

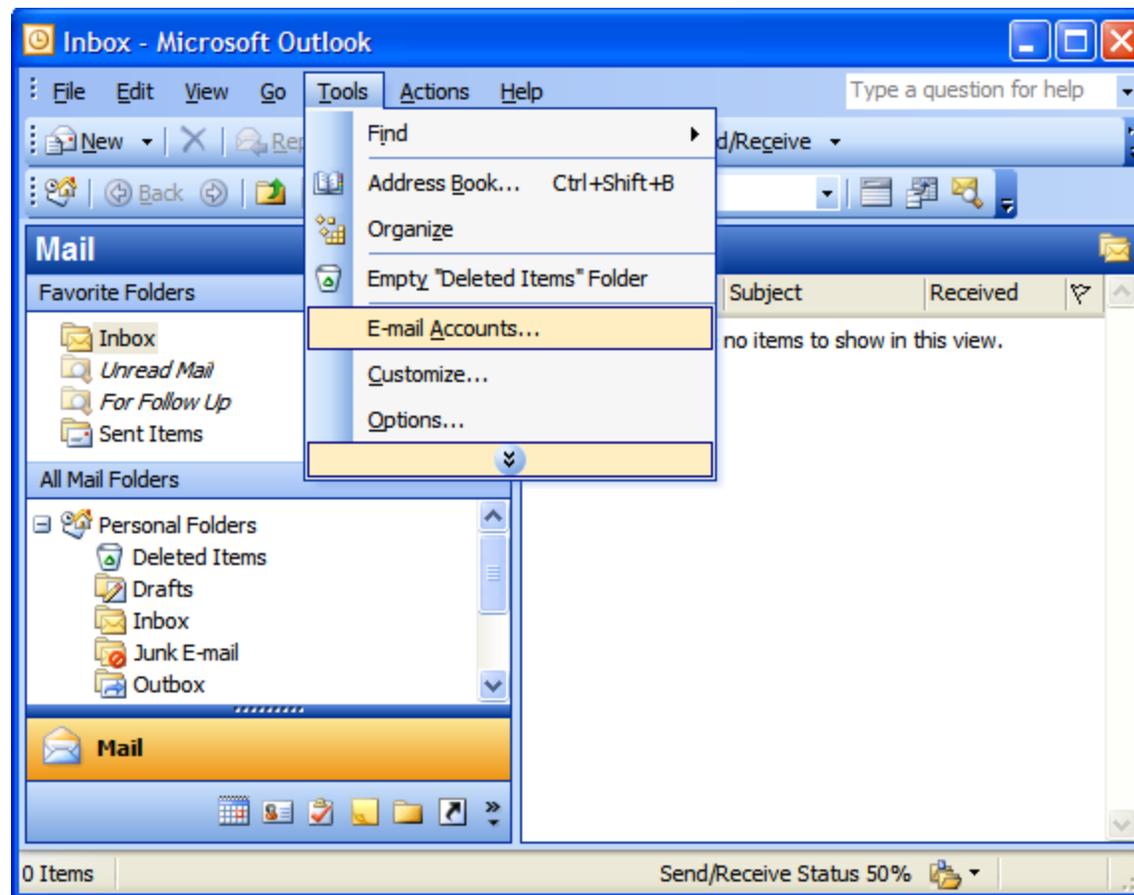
# Setting Up Your POP or IMAP Email Address in Microsoft Outlook

---

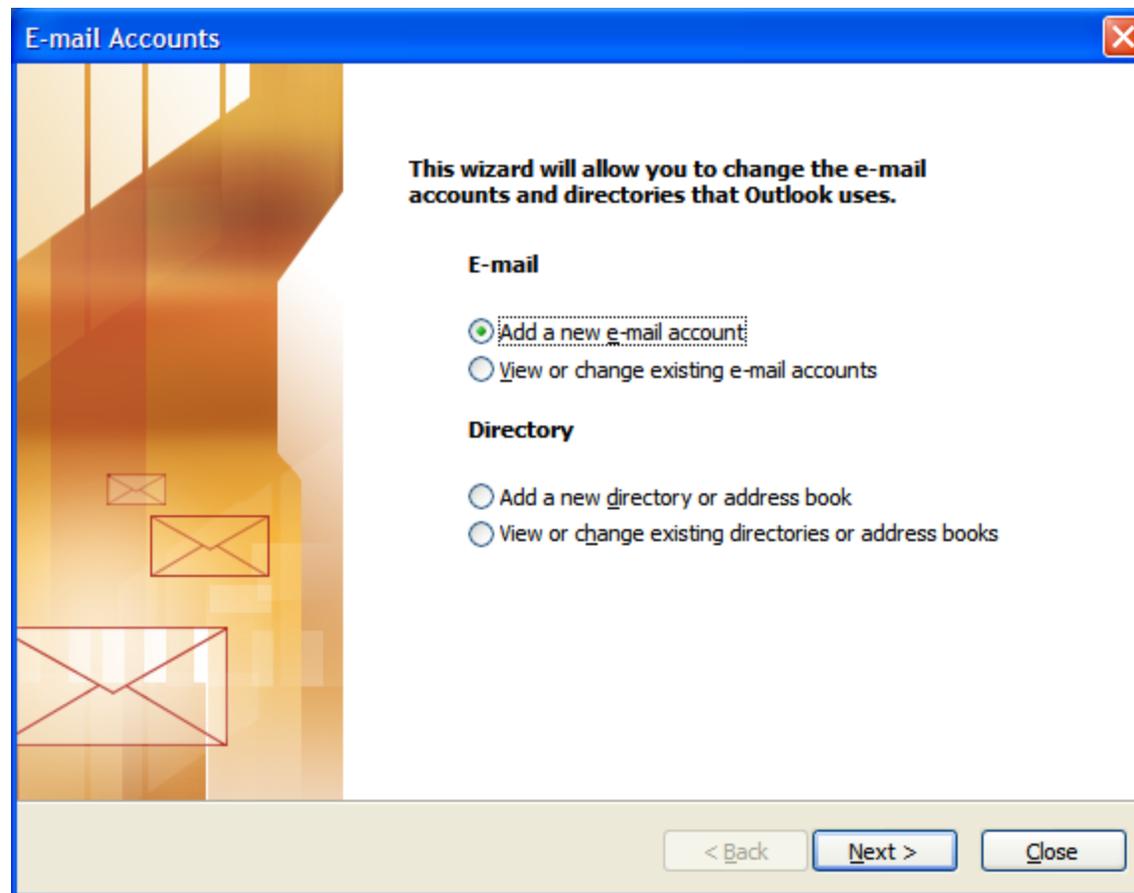
This tutorial shows you how to set up Microsoft Outlook 2003® to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

## To Set Up Your E-mail Account in Microsoft Outlook

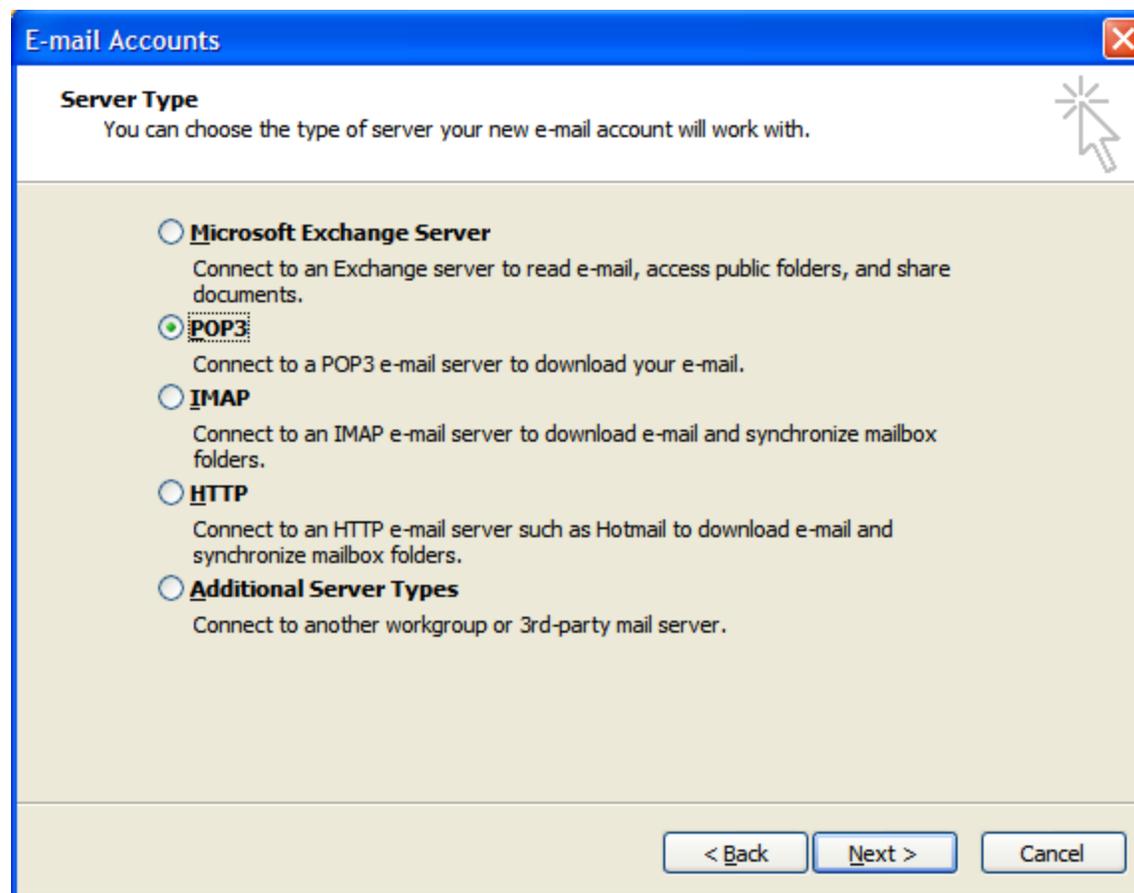
1. In Microsoft Outlook, from the E-mail Accounts menu, select Tools.



2. On the E-mail Accounts wizard window, select Add a new e-mail account, and then click Next.



3. For your server type, select POP3 or IMAP, and then click Next.



4. On the Internet E-mail Settings (POP3/IMAP) window, enter your information as follows:

Your Name

Your first and last name.

E-mail Address

Your email address.

User Name

Your email address, again.

Password

Your email account password.

Incoming mail server (POP3)

POP, Pop.secureserver.net or IMAP, imap.secureserver.net.

Outgoing mail server (SMTP)

Smtput.secureserver.net

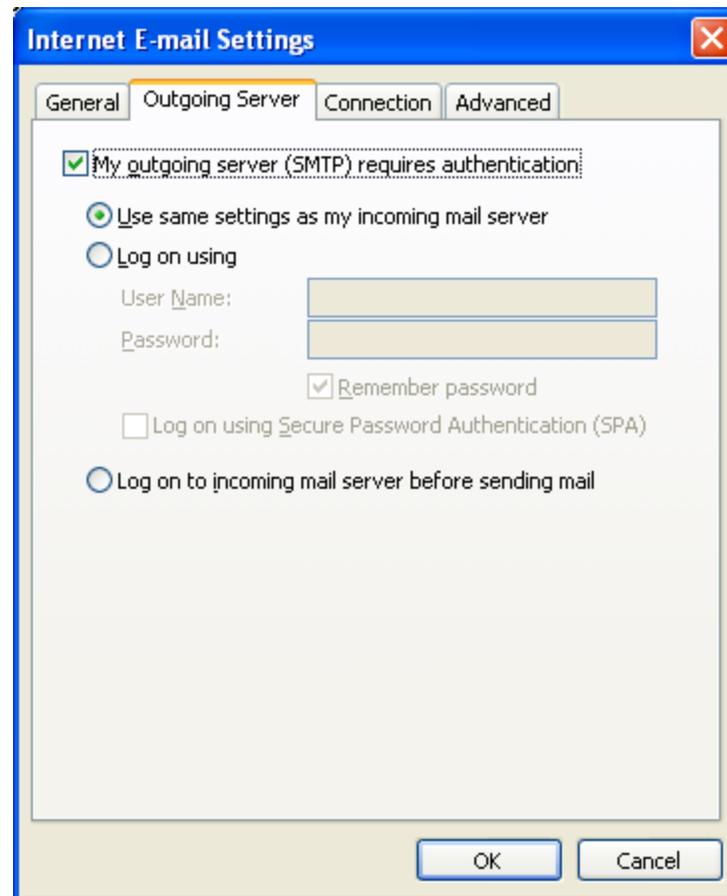
Click More Settings.

NOTE: "smtpout.secureserver.net" is an SMTP relay server. In order to use this server to send e-mails, you must first activate SMTP relay on your e-mail account. Log on to your Manage Email Accounts page to set up SMTP relay. If you do not have SMTP relay set up and your Internet Service Provider (ISP) allows it, you can use the outgoing mail server for your Internet Service Provider. Contact your Internet Service Provider to get this setting.

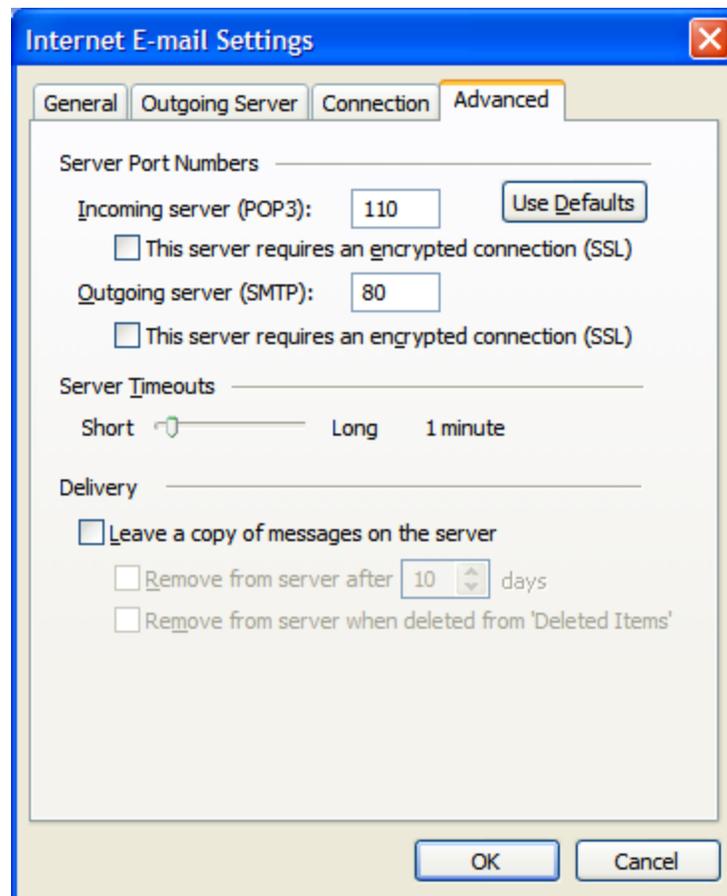
The screenshot shows the 'E-mail Accounts' dialog box with the following fields and options:

- Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.
- User Information**
  - Your Name: Jane Smith
  - E-mail Address: jsmith@coolexample.com
- Server Information**
  - Incoming mail server (POP3): pop.secureserver.net
  - Outgoing mail server (SMTP): smtpout.secureserver.net
- Logon Information**
  - User Name: jsmith@coolexample.com
  - 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)
  - Test Account Settings ...
  - More Settings ...
- Navigation buttons: < Back, Next >, Cancel

5. On the Internet E-mail Settings window, go to the Outgoing Server tab.
6. Select My outgoing server (SMTP) requires authentication.
7. If you did not change the SMTP relay section, select Use same settings as my incoming mail server. If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select Log on using and enter the user name and password. The following example assumes you did not change your SMTP relay section in your Manage Email Accounts page.



8. Go to the Advanced tab, and then change the Outgoing server (SMTP) port to 80 or 3535.
9. Click OK.



10. Click Next.

**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:

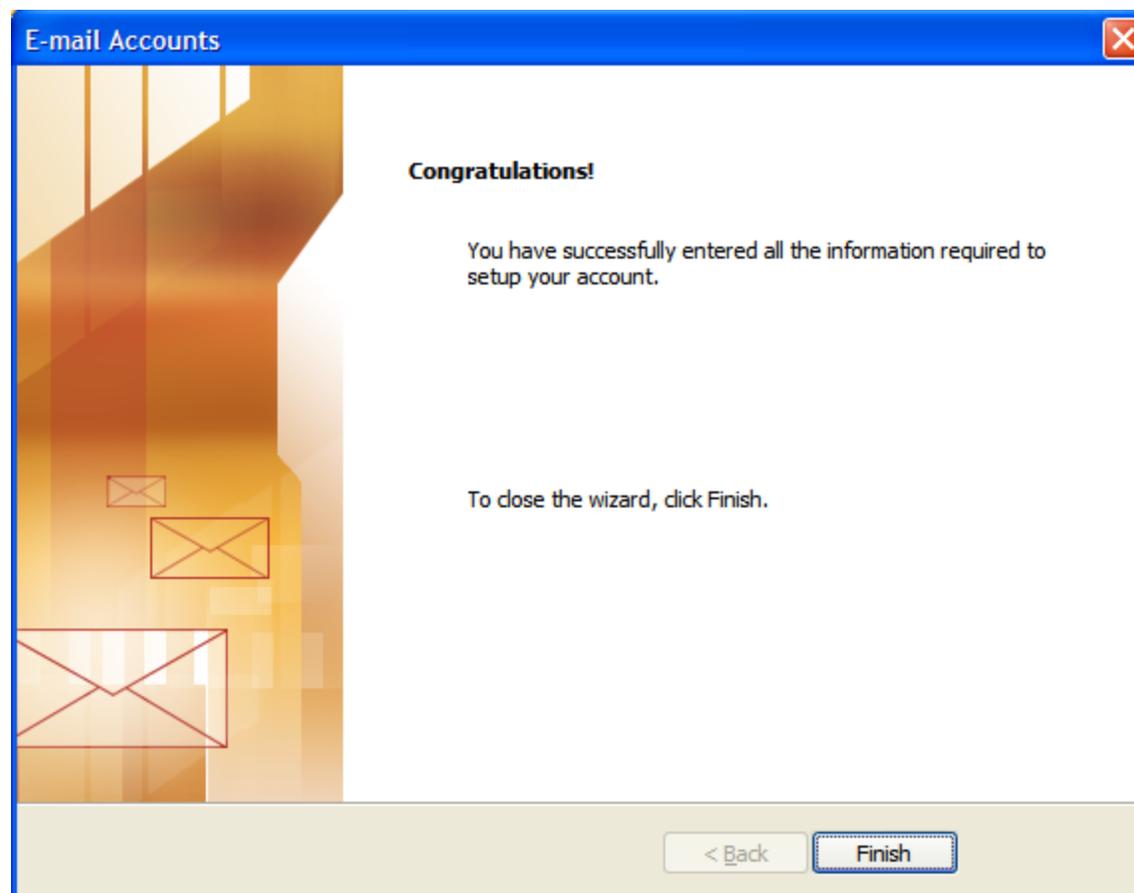
Remember password

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)

11. Click Finish.



NOTE: As a courtesy, we provide information about how to use certain third-party products, but we do not endorse or directly support third-party products and we are not responsible for the functions or reliability of such products. Outlook 2003® is a registered trademark of Microsoft Corporation in the United States and/or other countries. All rights reserved.