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

Account Configuration E-mail Accounts	?	×
You can configure Outlook to connect to a Microsoft Exchange Ser E-mail, or other E-mail server. Would you like to configure an E-ma	ver, Internet ail account?	
© Yes		
© No		
	< Back Next > Cancel	

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

E-mail Accounts		? ×
Server Type You can choose the type of server your new e-mail acount 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 >	Cano	el

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

liser Informat	ion	Server Information	
Your Name: E-mail Address:	Your Name Name@yourdomain.com	Incoming mail server (POP3): Outgoing mail server (SMTP):	Vihn IP Address Vihn IP Address
Logon Informa	ation	Test Settings	
User Name: Password:	Name@yourdomain.com	After filling out the information on this screen, we recommend you test your account by clicking the butt- below. (Requires network connection)	
	Remember password	Test Account Settings .	
Log on using Authenticati	Secure Password on (SPA)		More Settings

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

est Account Settings		
		Stop
		Close
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

-mail Accounts	<u>? ×</u>
Congratulations!	
You have successfully entered all the information required to setup y	our account.
To close the wizard, click Finish.	
< Back	Finish