



Webmail – E-mail Client Set up – Microsoft Outlook 2003

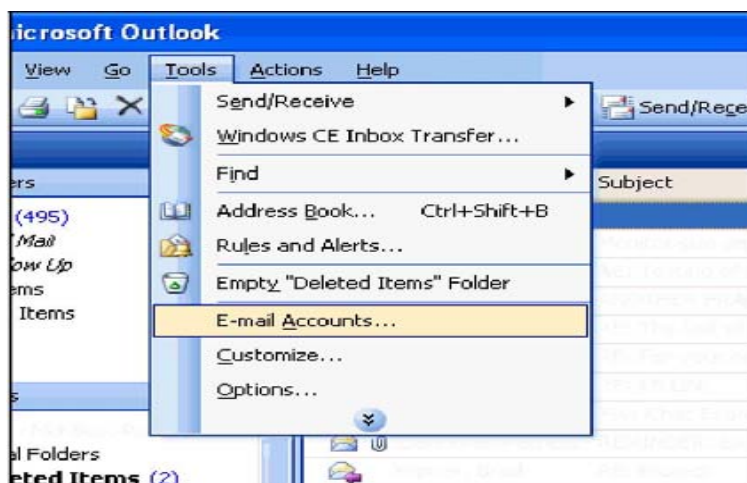
The following instructions cover typical usage of Microsoft Outlook 2003 and assume the software has been installed correctly on your system.

Note: The instructions below are only for individuals with a direct Internet connection by modem or network. If you are behind a firewall or proxy server, these instructions may not work. Consult your business' network administrator for more information.

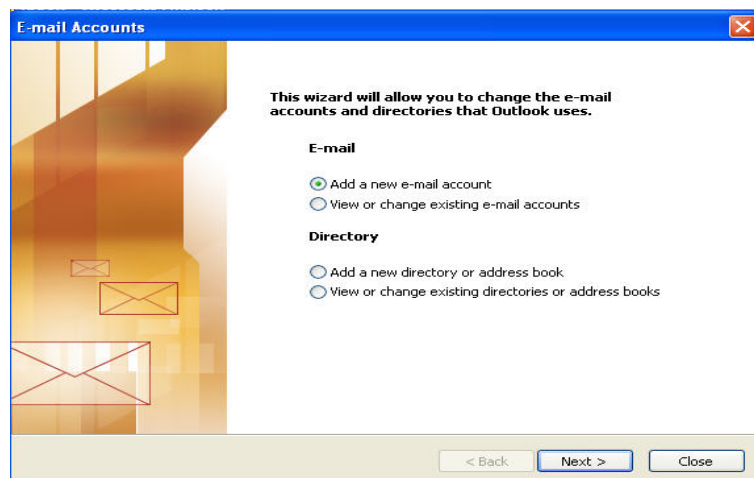
For more information on Microsoft Outlook 2003's advanced options, see the software documentation.

Use the following instructions to configure Microsoft Outlook 2003:

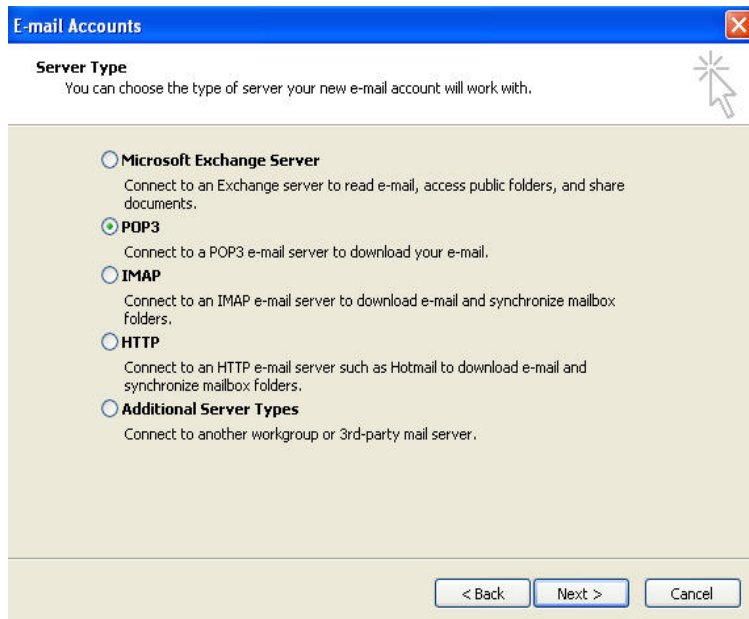
1. Open Outlook 2003.
2. From the Tools menu, select **E-mail Accounts**.



3. Select **Add a new e-mail account**, and then click **Next**.



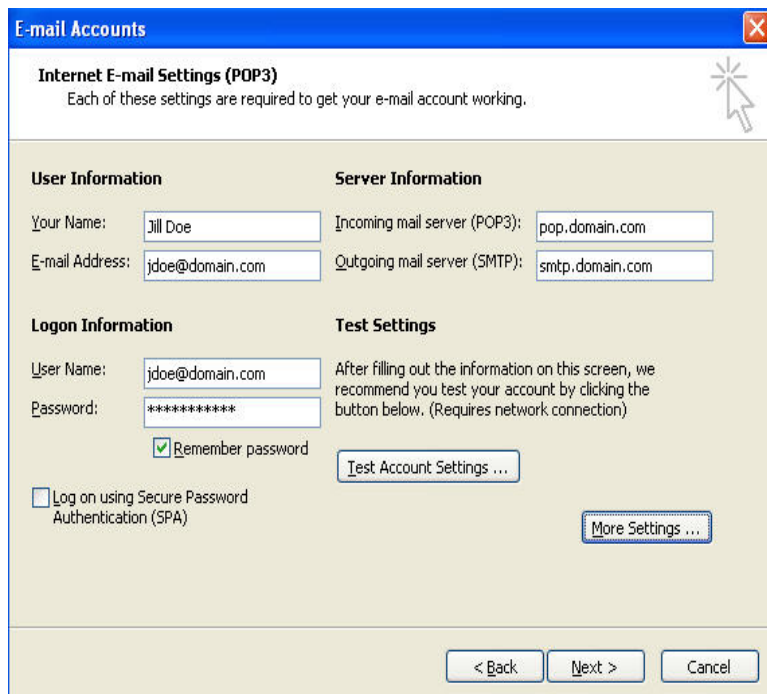
4. On the **Server Type** screen, select **POP3**, and then click **Next**.



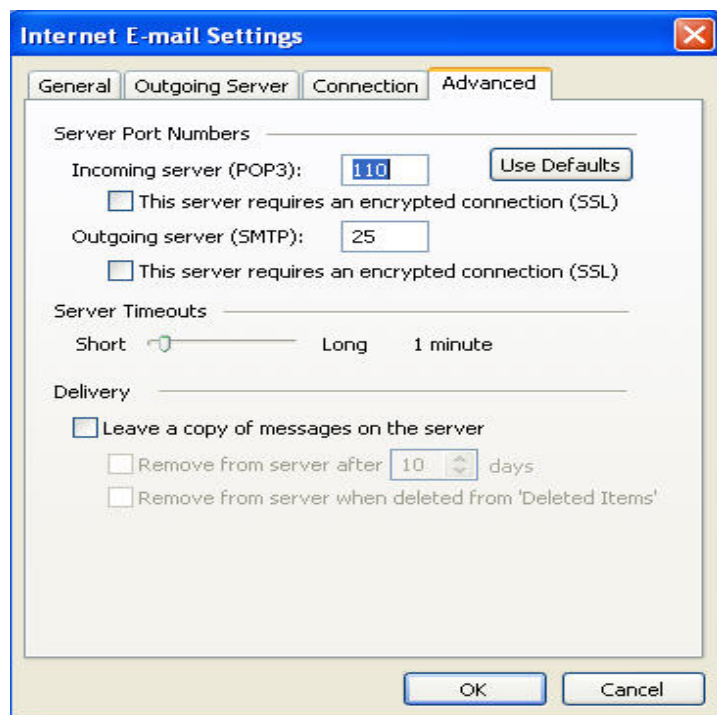
5. On the **Internet E-mail Settings (POP3)** page, you will need to complete the following information:

- **Your Name:** Enter your name, for example *Jill Doe*.
- **E-mail Address:** Enter your email address, for example *jdoe@domain.com*.
- **User Name:** Enter your email user name, for example *jdoe@domain.com*.
- **Password:** Enter your password
- **Incoming mail server (POP3):** Enter *pop.domain.com*.
- **Outgoing mail server (SMTP):** Enter *smtp.domain.com*.

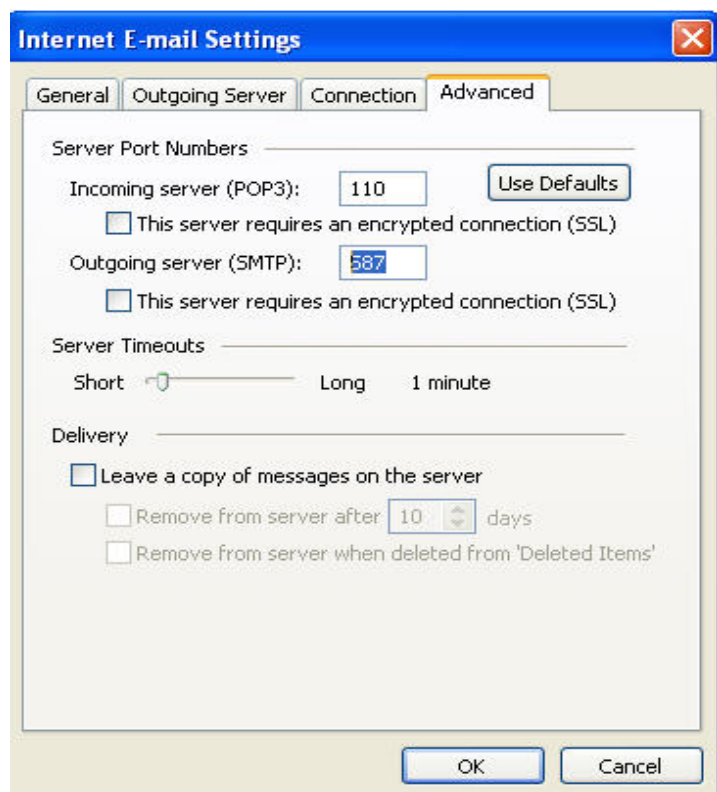
6. When each of the six fields have been completed, click the **More Settings...** button.



7. Select the **Outgoing Server** tab, and then select the **My outgoing server (SMTP) requires authentication** checkbox. Be sure the **Use same settings as my incoming mail server** radio button is checked.

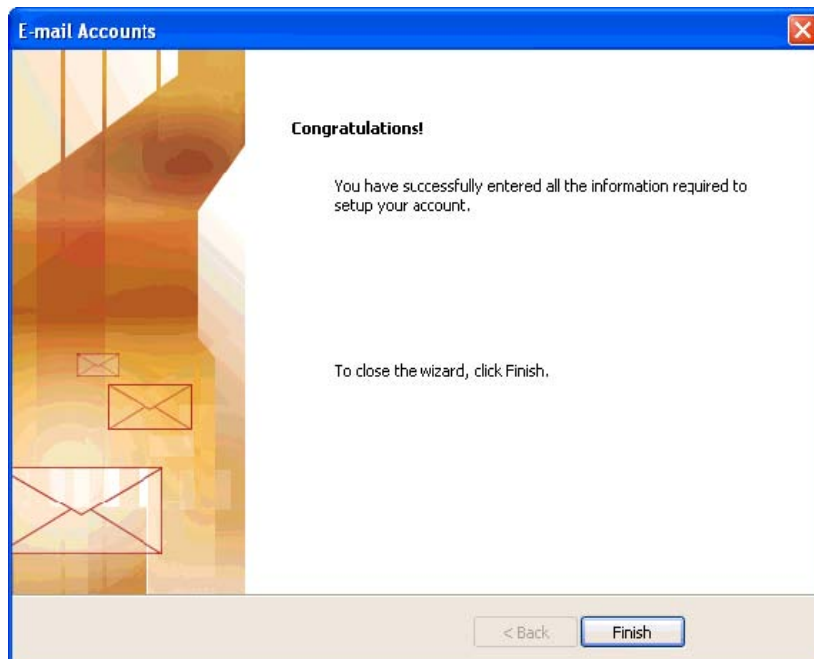


8. Select the **Advanced** tab. In the 'Server port numbers' section, change the value in the **Outgoing server (SMTP)** field to 587. Click **OK**.



9. Click the **Test Account Settings ...** button to ensure your settings are correct.

10. If the account testing completed without problems, the **Congratulations** screen appears.
11. Click **Finish**



Note: If you receive any 'failed' messages, you will need to click the Back button and re-check your settings. For all customers migrated to Webmail, ***the migration script does not change a pre-existing DNS record***, so it must be edited manually. When a pre-existing record exists, use ***mymail.myregistered.com***.