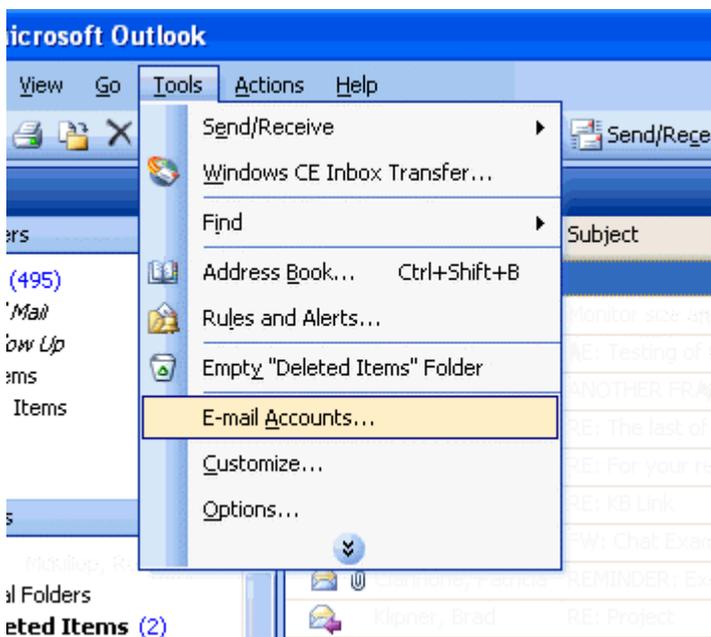


## How do I setup Outlook 2003 for E-mail?

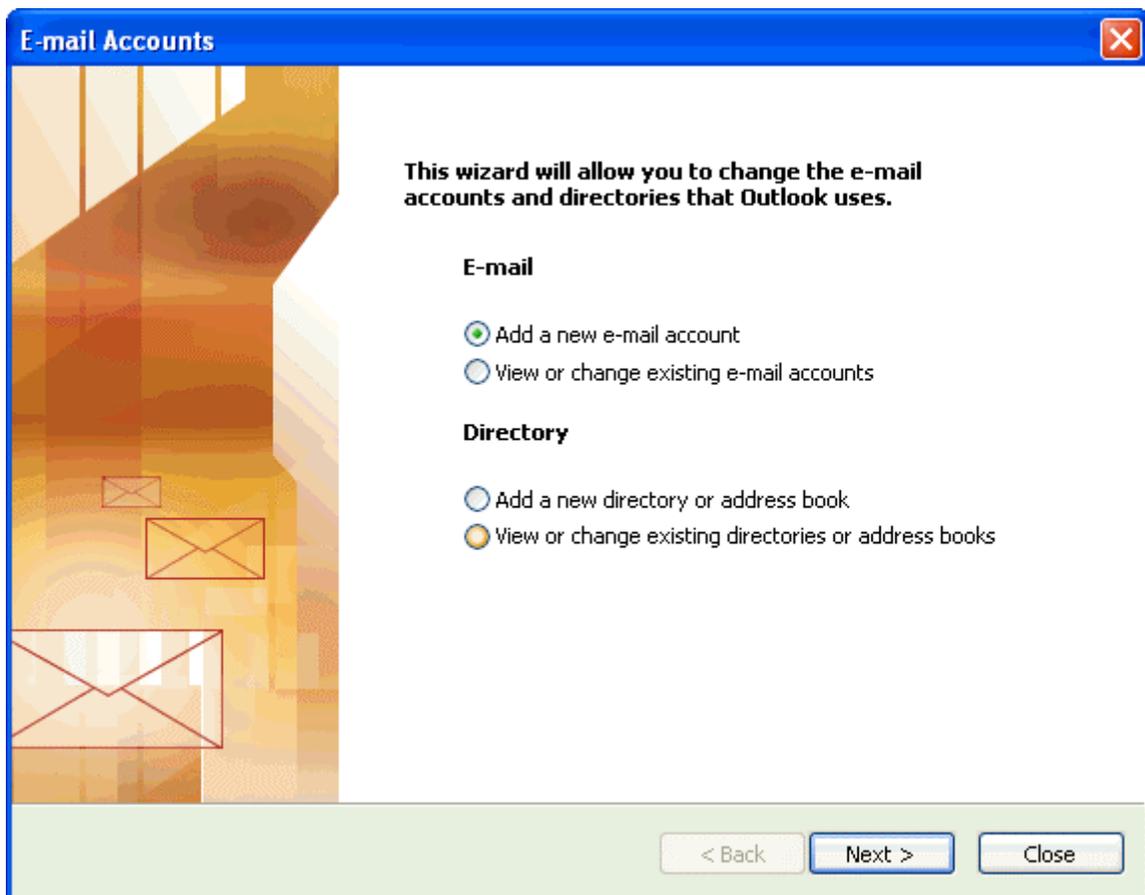
1. To open Outlook 2003 double-click the **Microsoft Office Outlook 2003** icon on your desktop



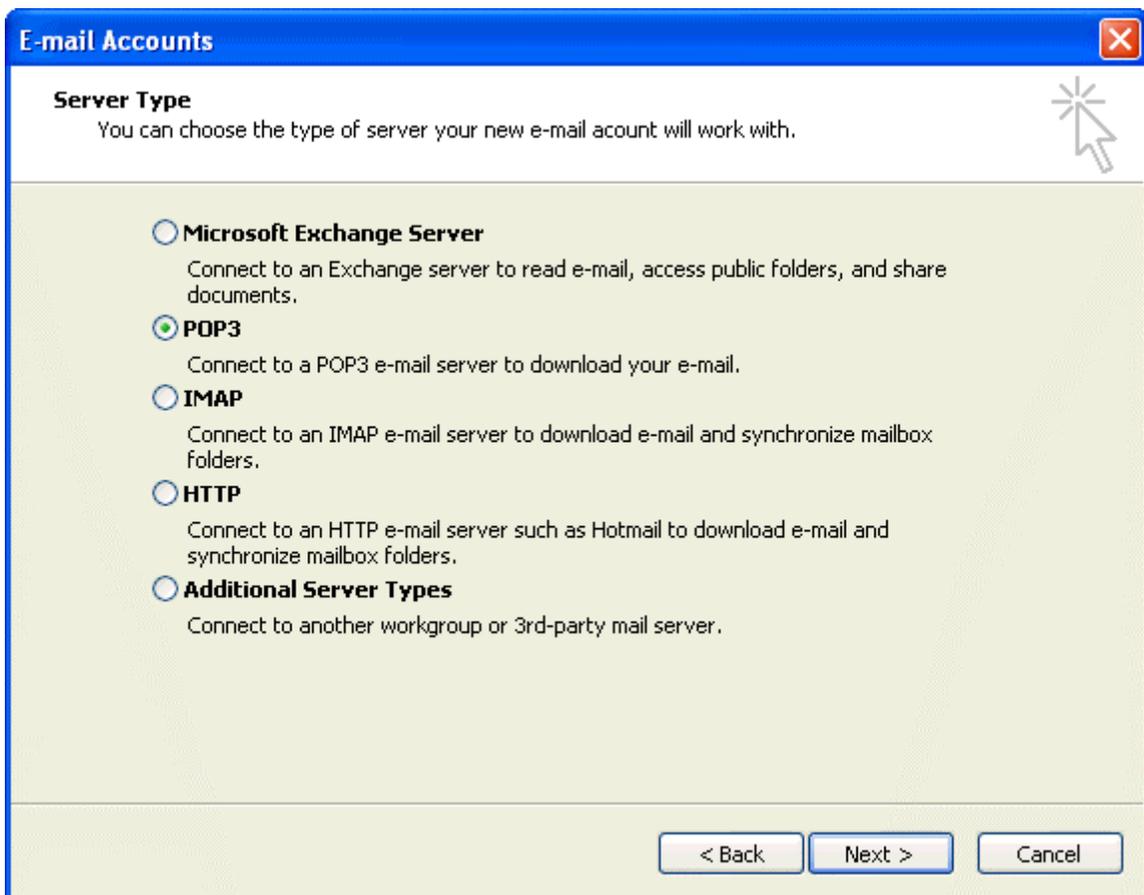
2. If the **E-mail Accounts wizard** doesn't launch on it's own, select **Tools** from the top menu, and **E-mail Accounts...** from the drop-down list



3. Select **Add a new e-mail account** and click **Next** to continue



4. On the **Server Type** screen, select **POP3** and then 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 @domainname.com in your e-mail address) and in the **Password** field type in your password. For **Incoming mail server (POP3)** type in what is given to you by vihn.net support. For **Outgoing mail server (SMTP)** type in type in what is given to you by vihn.net support.. 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

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 anything shows up as **Failed**, return to the previous window and double-check your settings

7. Click on “More Settings” and make sure that “My outgoing server requires authentication” is checked.

8. Make sure you 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

9. At this point you have finished setting up Outlook 2002 and need to click the **Finish** button. You may now begin to use Outlook 2003 to send and receive e-mail.

