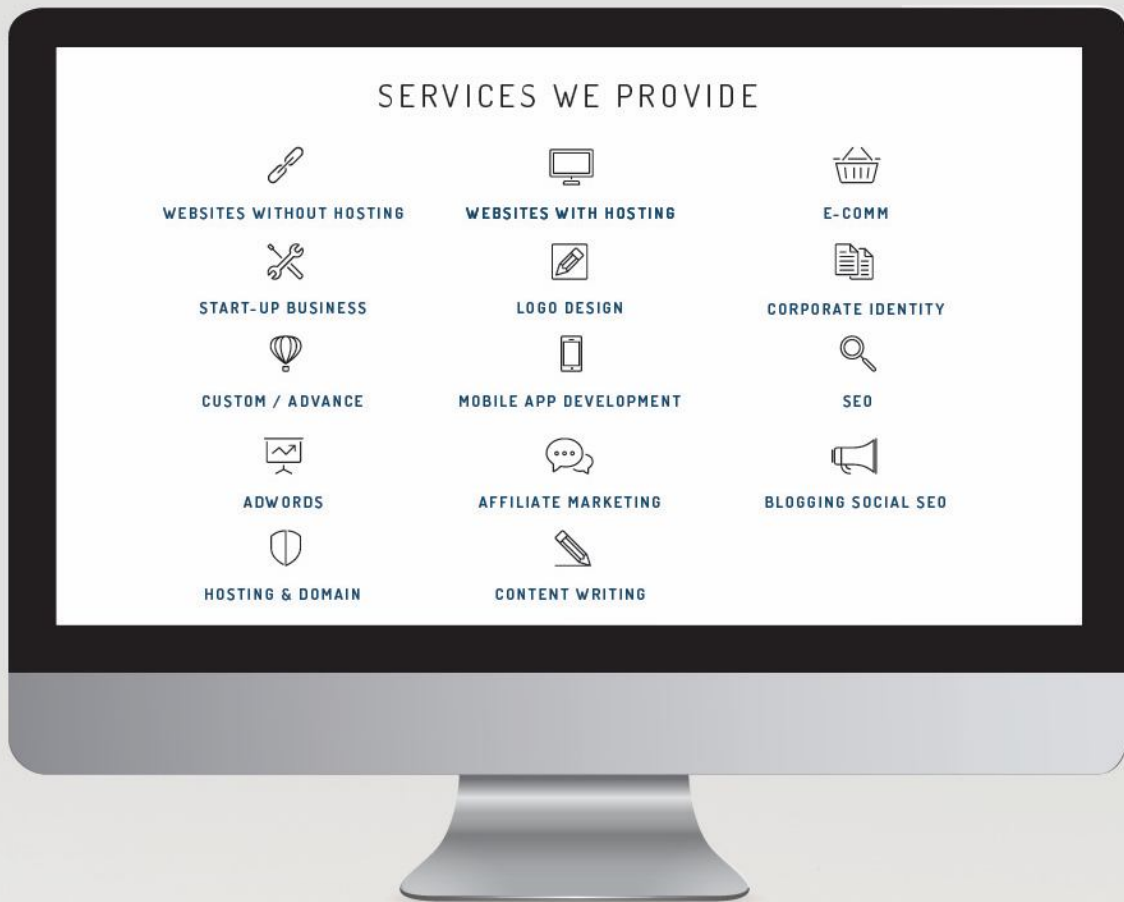
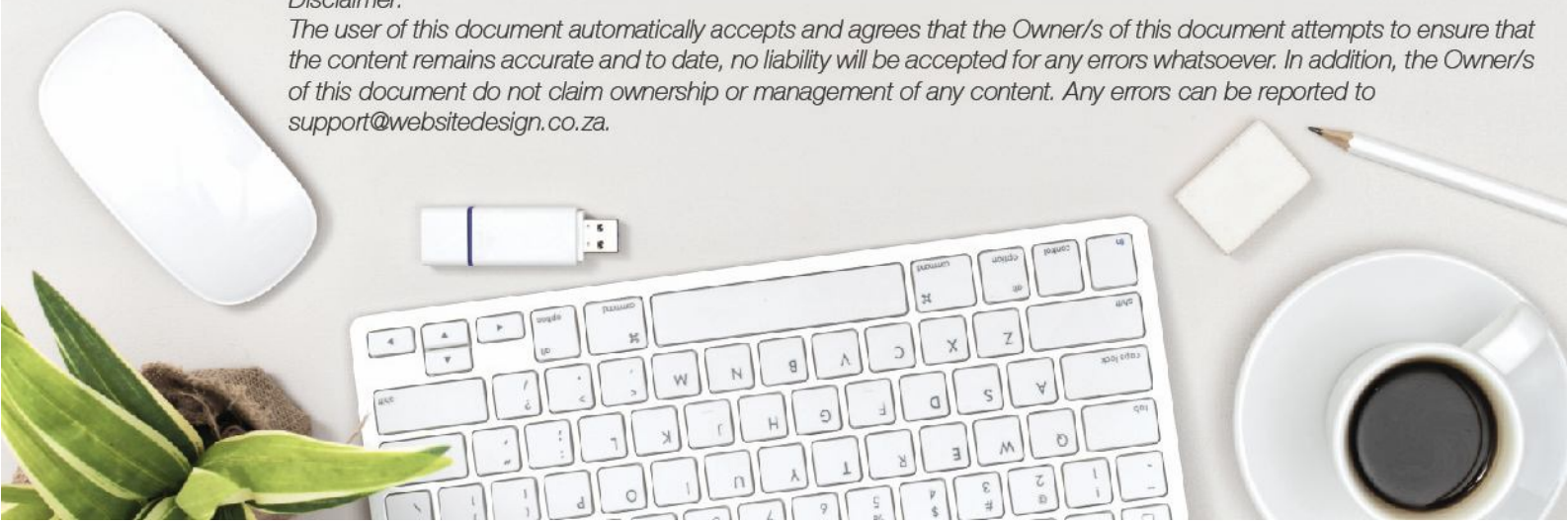


Setting up Email on Outlook 2003



Disclaimer:

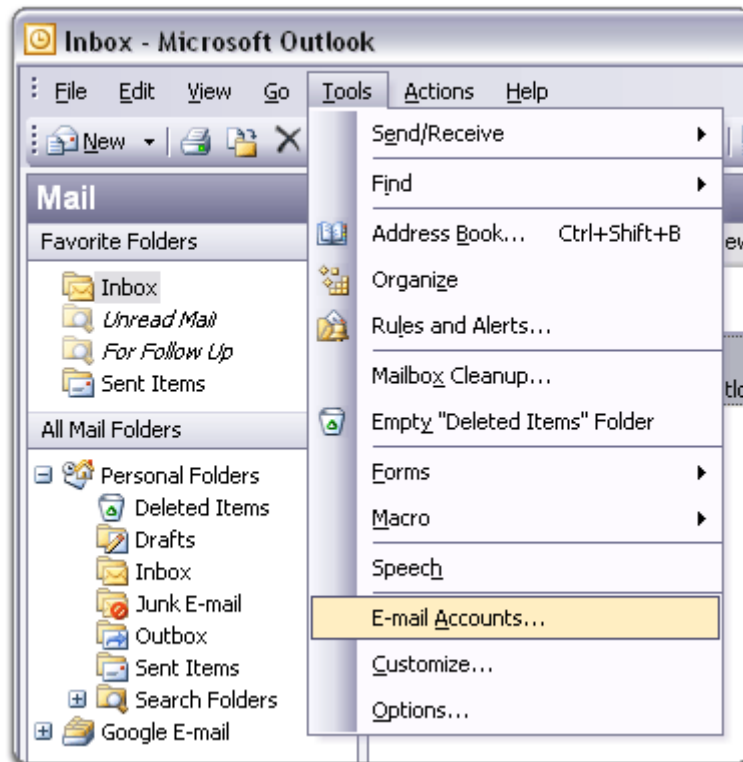
The user of this document automatically accepts and agrees that the Owner/s of this document attempts to ensure that the content remains accurate and to date, no liability will be accepted for any errors whatsoever. In addition, the Owner/s of this document do not claim ownership or management of any content. Any errors can be reported to support@websitedesign.co.za.



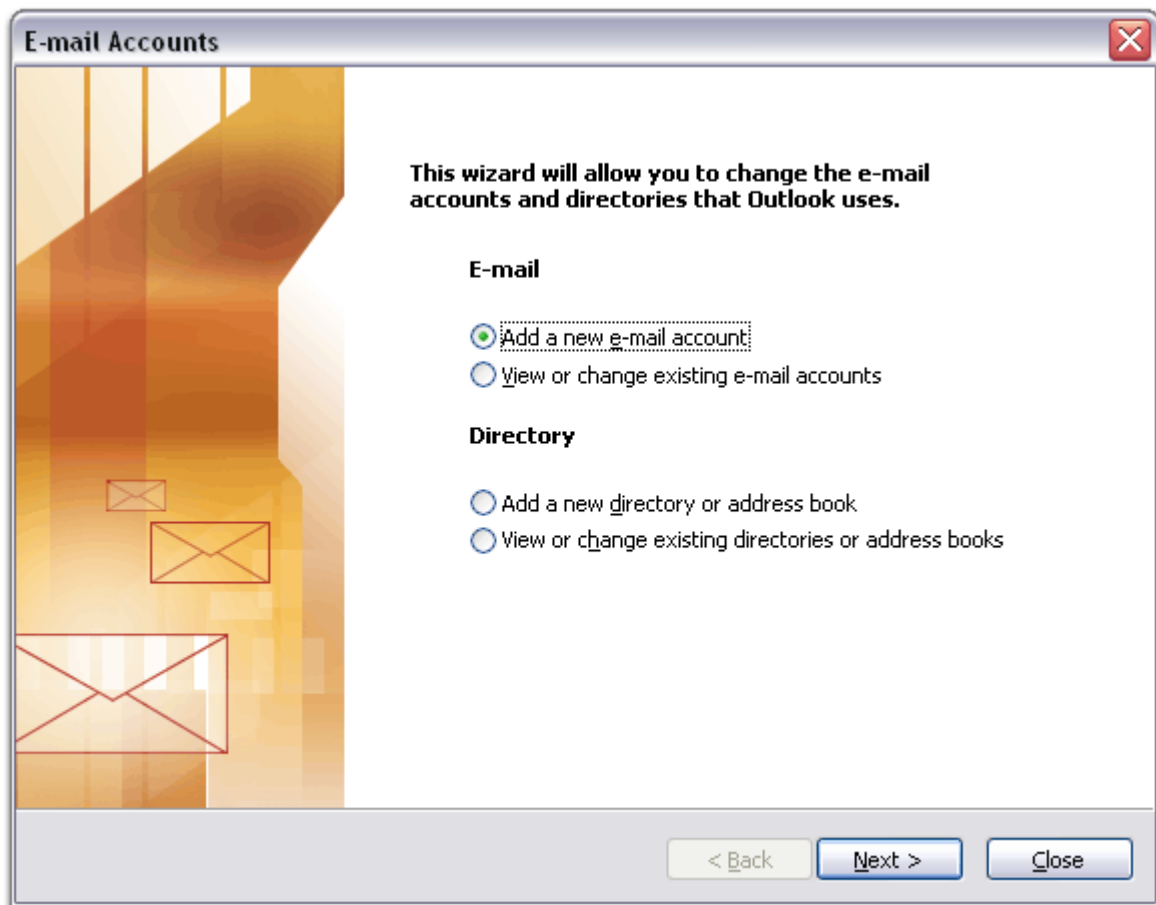
CONFIGURING YOUR EMAIL CLIENT: OUTLOOK 2003

Open Outlook 2003.

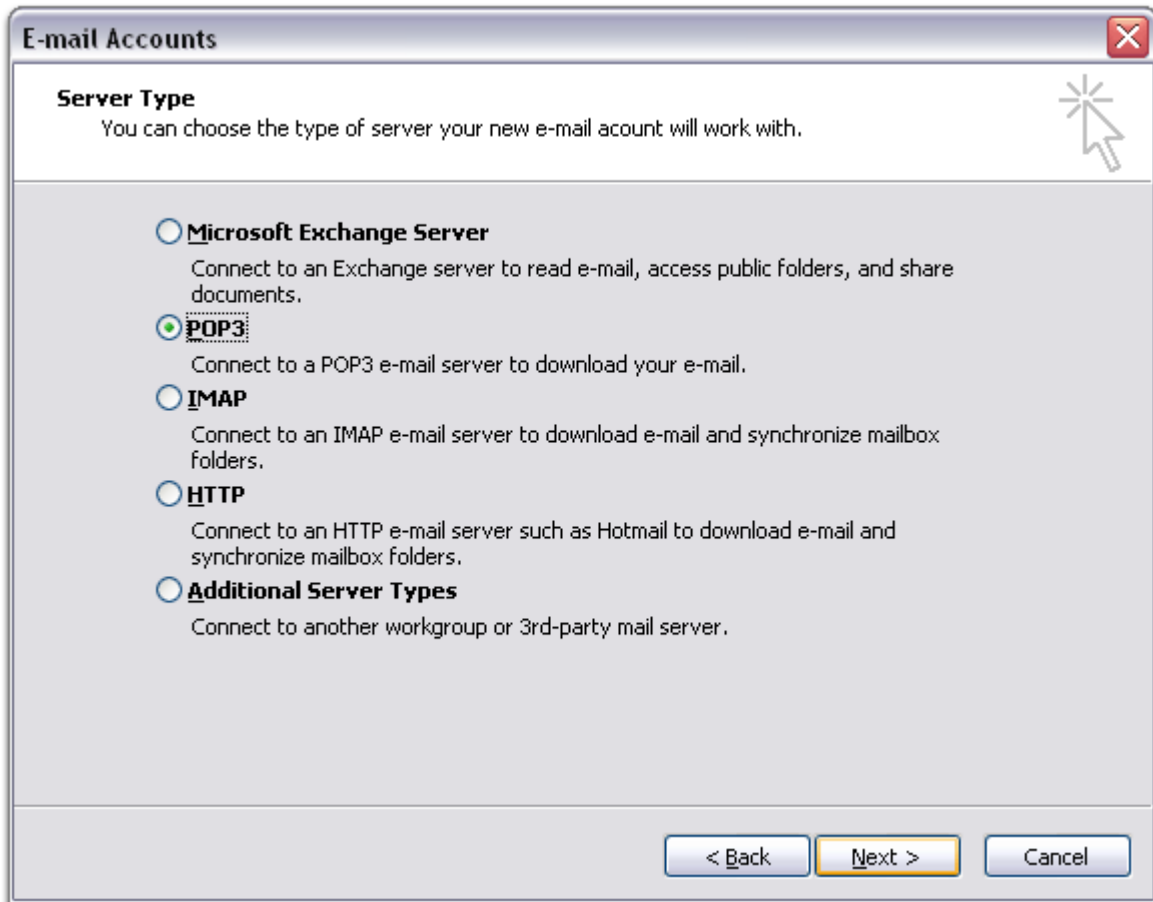
Step 1. Click the Tools menu, and select 'E-mail Accounts...'



Step 2. Select 'Add a new e-mail account,' and click 'Next.'



Step 3. Choose 'POP3' as your server type by clicking the radio button, and click 'Next.'



Step 4. Fill in all necessary fields to include the following information:

User Information

Your Name: Enter your name -- this is the name that will be displayed to recipients of your sent messages.

Email Address: This is your email address, all in lowercase letters.

Server Information

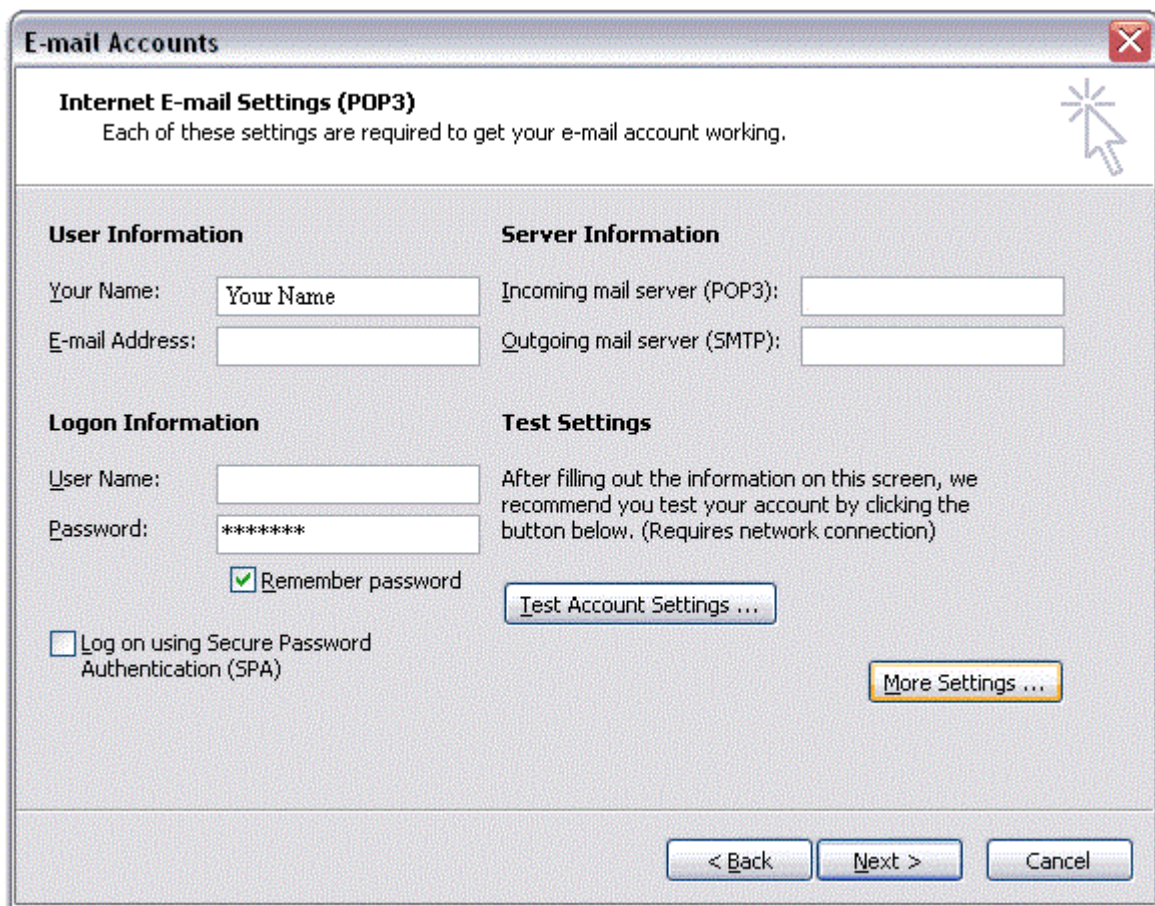
Incoming mail server (POP3): mail.domainname.co.za where domainname.co.za is your domain name.

Outgoing mail server (SMTP): mail.domainname.co.za where domainname.co.za is your domain name.

Logon Information

User Name: This is your email address, all in lowercase letters.

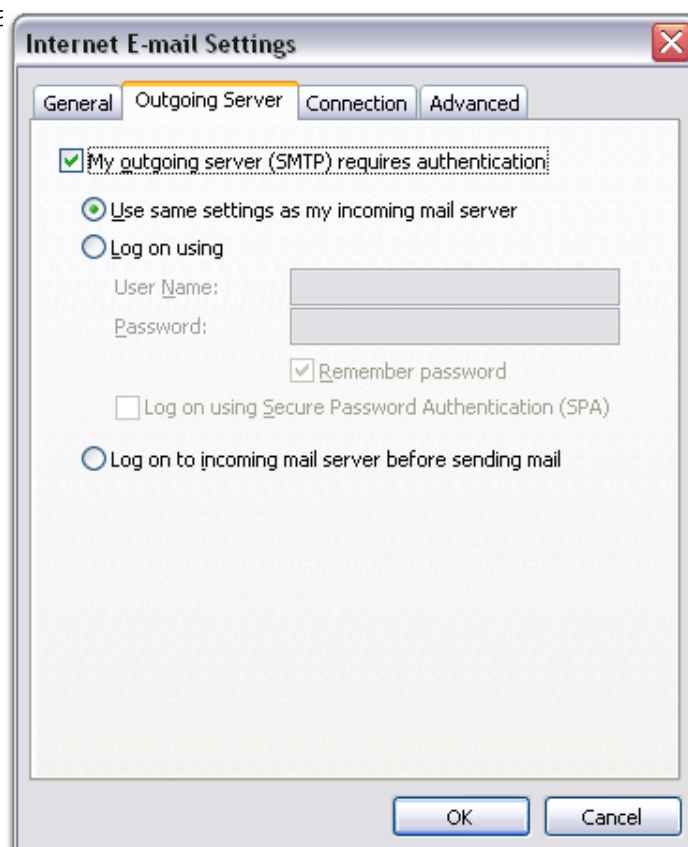
Password: Enter the email password



Step 5. Click More Settings button.

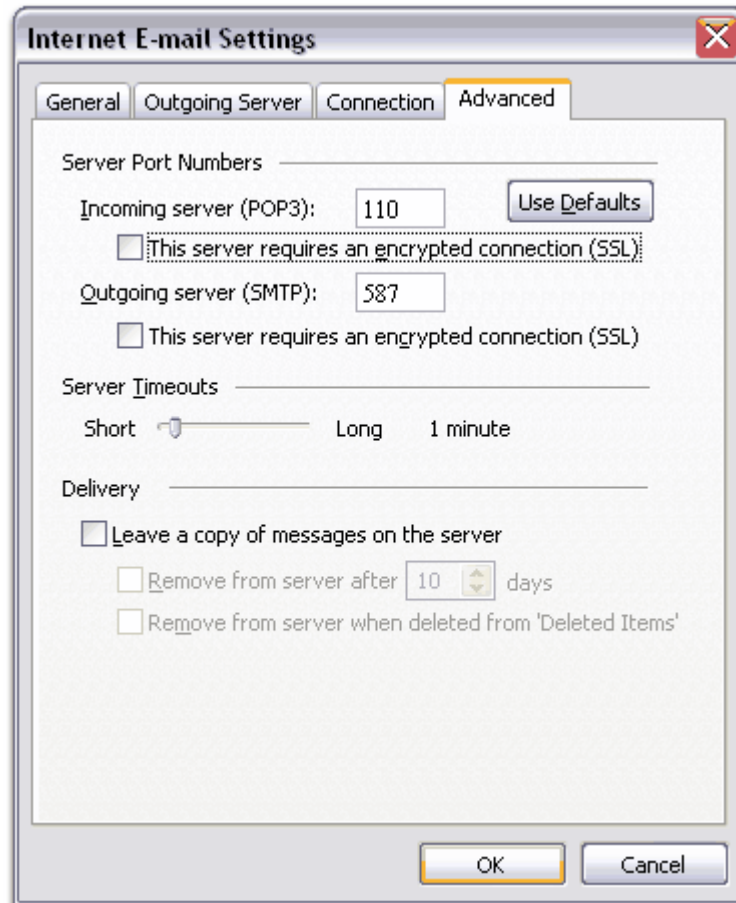
Click the Outgoing Server tab.

Tick the option: My outgoing server (SMTP) requires authentication. Select the option: "Use same settings as my incoming mail server"



Step 6. Click the Advanced tab. Verify that the port numbers are set to 110 and 587. Make sure the other options are not selected.

Click OK and then click Finish.



Test the new email account to verify that you can send and receive mail, by clicking Send/Receive.