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

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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

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 >	Cancel

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 Informati	ion Your Name	Server Information					
Your Name:	Your Name	Incoming mail server (POP3):	IP Address Vihn Sent]			
E-mail Address:	Email Address Vihn Sent	Outgoing mail server (SMTP):	IP Address Vihn Sent]			
Logon Information		Test Settings					
User Name: Password:	Username Vihn Sent	After filling out the information recommend you test your acco button below. (Requires netwo	on this screen, we unt by clicking the rrk connection)				
	Remember password	Test Account Settings					
Log on using S Authentication	Secure Password n (SPA)		More Settings]			
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- 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								
OL	og on using							
L L	Jser Name:							
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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.

