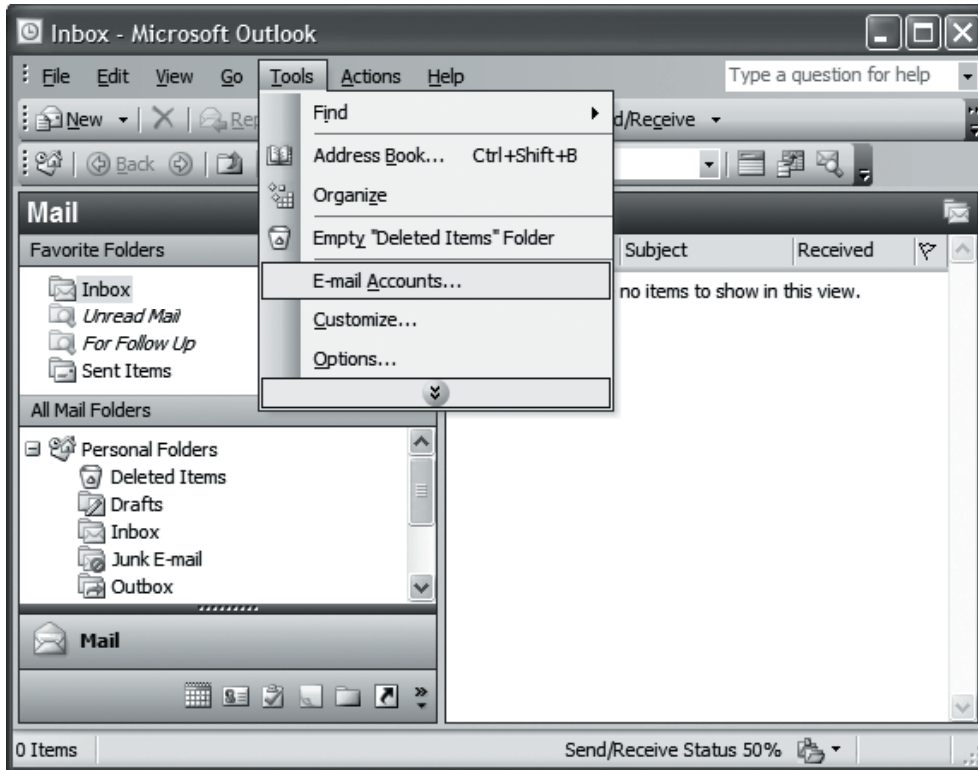


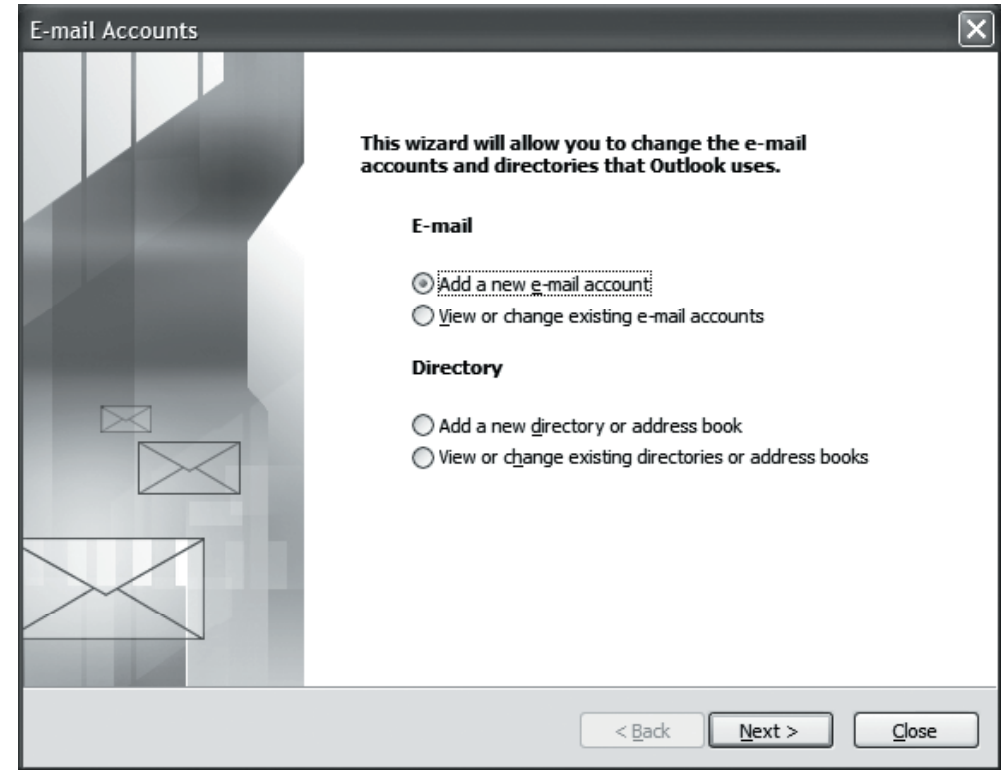
Setting Up Microsoft® Outlook 2003

POP EMAIL ACCOUNT SETUP

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

POP EMAIL ACCOUNT SETUP (cont.)

3. Select **POP3** as your server type and click **Next**.

E-mail Accounts

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

- M**icrosoft Exchange Server
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- P**OP3
Connect to a POP3 e-mail server to download your e-mail.
- I**MAP
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- H**TTP
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- A**dditional Server Types
Connect to another workgroup or 3rd-party mail server.

< Back Next > Cancel

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:** pop.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**”.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="John Smith"/>	Incoming mail server (POP3): <input type="text" value="pop.emailhosting.com"/>
E-mail Address: <input type="text" value="john@example.com"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.emailhosting.com"/>

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)

< Back Next > Cancel

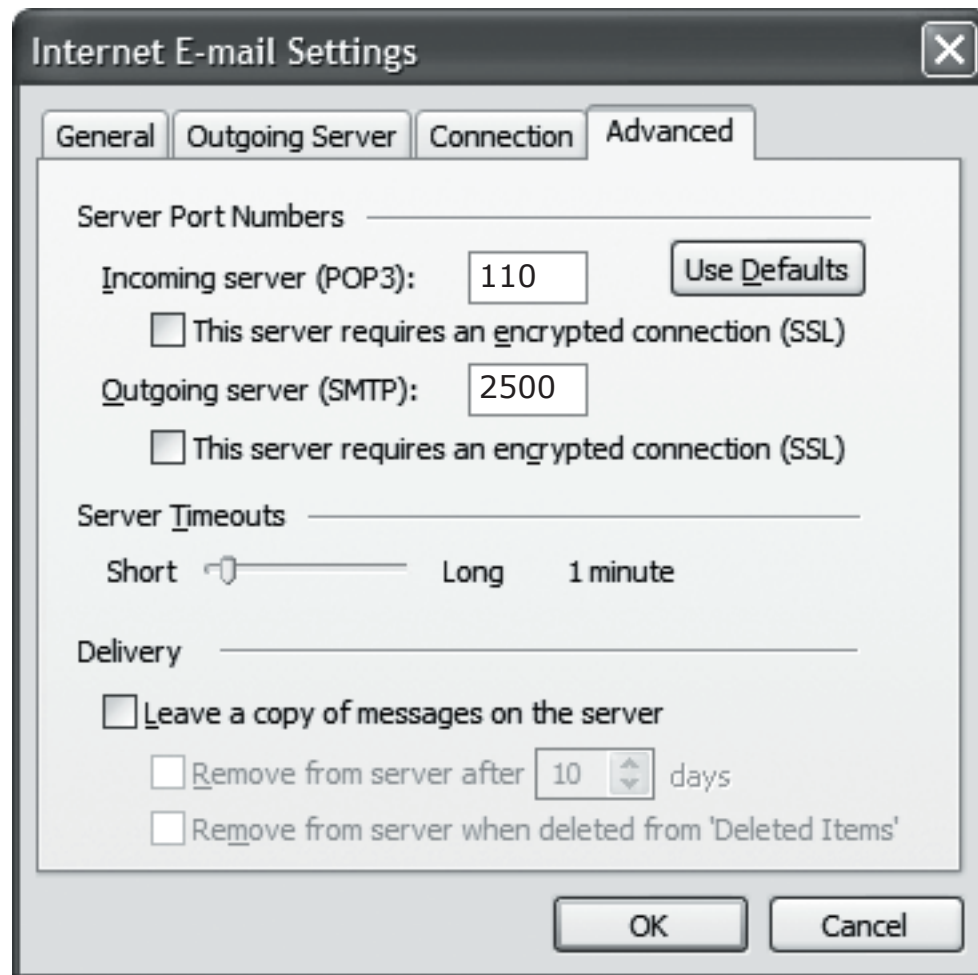
Setting Up Microsoft® Outlook 2003


POP EMAIL ACCOUNT SETUP (cont.)

- Click on the **Outgoing Server** tab and check **“My outgoing server (SMTP) requires authentication”**.
- Click **OK**.



- Click on the **Advanced** tab and change your **Outgoing server (SMTP)** port from 25 to **2500**.



- Click **OK** to finish your setup.
- Click **Next**.
- Click the **Finish** button to complete the setup. 

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