

## How do I setup Outlook 2002 for E-mail?

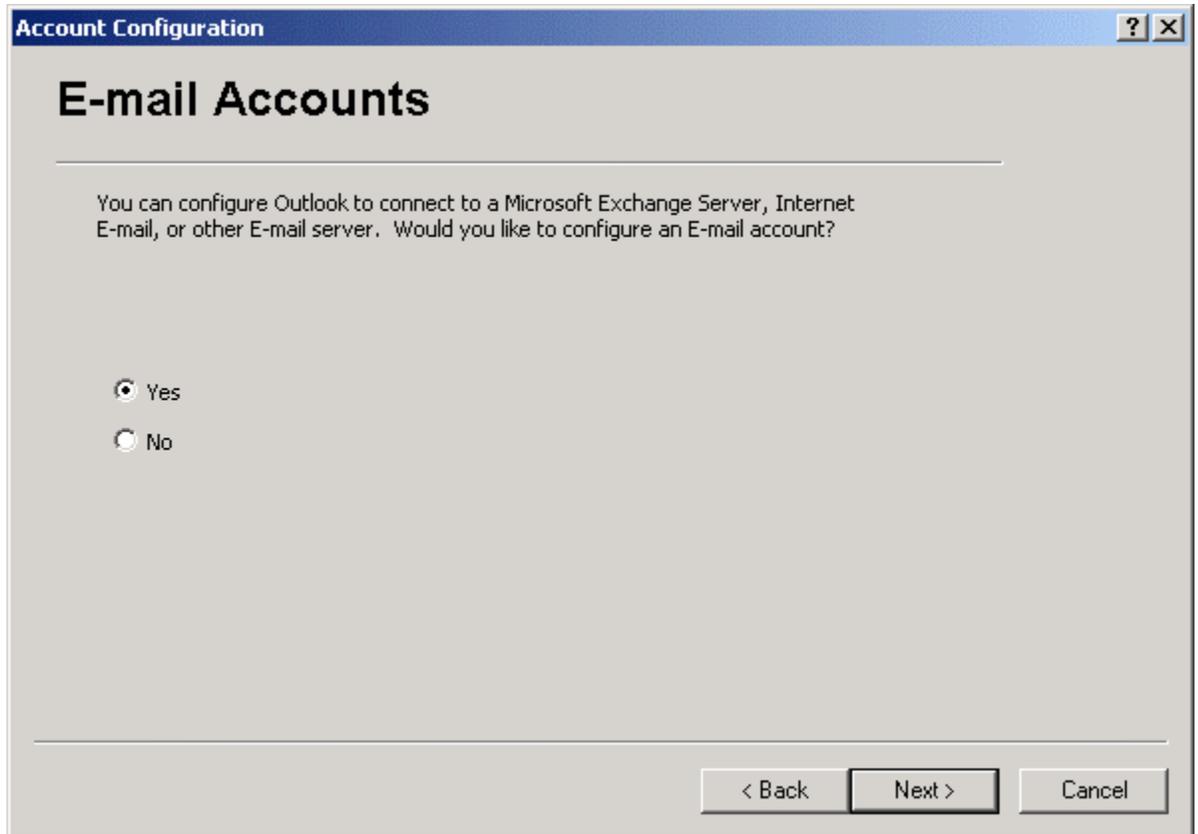
1. To open Outlook 2002 double-click the **Microsoft Outlook** icon on your desktop



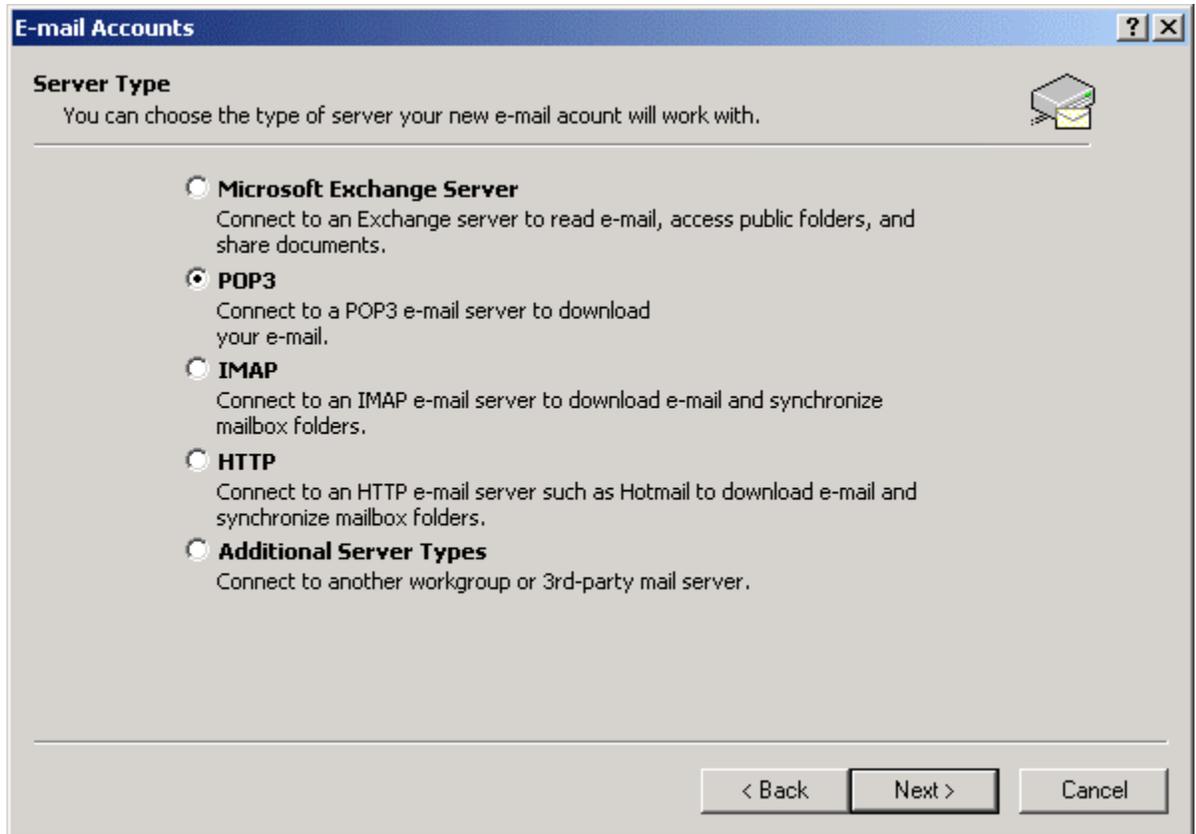
2. If this is the first time using Outlook, the **Outlook 2002 Startup** wizard will start. Click **Next** to continue



3. Select **Yes** on the **E-mail Accounts** screen, and click **Next**



4. For **Server Type** select **POP3** and click **Next** to continue



5. On the **Internet E-mail Settings (POP3)** page you will need to fill in your information for each of the six fields. For **Your Name** type in your name, for **E-mail Address** type in your Comcast provided e-mail address. In the **User Name** field type in your Comcast user name (which is the part before @comcast.net in your e-mail address) and in the **Password** field type in your password. For **Incoming mail server (POP3)** type in **Vihn IP Address**. For **Outgoing mail server (SMTP)** type in **Vihn IP Address**. When each of the six fields have been filled, click the **Test Account 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. If everything was entered correctly, you will see a screen similar to the one below. If anything shows up as **Failed**, return to the previous window and double-check your settings

**Test Account Settings**

Tasks

Tasks	Status
✓ Establish network connection	Completed
✓ Find outgoing mail server (SMTP)	Completed
✓ Find incoming mail server (POP3)	Completed
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

7. At this point you have finished setting up Outlook 2002 and need to click the **Finish** button

E-mail Accounts



**Congratulations!**



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You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

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< Back

Finish