

Setting Up Your E-mail in Microsoft Outlook

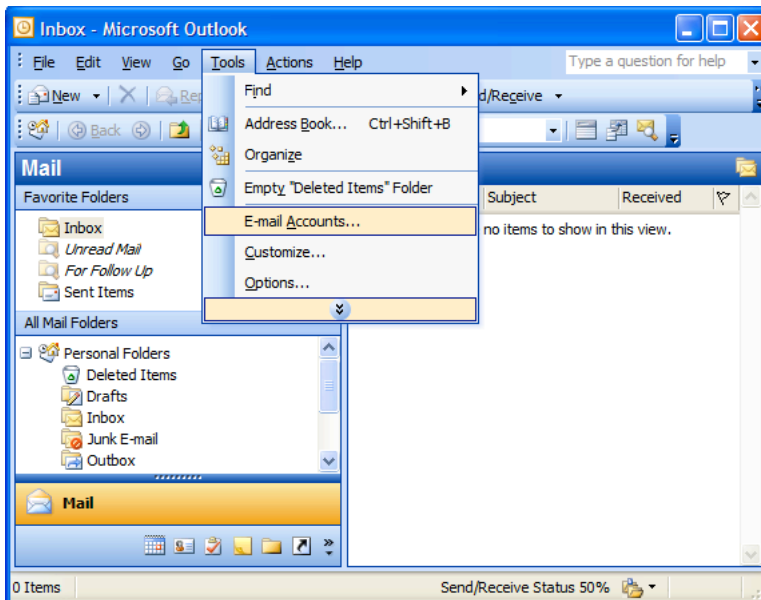
This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this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

Firstly you should have had your new email configuration sent to you. You will require all the information on that email so please have it handy as you go through the following set up.

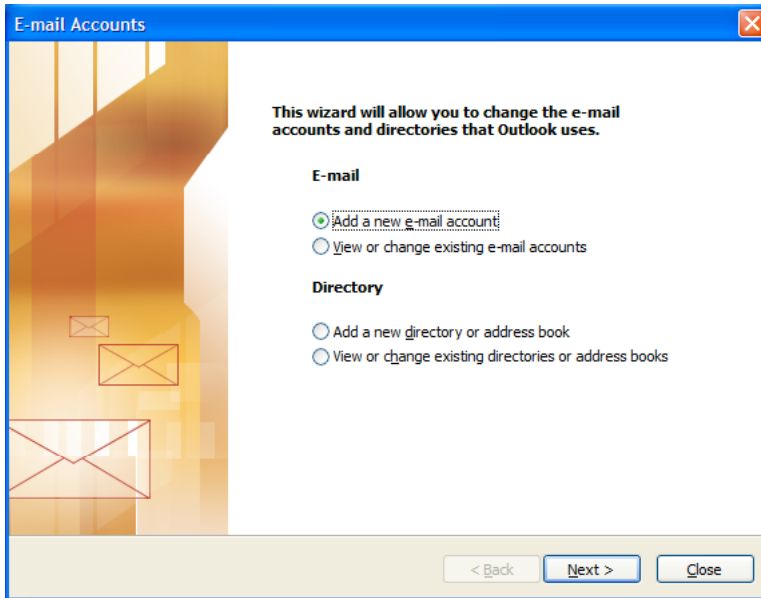
If you have not received this information please call support on 1300 766 260.

To Set Up Your E-mail Account in Microsoft Outlook

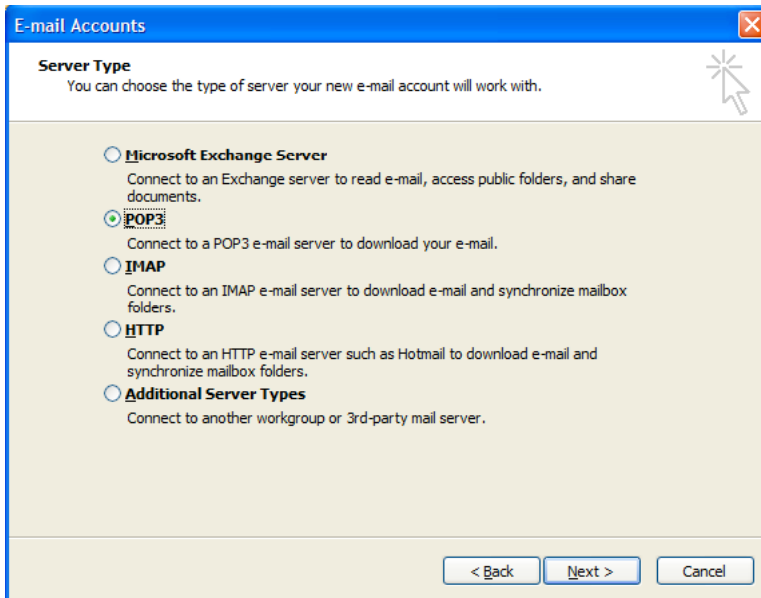
1. In Microsoft Outlook, select Tools > E-mail Accounts.



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 full e-mail address as per configuration details provided
User Name: Enter your full e-mail address as per configuration details provided
Password: Enter the password as per configuration details provided

Incoming mail server (POP3)
As per configuration details provided

Outgoing mail server (SMTP)
As per configuration details provided

5. Click on the More Settings button

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:

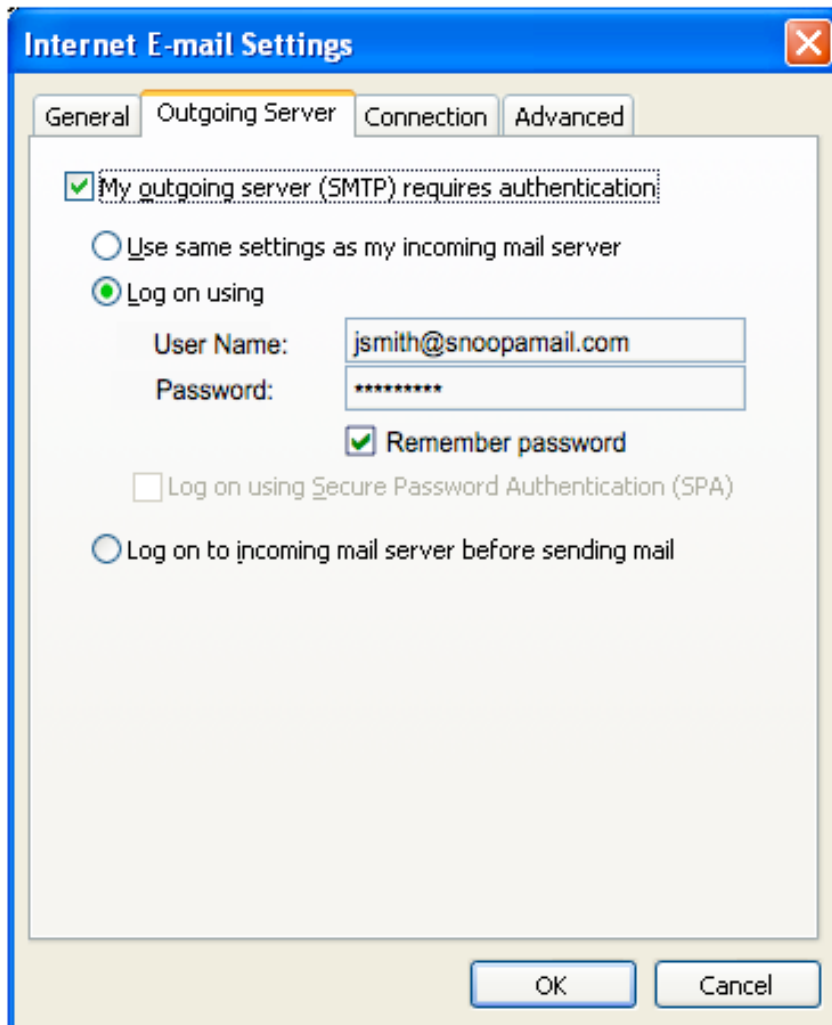
Remember password

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)

6. On the Internet E-mail Settings window, select the "Outgoing Server" tab.
7. Select "My outgoing server (SMTP) requires authentication."
8. User Name: Enter your full e-mail address as per configuration details provided
9. Password: Enter the password as per configuration details provided
10. Select ok

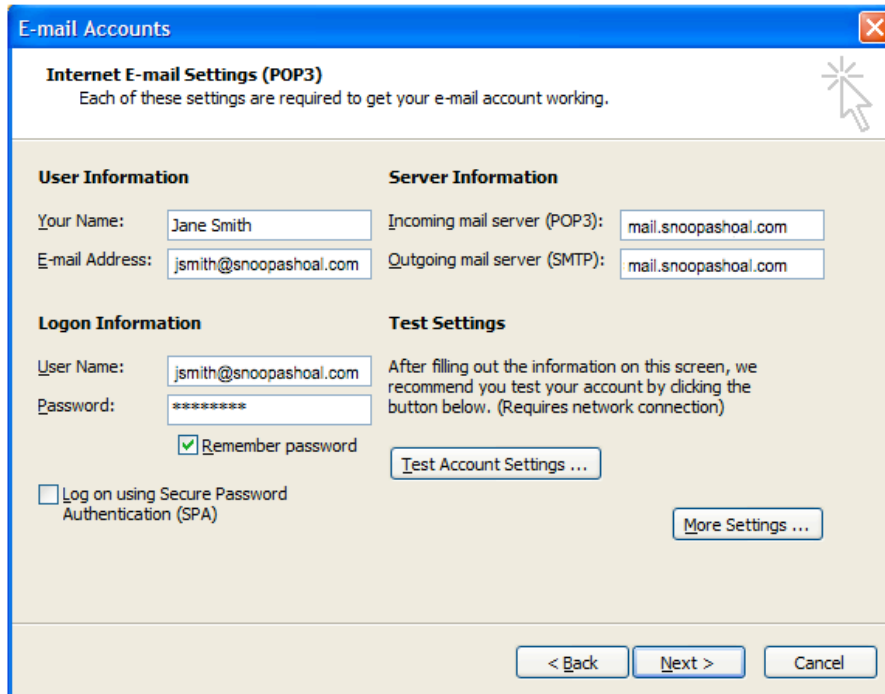


11. Click Test Account Settings

If the test comes back with all ticks proceed to step 12.

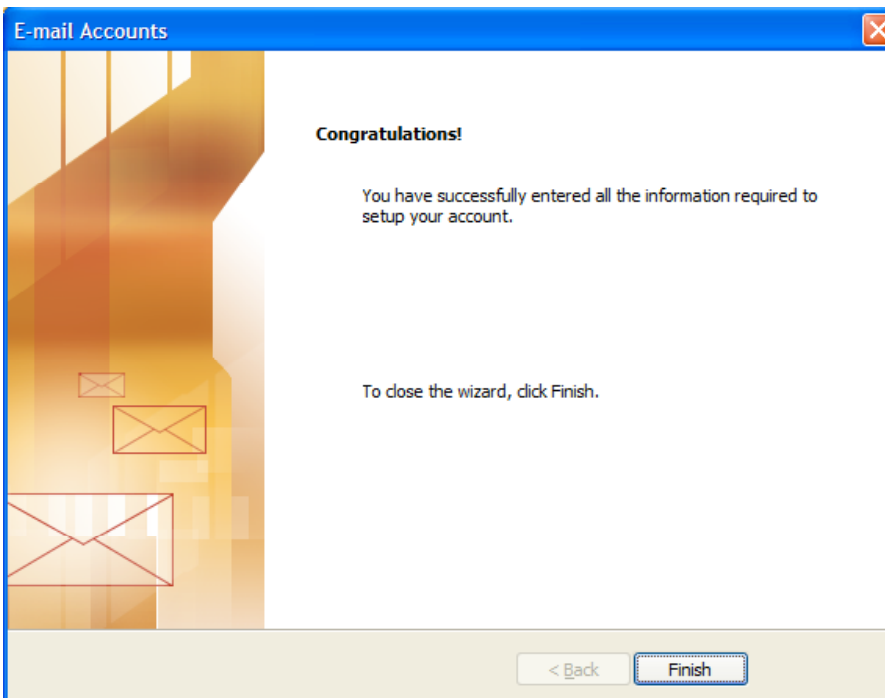
If you receive an error go back and check all details entered are correct. Then try Test Account Settings again.

12. Click Next



The screenshot shows the 'E-mail Accounts' wizard window. The title bar reads 'E-mail Accounts'. The main heading is 'Internet E-mail Settings (POP3)' with a sub-heading 'Each of these settings are required to get your e-mail account working.' Below this, there are four sections: 'User Information' with fields for 'Your Name' (Jane Smith) and 'E-mail Address' (jsmith@snoopashoal.com); 'Server Information' with fields for 'Incoming mail server (POP3)' and 'Outgoing mail server (SMTP)', both set to mail.snoopashoal.com; 'Logon Information' with fields for 'User Name' (jsmith@snoopashoal.com) and 'Password' (masked with asterisks), and a checked 'Remember password' checkbox; and 'Test Settings' with a 'Test Account Settings ...' button. At the bottom right is a 'More Settings ...' button. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

13. Click Finished



The screenshot shows the 'E-mail Accounts' wizard window at the 'Congratulations!' screen. The title bar reads 'E-mail Accounts'. The main heading is 'Congratulations!' followed by the text 'You have successfully entered all the information required to setup your account.' Below this is the instruction 'To close the wizard, click Finish.' At the bottom of the window are two buttons: '< Back' and 'Finish'.