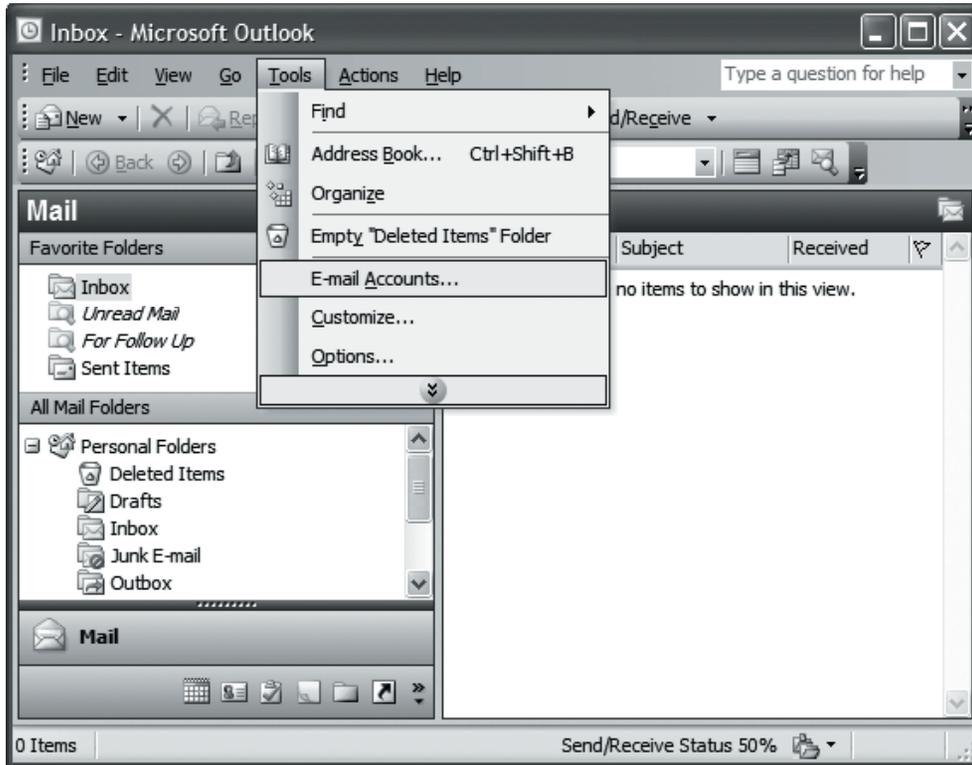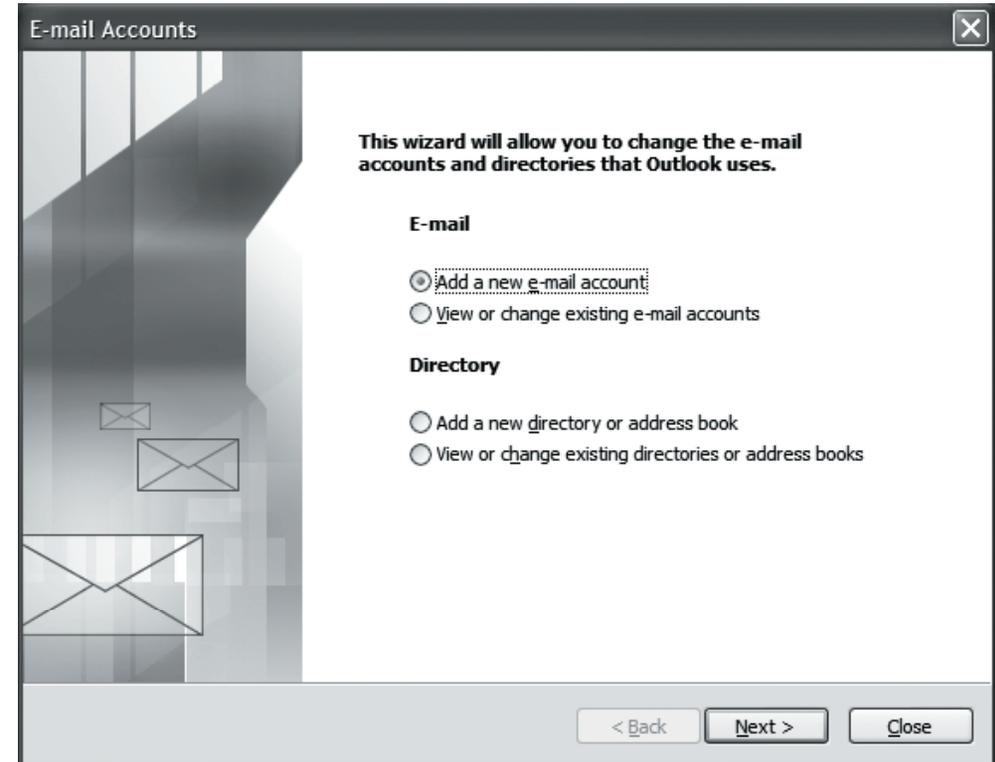# Setting Up **Microsoft® Outlook 2003**

EMAILHOSTING.

1. Open Outlook and select **Tools** -> **Email Accounts**.
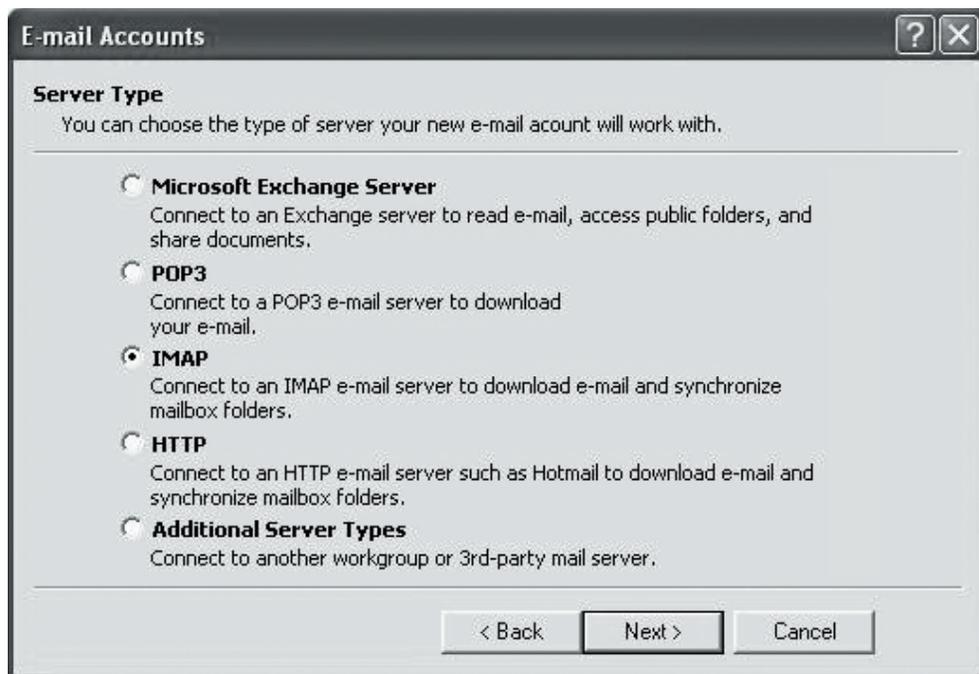

2. Select "**Add a new e-mail account**" and then click **Next**.

Setting Up **Microsoft® Outlook 2003**

EMAILHOSTING®

↘ **IMAP EMAIL ACCOUNT SETUP (cont.)**

3. Select **IMAP** as your server type and click **Next**.

4. Enter the following information:
- **Your Name:** Enter your name as you want it to appear on outgoing messages.
- **E-mail Address:** Enter your email address (e.g. *myname@mydomain.com*).
- **Incoming mail server:** imap.emailhosting.com
- **Outgoing mail server:** smtp.emailhosting.com
- **User name:** Enter your Emailhosting username.
- **Password:** Enter your Emailhosting password.
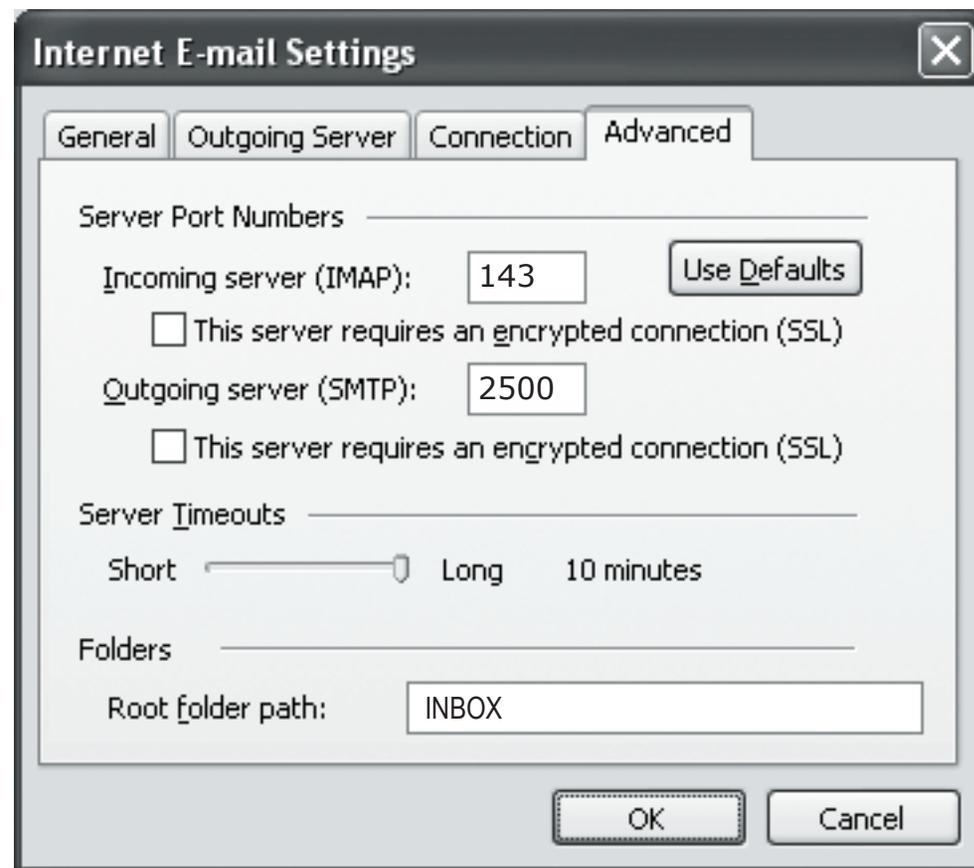- Leave "**Log on using Secure Password Authentication**" unchecked and click "**More Settings**".

2

⤸ **IMAP EMAIL ACCOUNT SETUP (cont.)**

5. Click on the **Outgoing Server** tab and check "**My outgoing server (SMTP) requires authentication**".

6. Click **OK**.

Internet E-mail Settings

General | **Outgoing Server** | Connection | Advanced

☑ 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

OK | Cancel

7. Click on the **Advanced** tab and change your **Outgoing server (SMTP)** port from 25 to **2500**. Enter the word **INBOX** for the **Root folder path**.

Internet E-mail Settings

General | Outgoing Server | Connection | **Advanced**

Server Port Numbers

Incoming server (IMAP): 143   Use Defaults

☐ This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 2500

☐ This server requires an encrypted connection (SSL)

Server Timeouts

Short ———○—— Long   10 minutes

Folders

Root folder path: INBOX

OK | Cancel

8. Click **OK**.

9. Click **Next**.

10. Click the **Finish** button to complete the setup.

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