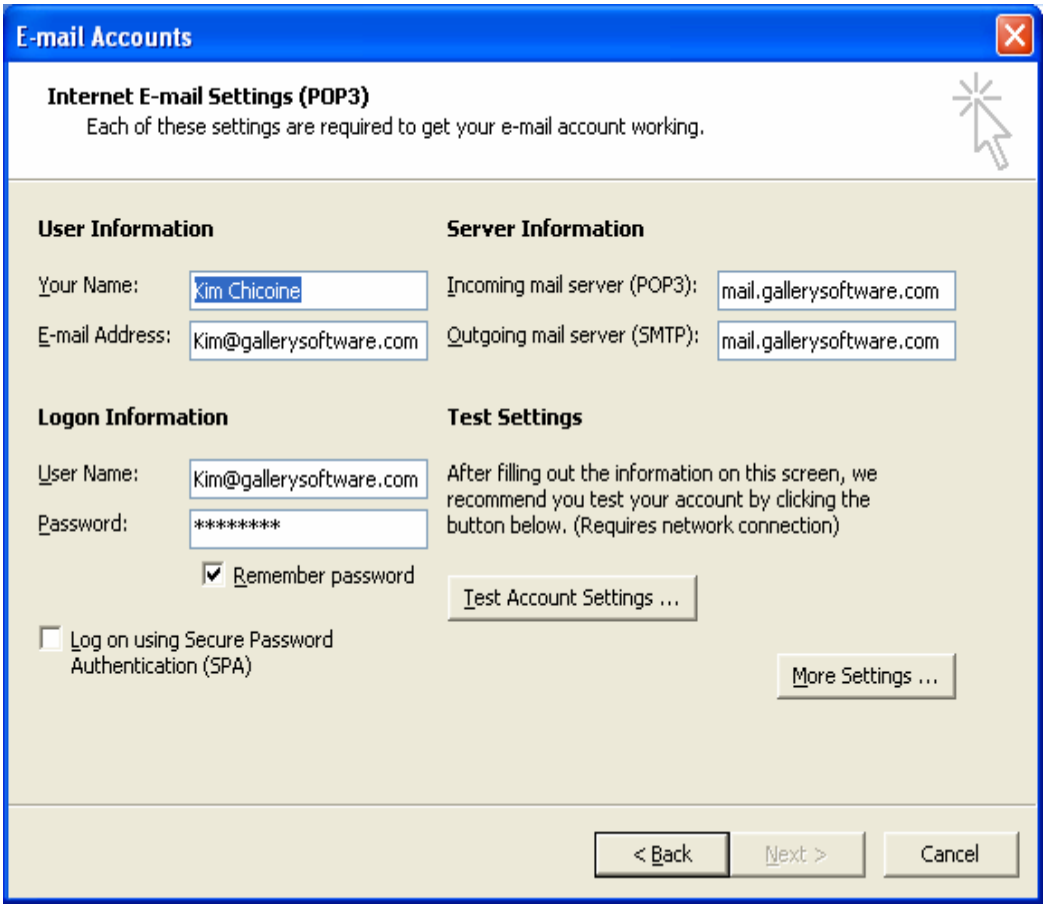
4. Select the mail account and click on the **Change** button.



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.**

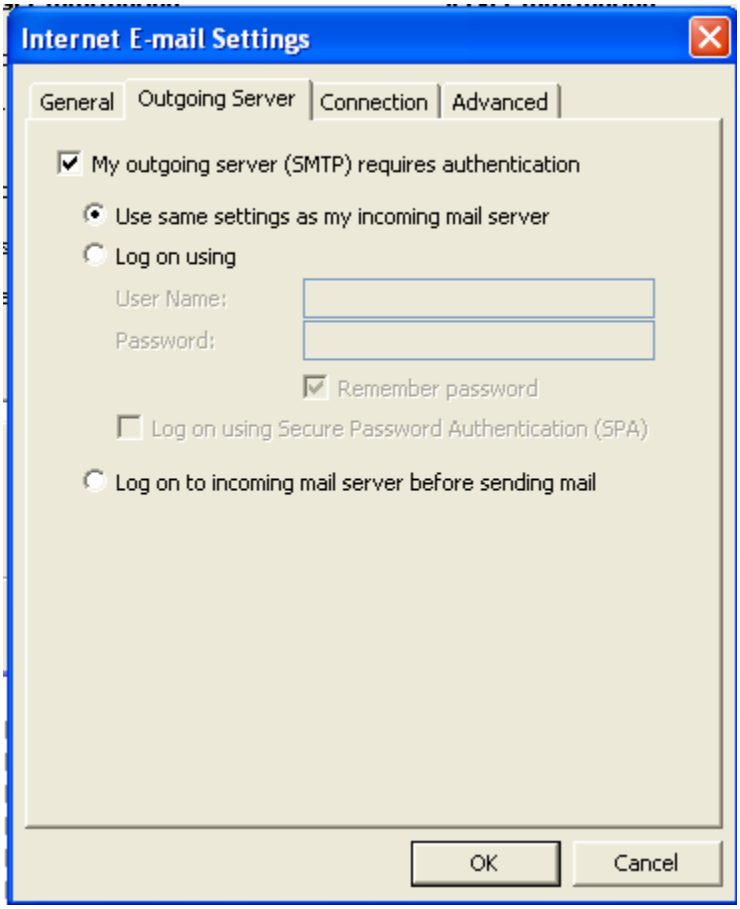
8. Under **Logon Information**, type the **User Name** (your email address) and **Password**.



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.**



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