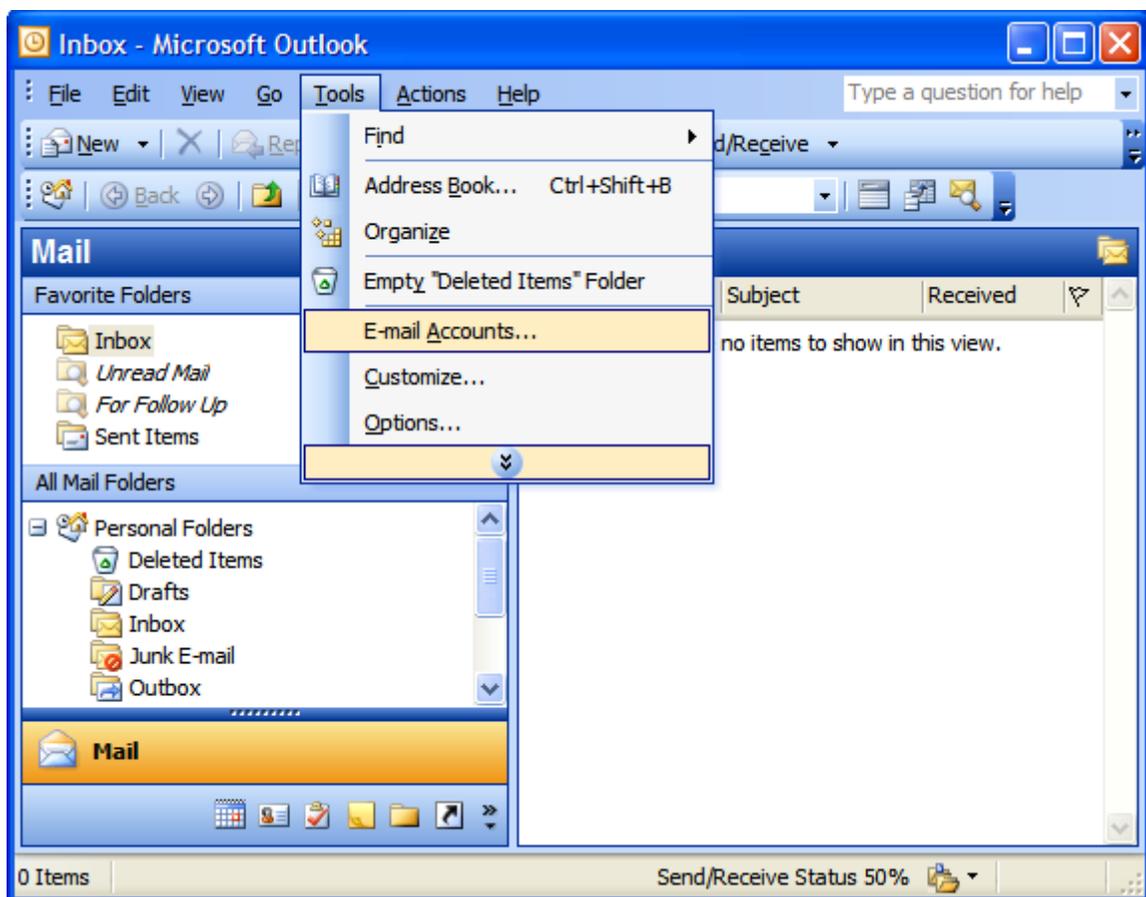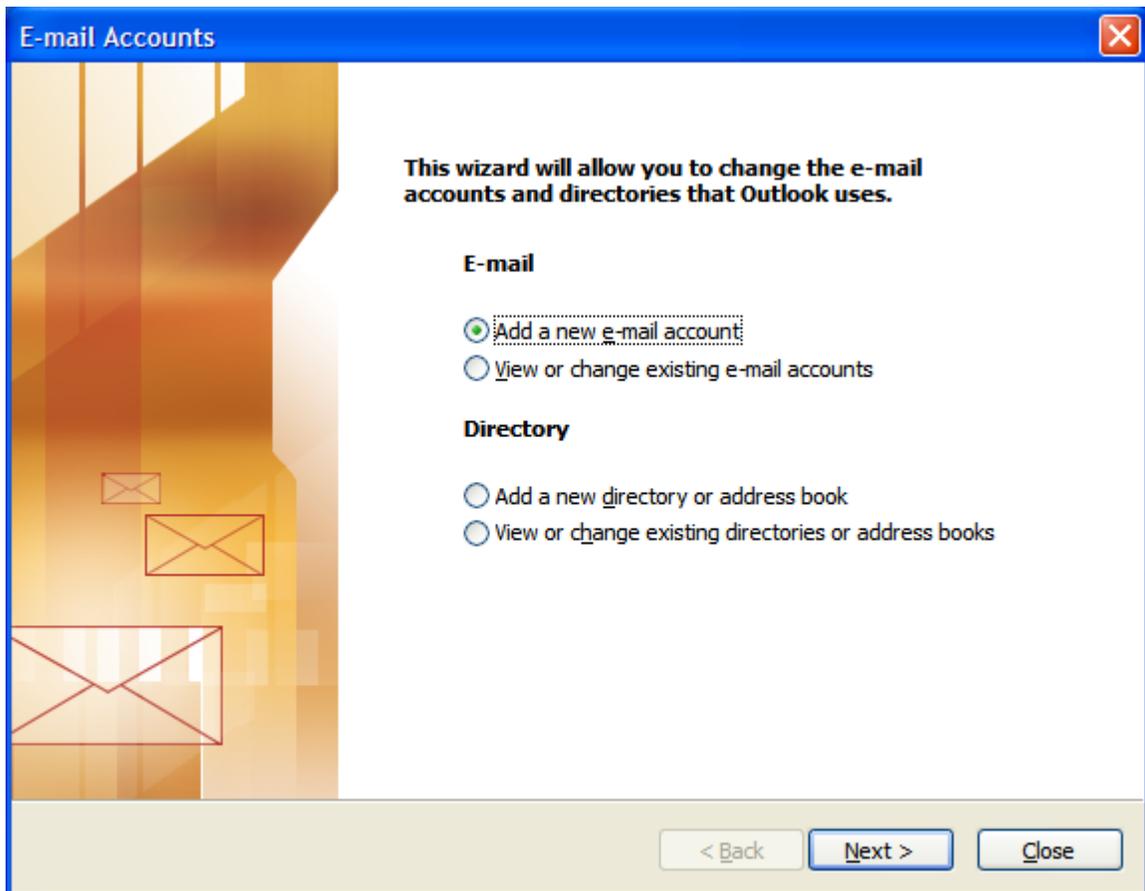# Microsoft Outlook 2003 Setup

This tutorial shows you how to set up Microsoft Outlook 2003 to work with your e-mail account. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

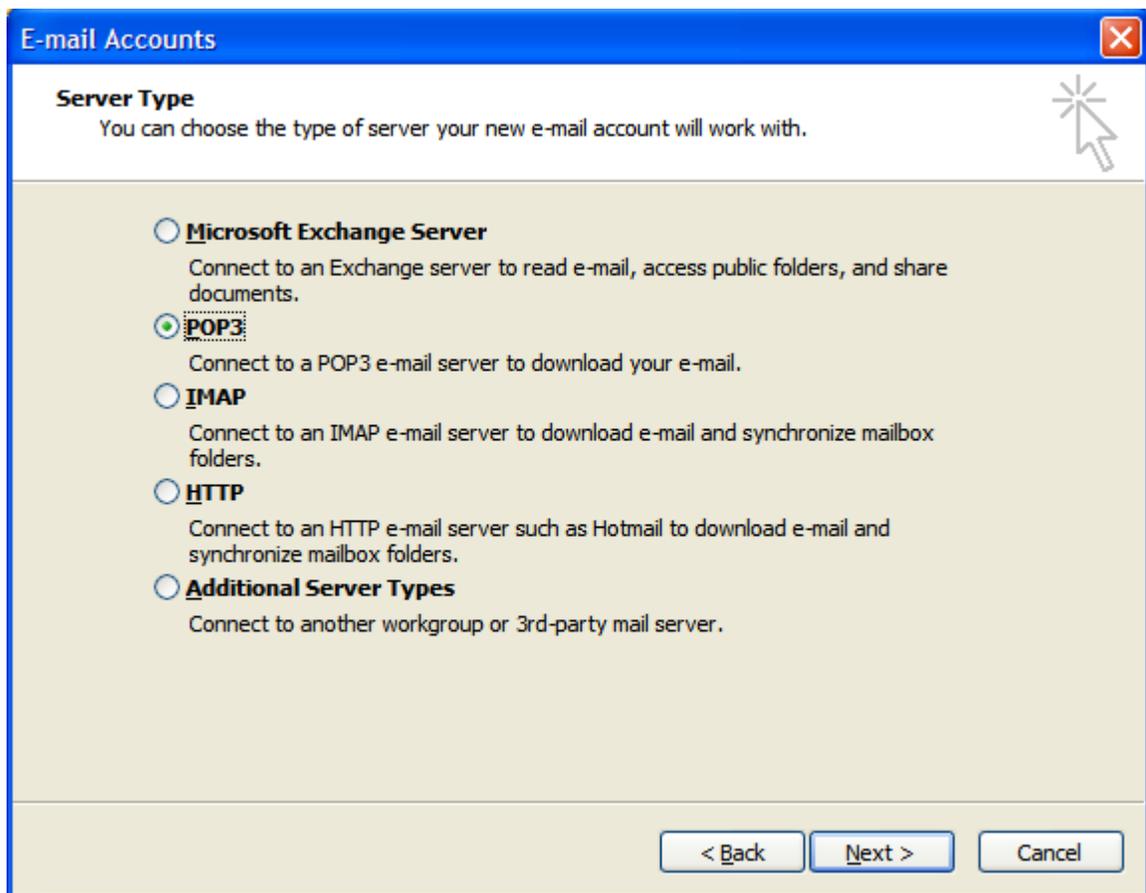**To Set Up Your E-mail Account in Microsoft Outlook**

1. In Microsoft Outlook, from the **E-mail Accounts** menu, select **Tools**.

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

3. For your server type, select **POP3** or **IMAP**, and then click Next.

E-mail Accounts ✕

Server Type
You can choose the type of server your new e-mail account will work with.

○ **Microsoft Exchange Server**
   Connect to an Exchange server to read e-mail, access public folders, and share documents.
⦿ **POP3**
   Connect to a POP3 e-mail server to download your e-mail.
○ **IMAP**
   Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
○ **HTTP**
   Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
○ **Additional Server Types**
   Connect to another workgroup or 3rd-party mail server.

[< Back] [Next >] [Cancel]

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

Your Name
- Your first and last name.

E-mail Address
- Your email address.

User Name
- Your email address, again.

Password
- Your email account password.

Incoming mail server (POP3)
- pop.*yourdomain*

Outgoing mail server (SMTP)
- smtp.*yourdomain*

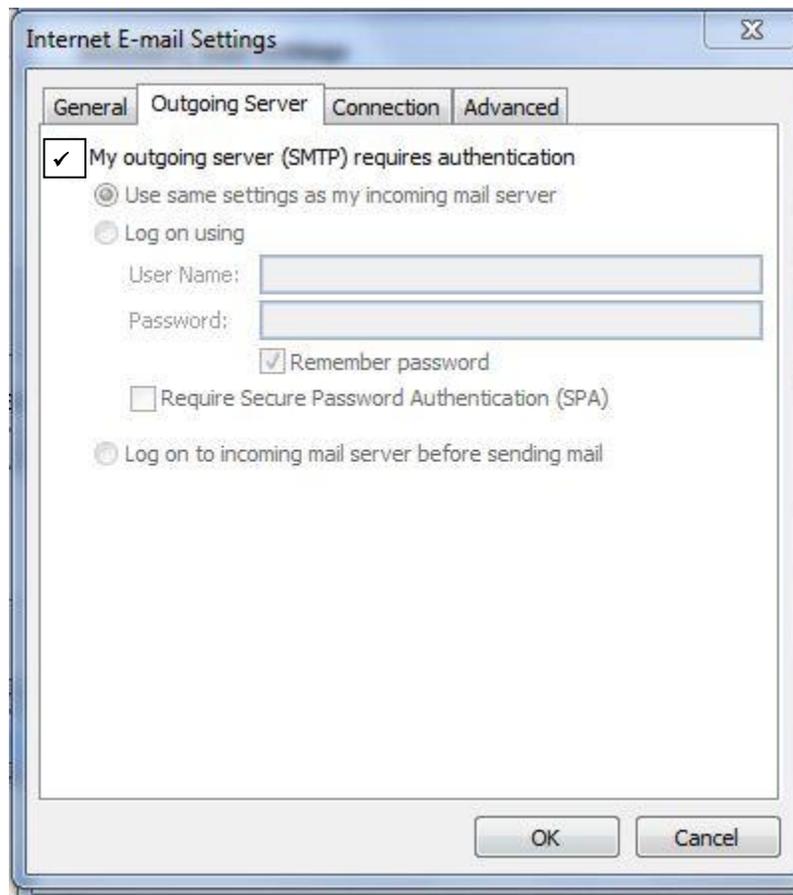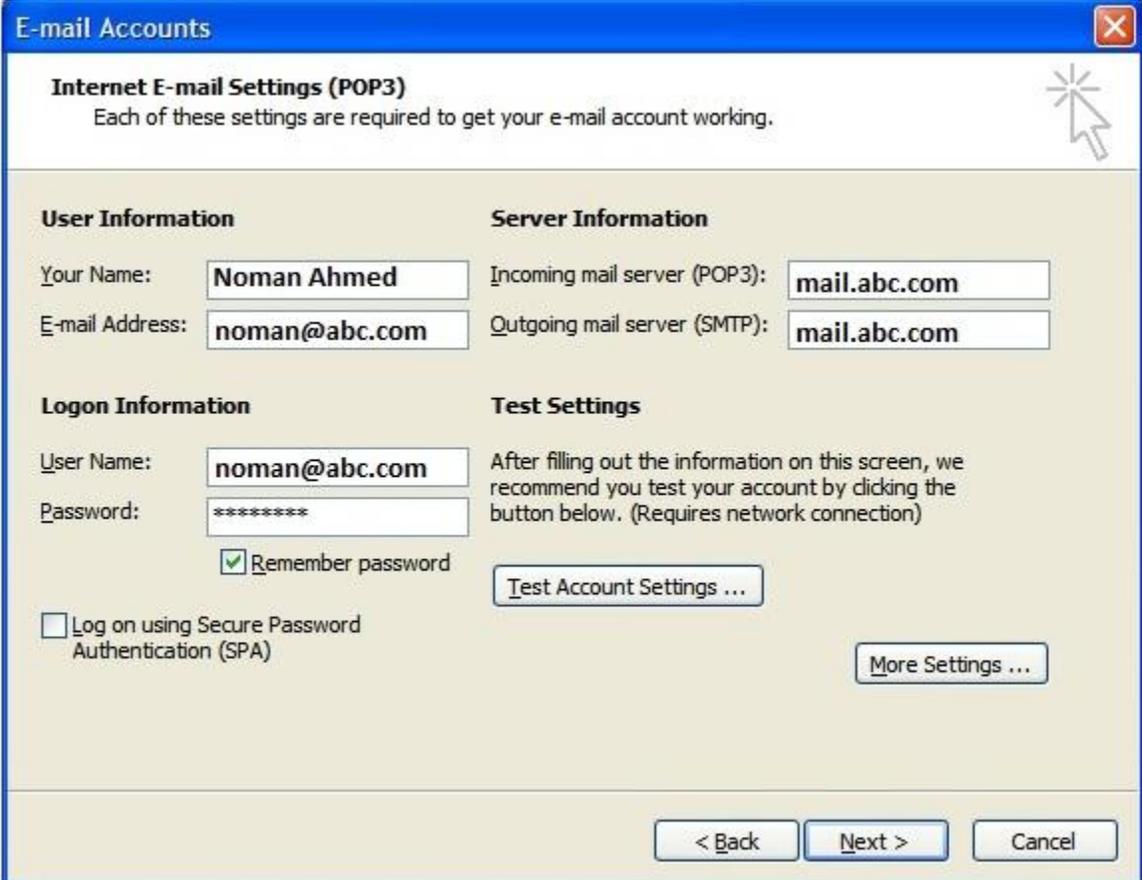*(Note: See your order confirmation letter for pop & smtp server.)*

5. Click **More Settings**.
6. On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.
7. Make sure, ***My outgoing server (SMTP) requires authentication***, should be **checked as below.**

8. Go to the **Advanced** tab, and then change the settings as below.

9. Click **OK**.
10. Click **Next**.

11. Click **Finish**.