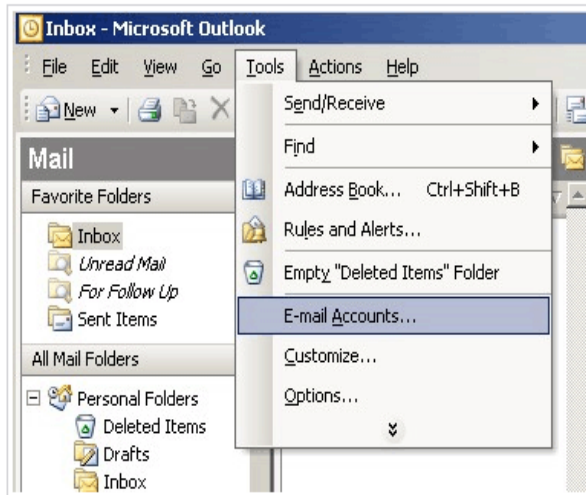


Setup A New Account - Microsoft Outlook 2002/2003



Open Microsoft Outlook.

At this point, either Outlook 2002/2003 will either open to the summary screen, or it will open and pop up a wizard to help you setup your email account.

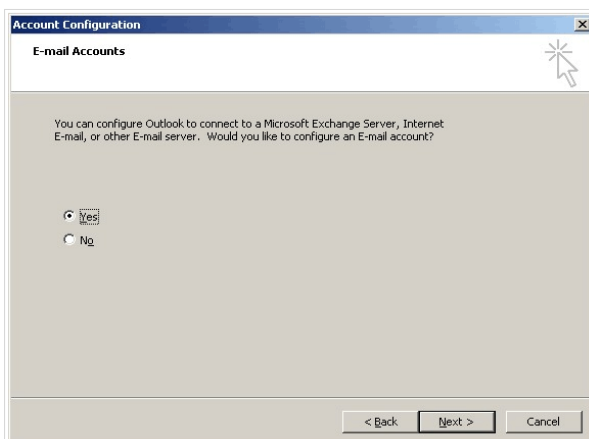
If you do not see the wizard:

At the top of the page click on the '**Tools**' menu and then select '**E-mail Accounts...**'. Put a dot in '**Add** a new e-mail account' and click 'Next'.

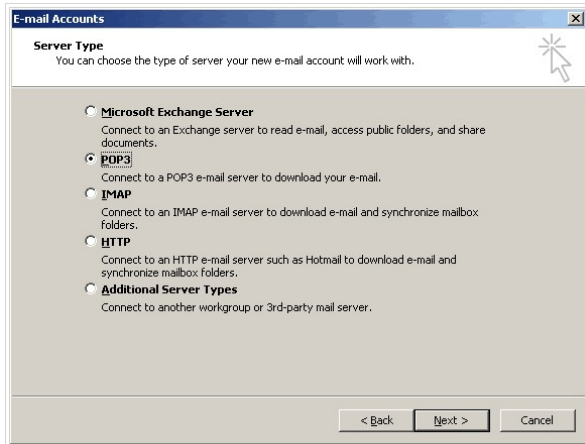


Outlook 2003 Startup

Click 'Next'.



Put a dot in 'Yes' and click '**Next**'.

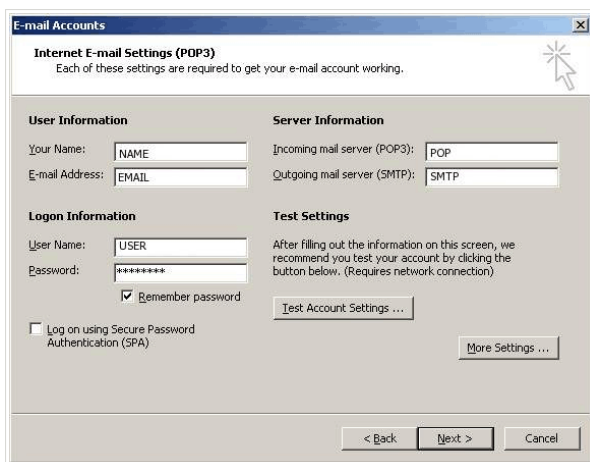


Server Type

Put a dot in 'POP3' and click '**Next**'.

OR

Put a dot in 'iMAP' and click '**Next**'.



Make sure that your settings look like the settings shown in this screenshot.

The following are the most important:

'Your Name':

Replace with: *Your Name*

'E-mail Address':

Replace with:
your_email@your_website_address.com

'Incoming mail server (POP3)':

Replace with:
mail.your_website_address.com

'Outgoing mail server (SMTP)':

Replace with:
mail.your_website_address.com

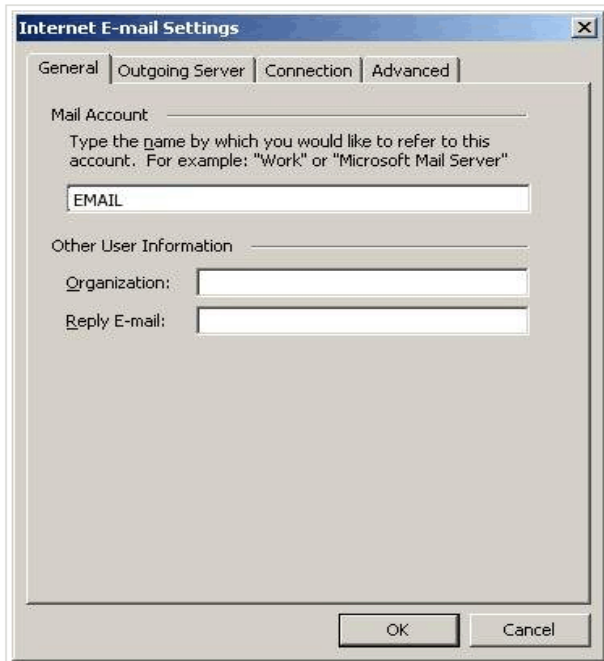
'User Name':

Replace with:
your_email.your_website_address.com

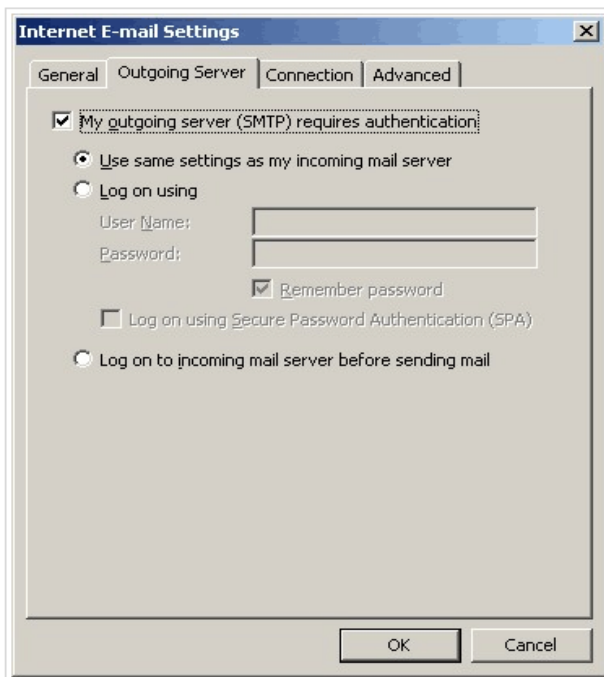
'Password':

The one you specified in your Mail Setup (8 characters maximum).

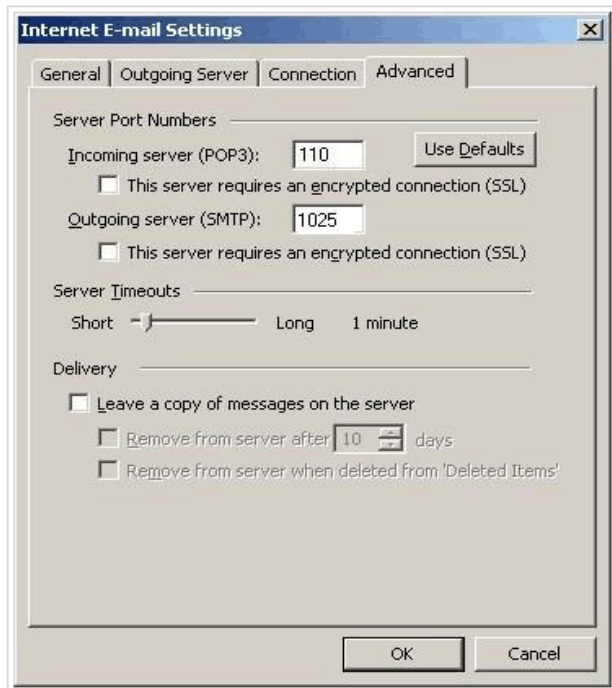
Once your settings look like the settings shown in this screenshot, click on the 'More Settings...' button in the bottom right hand corner.



Click the '**Outgoing Server**' tab at the top of the screen.



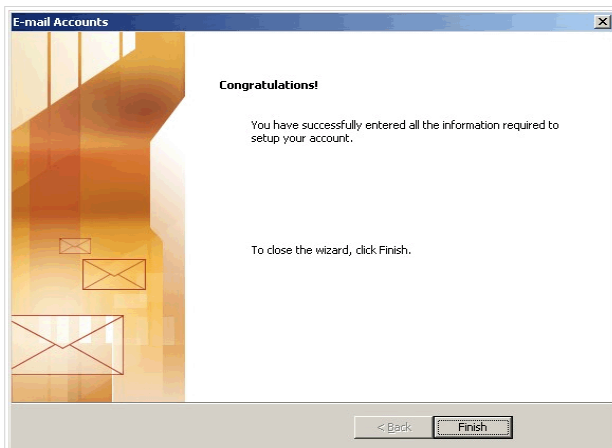
Put a checkmark in 'My outgoing server (SMTP) requires authentication' and make sure that the dot is in 'Use same settings as my incoming mail server'.



Click on the '**Advanced**' tab at the top.
Make sure that your settings look like the settings shown in this screenshot.

Incoming server (iMAP): 143

Outgoing server (SMTP): 1025



Click the '**OK**', 'Next' and then 'Finish' buttons and now you should be able to send and receive email.

CANNOT SEND EMAIL?

If you can receive email however you cannot send email and the settings are exactly as shown above, change your outgoing mail (SMTP) port from the default of 25 to **1025**.

To do this:

Click on 'Tools' > 'E-mail Accounts...' > 'View or change Existing e-mail accounts' > 'Next' button > Highlight the problematic account and click the 'Change' button > 'More Settings...' button in the bottom right > 'Advanced' tab.

Change the 'Server Port Numbers' - 'Outgoing server (SMTP)' from 25 to **1025**.

Background Reasoning:

In order to combat spam, some Internet Service Providers (ISPs) block traffic to external servers on port 25 so that customers using that ISP can only use the ISP's mail server. If that customer is going to spam, the idea is that they must use the ISP's mail server to spam and therefore be caught very quickly, and handled accordingly. Realizing that many ISP's mail servers have a more restrictive options (ie. not being able to send to more than 100 people at a time) as they are usually residential mail servers, we have opened an alternative port to allow you to send mail using our mail servers, one that the ISPs do not block. That port is SMTP port **1025**.