



How To: Setup your email address in Microsoft Outlook 2003

Contents

Microsoft Outlook 2003: Setting up Email for the First Time	2
Microsoft Outlook 2003: Checking Existing Email Settings	8

Checklist

Ensure you have the following details with you that are required to complete the process:

- Your full email address (eg. yourname@yourdomain.com.au)
- Your email password
- Your domain name. This is used as both your incoming and outgoing mail server. If your website address was <http://www.spectrumwired.com> your incoming and outgoing mail servers would be *spectrumwired.com* (we ignore the 'http://www.')

Overview

This document's aim is to assist with email setup for the companies and businesses that have website hosting through Spectrum Wired.

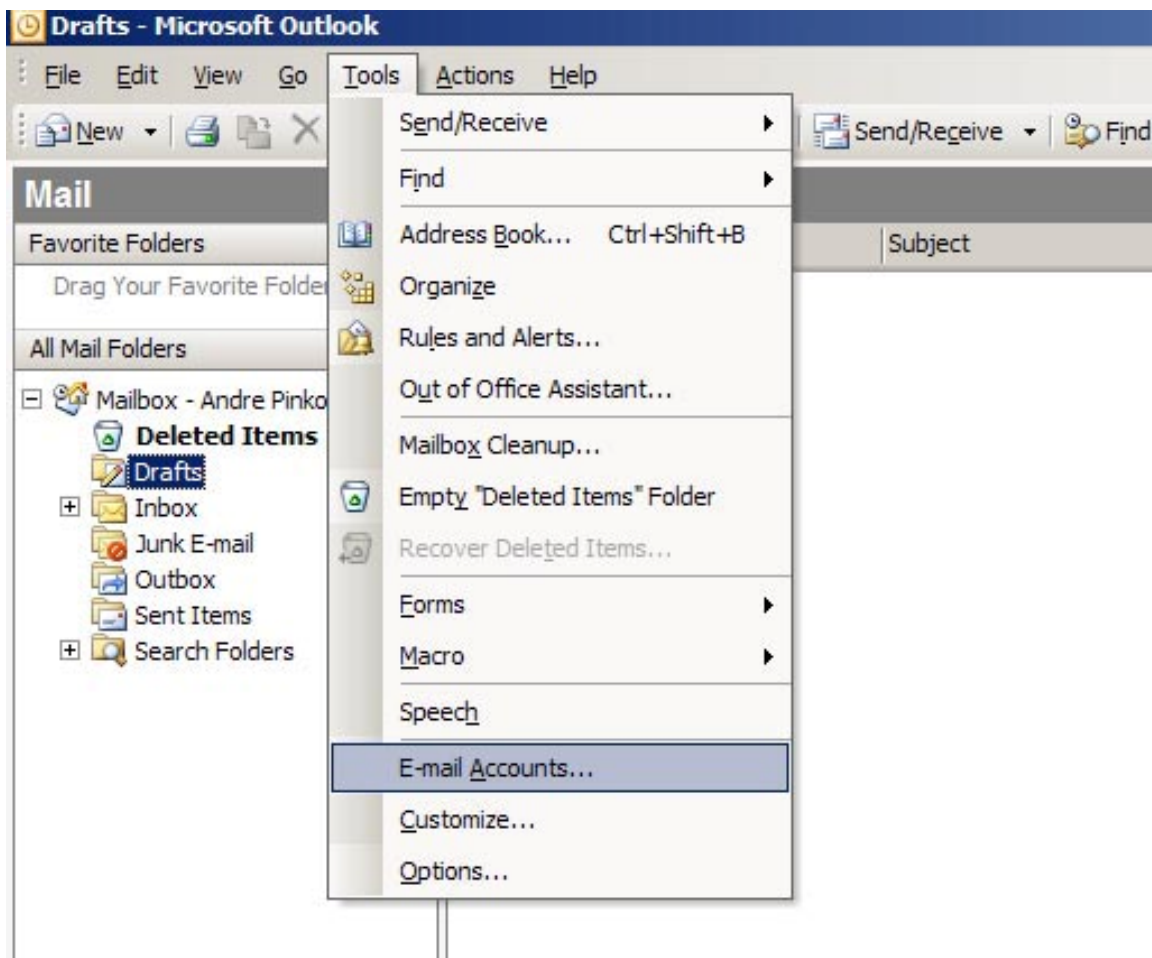
Instructions will be provided for email setup with Microsoft Outlook 2003 in step-by-step point form with accompanying screen-grabs.

This document is for clients of Spectrum Wired hosting services only

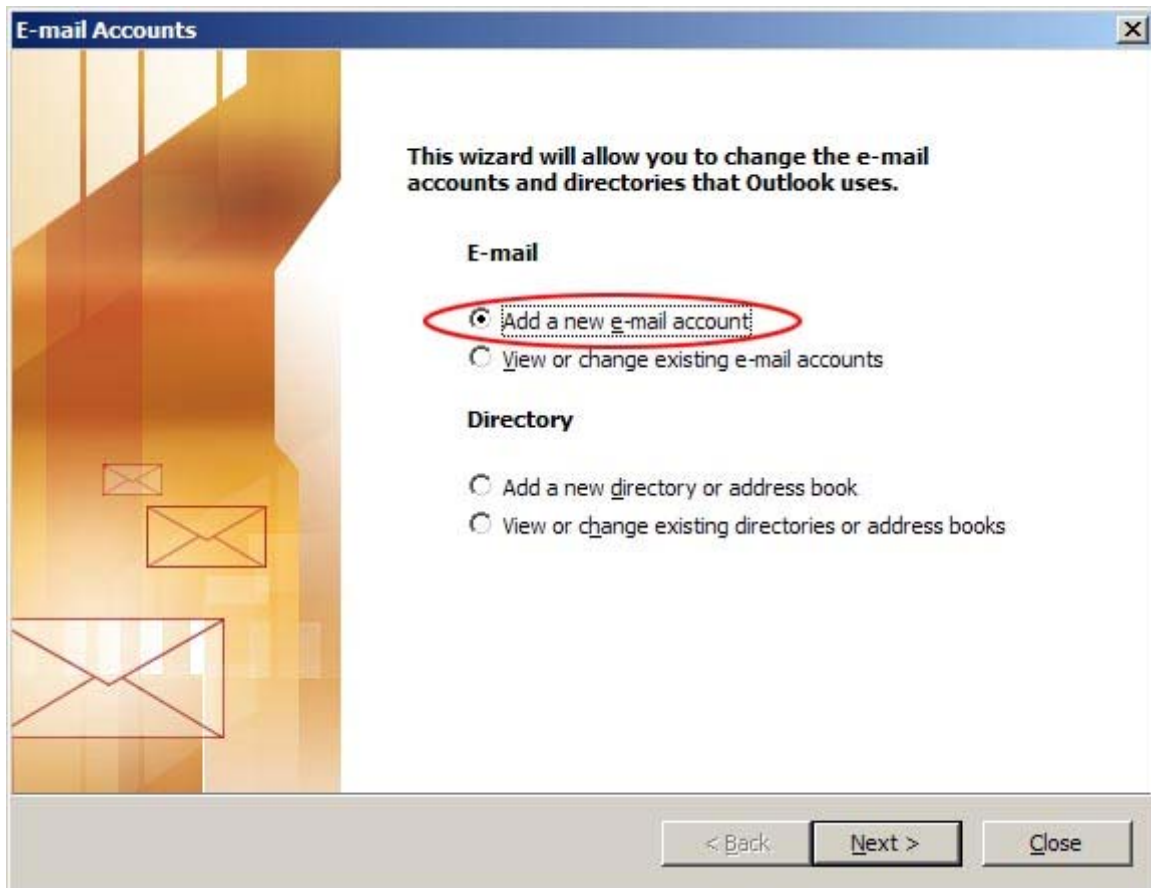
Please Note: If after following these instructions you find that you can receive but not send emails; you must contact your ISP's technical support and use their outgoing mail (SMTP) server.

Microsoft Outlook 2003: Setting up Email for the First Time

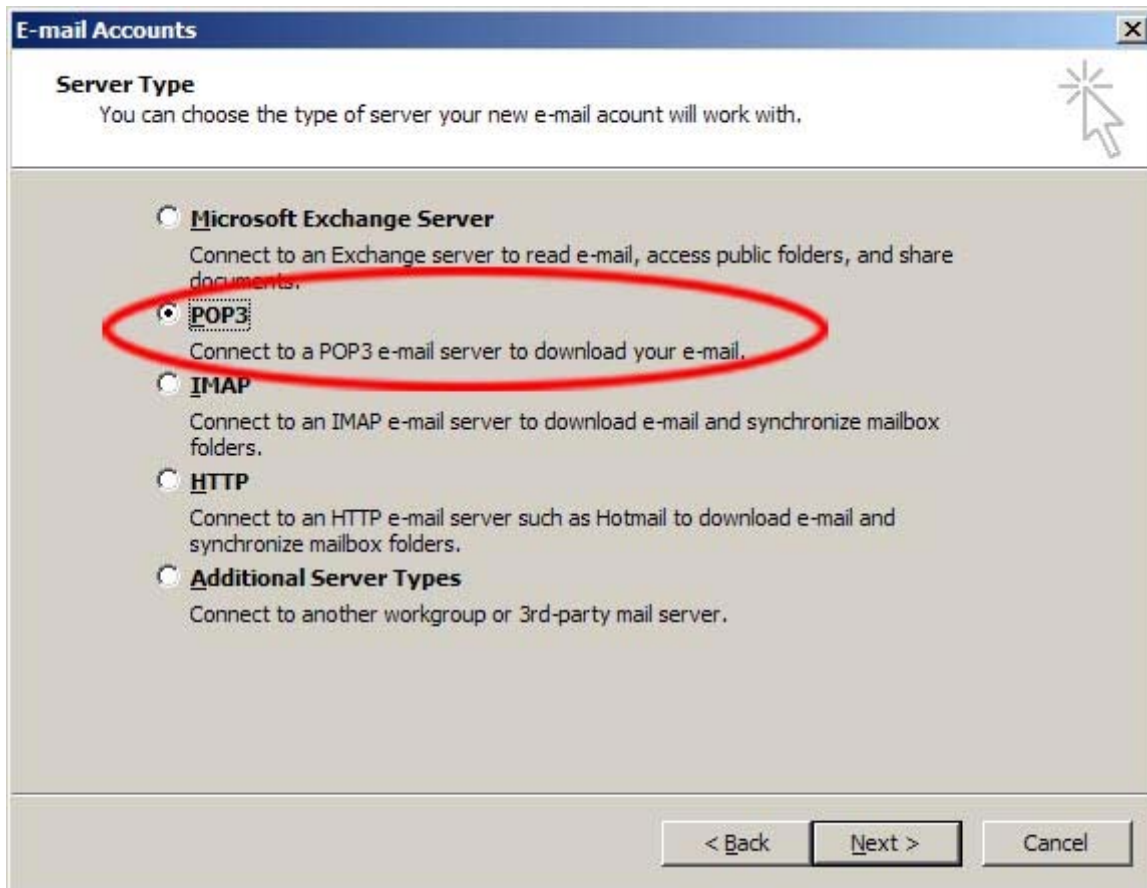
- 1) Open Microsoft Outlook
- 2) In the 'Tools' menu select 'E-mail Accounts...'



3) Select the 'Add a new e-mail account' radio button and click 'Next >'

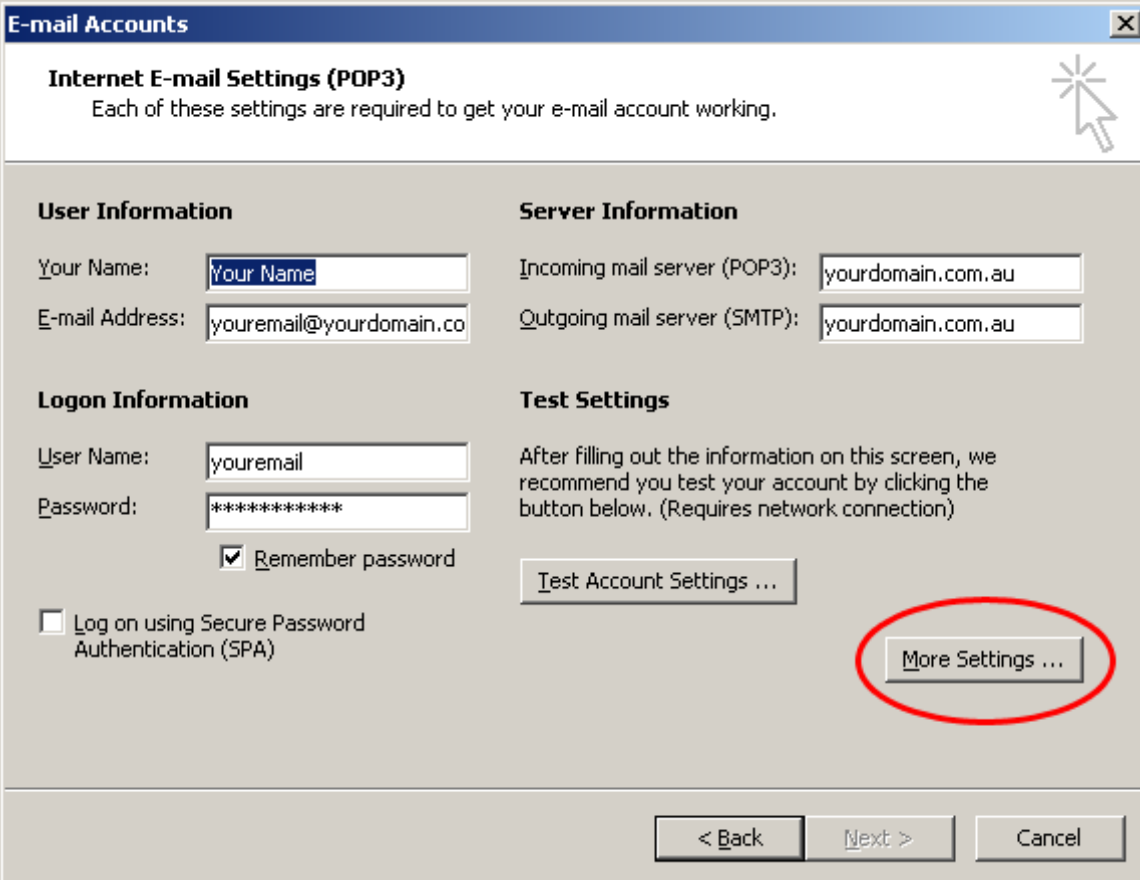


4) Select '**POP3**' and click the '**Next >**' button



- 5) Enter your email settings. The important points to remember are:
 - a. User Name: If your email address was youremail@yourdomain.com your User name would be youremail (we ignore the '@yourdomain.com').
 - b. Password: Make sure this has your password entered correctly.
 - c. Incoming mail server (POP3): Make sure this has your correct server settings. Eg: yourdomain.com.au
 - d. Outgoing mail server (SMTP): This should have the same settings as your incoming mail server (unless you are using your ISP's outgoing mail server).

- 6) If you are using your domain (yourdomain.com.au) to send emails (as opposed to your ISP's outgoing mail server) you should click the '**More Settings ...**' button.

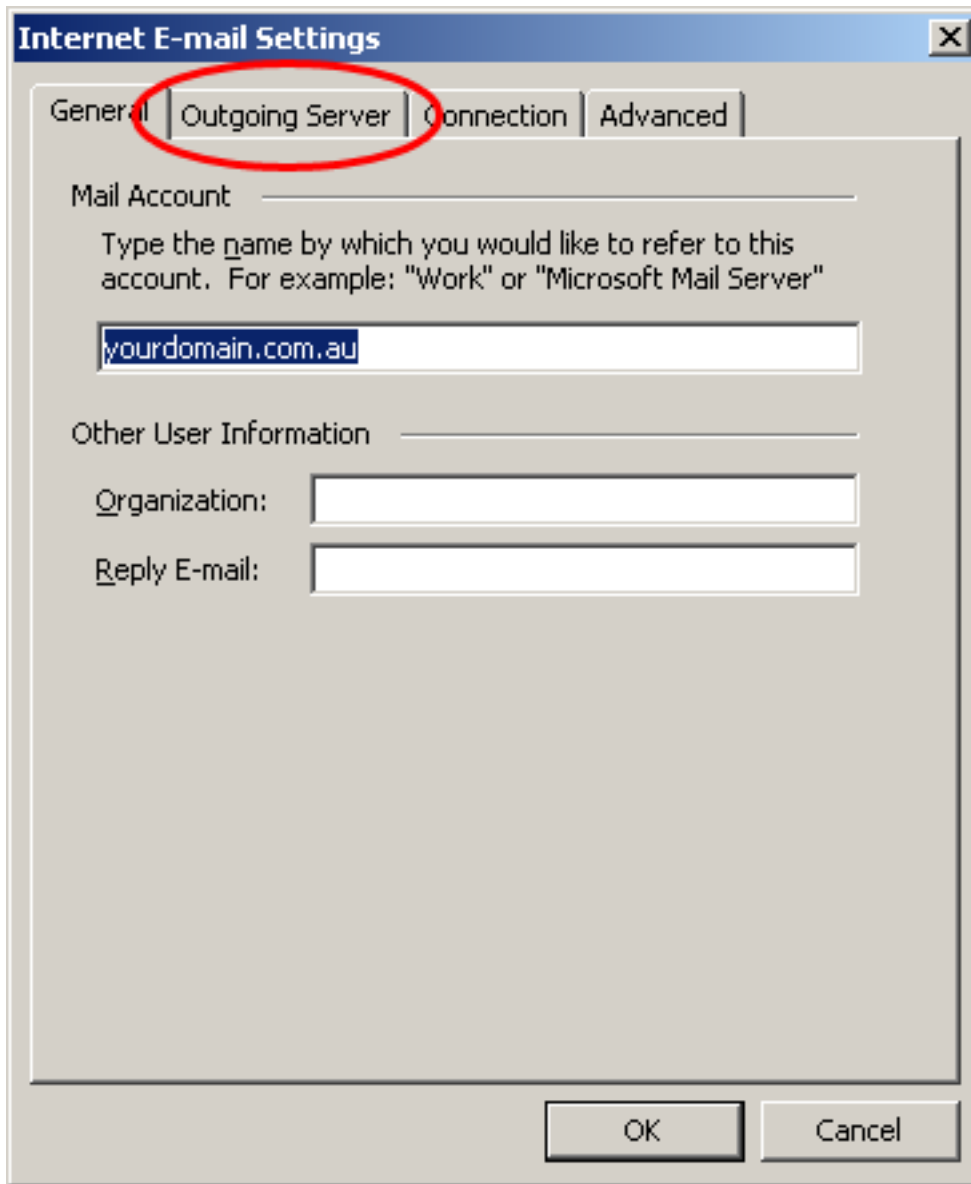


E-mail Accounts

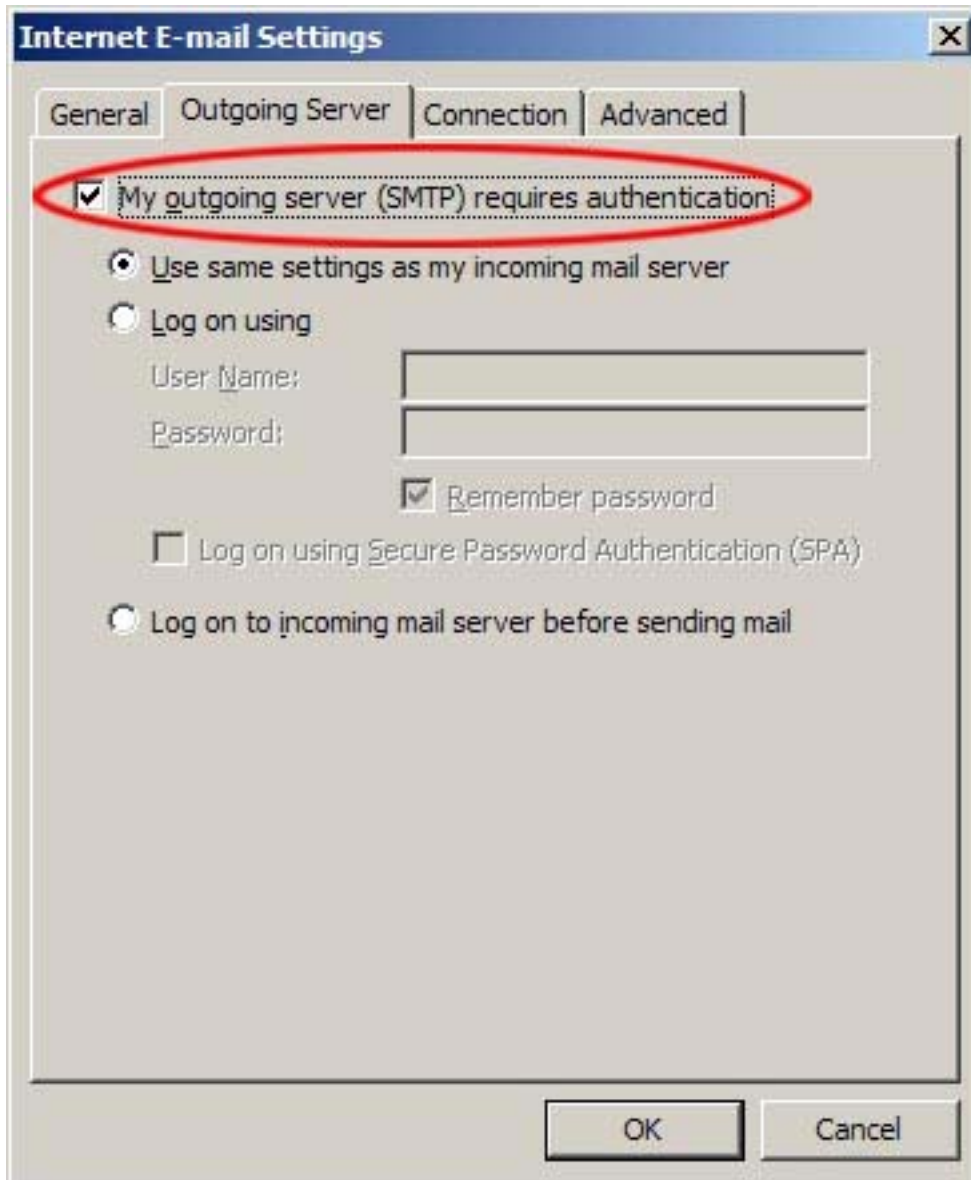
Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

<p>User Information</p> <p>Your Name: <input type="text" value="Your Name"/></p> <p>E-mail Address: <input type="text" value="youremail@yourdomain.co"/></p>	<p>Server Information</p> <p>Incoming mail server (POP3): <input type="text" value="yourdomain.com.au"/></p> <p>Outgoing mail server (SMTP): <input type="text" value="yourdomain.com.au"/></p>
<p>Logon Information</p> <p>User Name: <input type="text" value="youremail"/></p> <p>Password: <input type="password" value="*****"/></p> <p><input checked="" type="checkbox"/> Remember password</p> <p><input type="checkbox"/> Log on using Secure Password Authentication (SPA)</p>	<p>Test Settings</p> <p>After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)</p> <p><input type="button" value="Test Account Settings ..."/></p> <p><input type="button" value="More Settings ..."/></p>

7) Then click the **'Outgoing Server'** tab



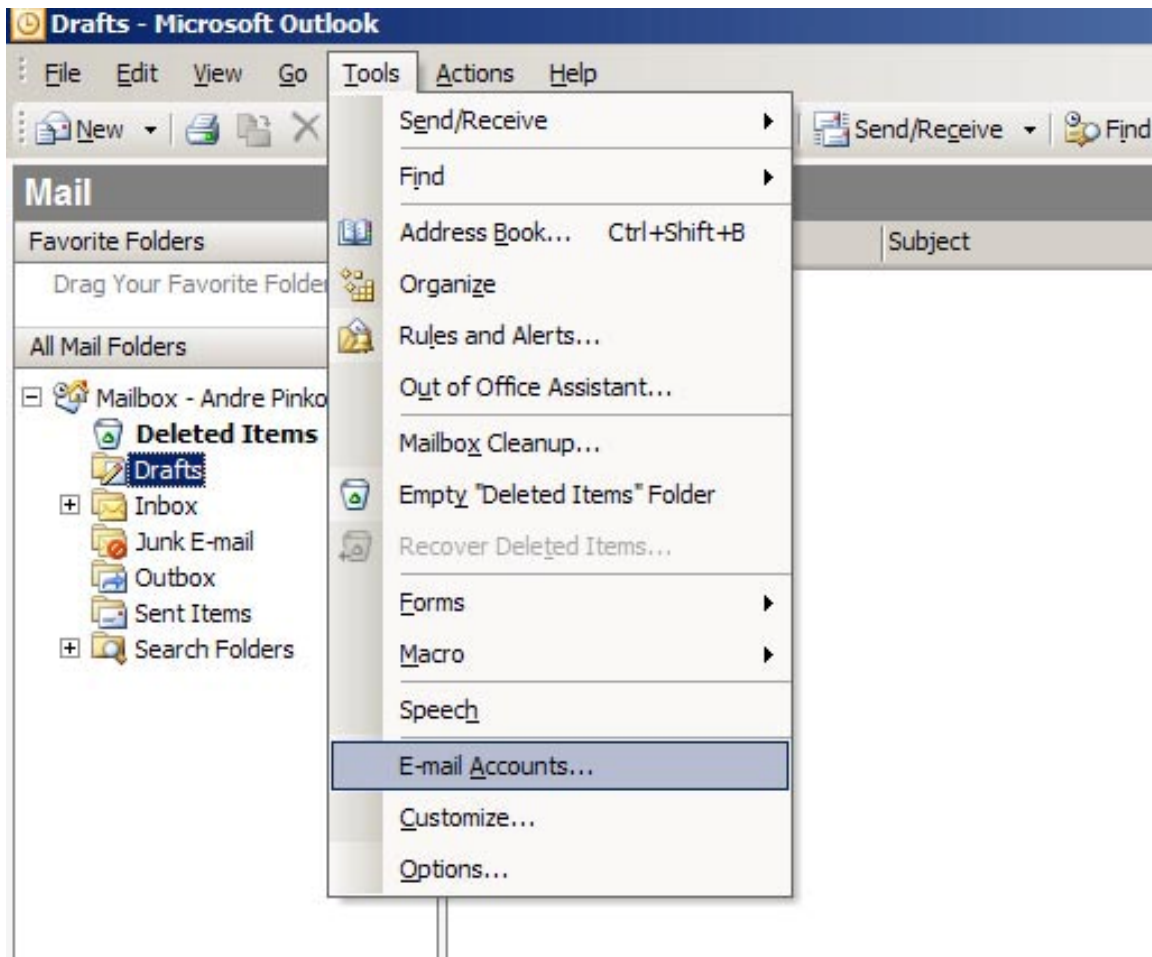
- 8) Make sure the **'My outgoing server (SMTP) requires authentication'** checkbox is checked, and the **'Use same settings as my incoming mail server'** radio button is selected.



- 9) Confirm all dialogues and your email is now setup.

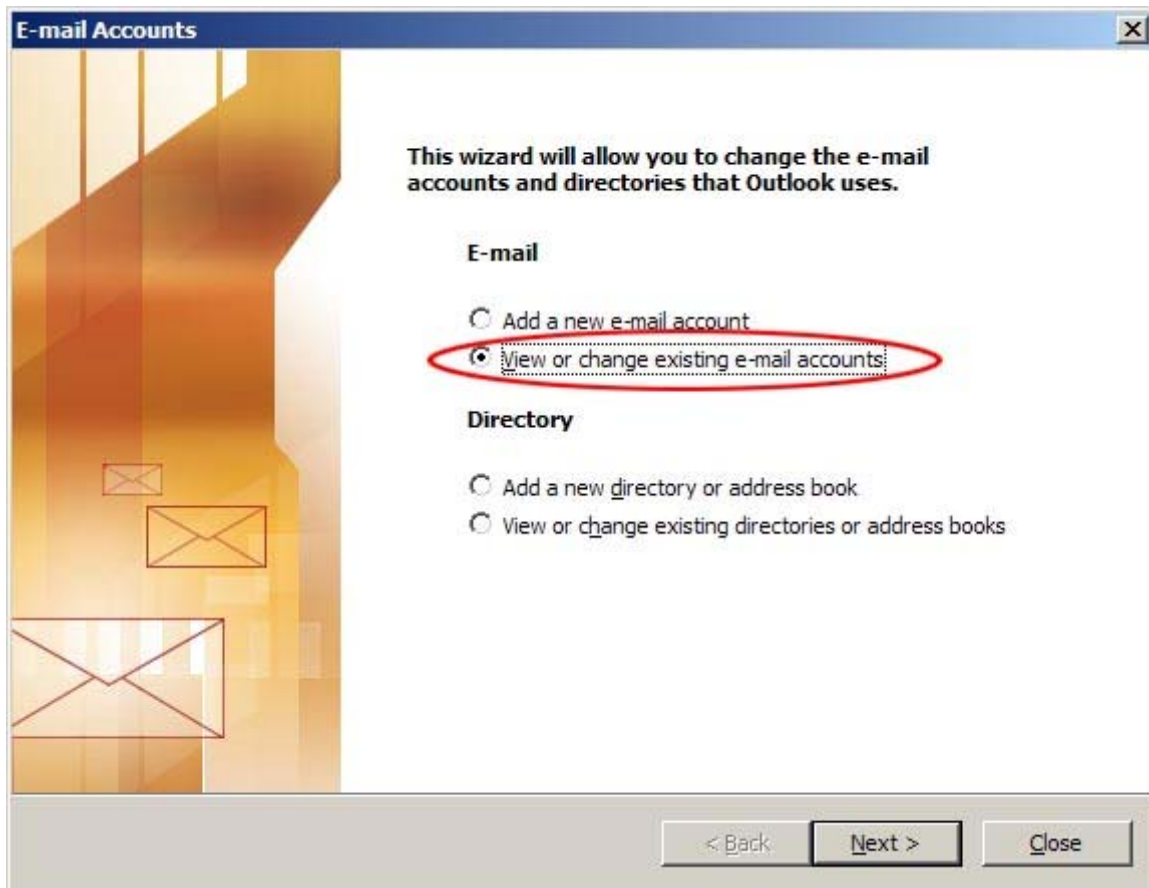
Microsoft Outlook 2003: Checking Existing Email Settings

- 1) Open Microsoft Outlook 2003
- 2) In the 'Tools' menu select 'E-mail Accounts...'



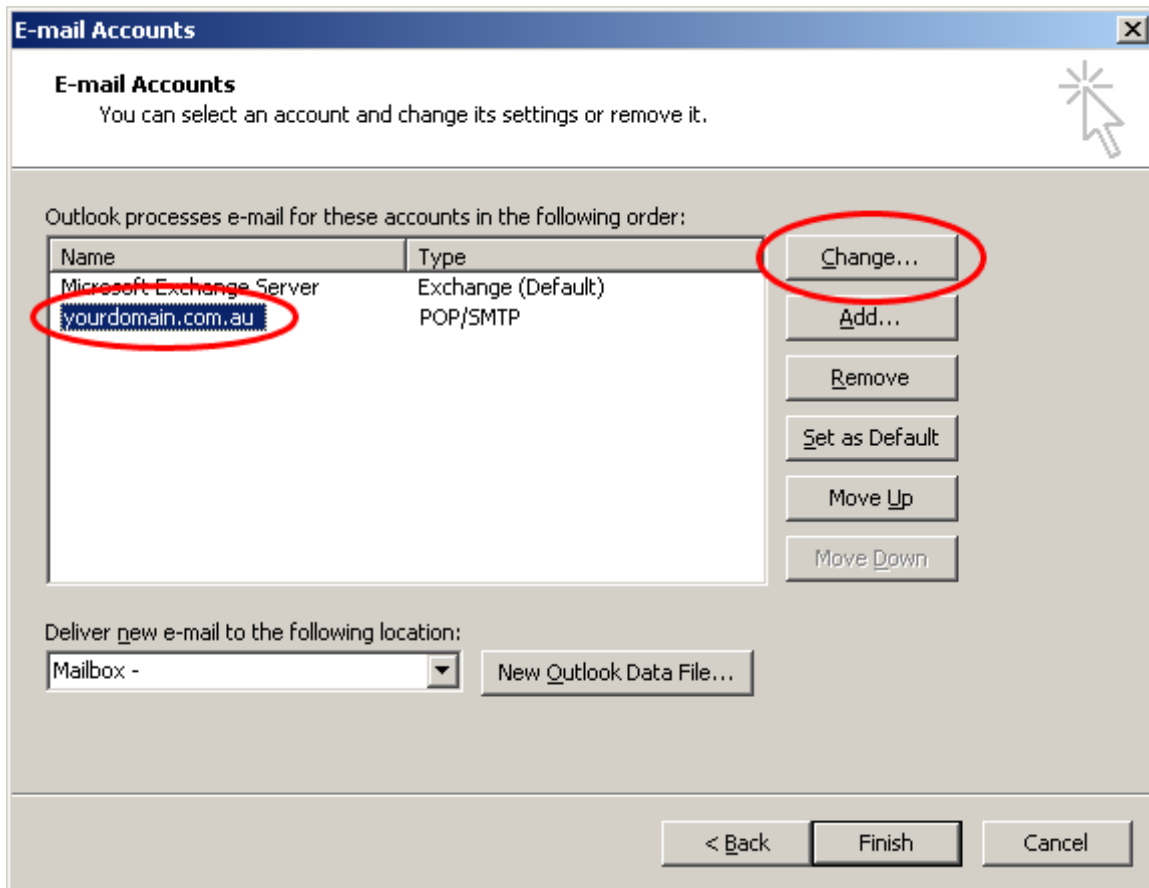


- 3) Select the **'View or change existing e-mail accounts'** radio button and click **'Next >'**

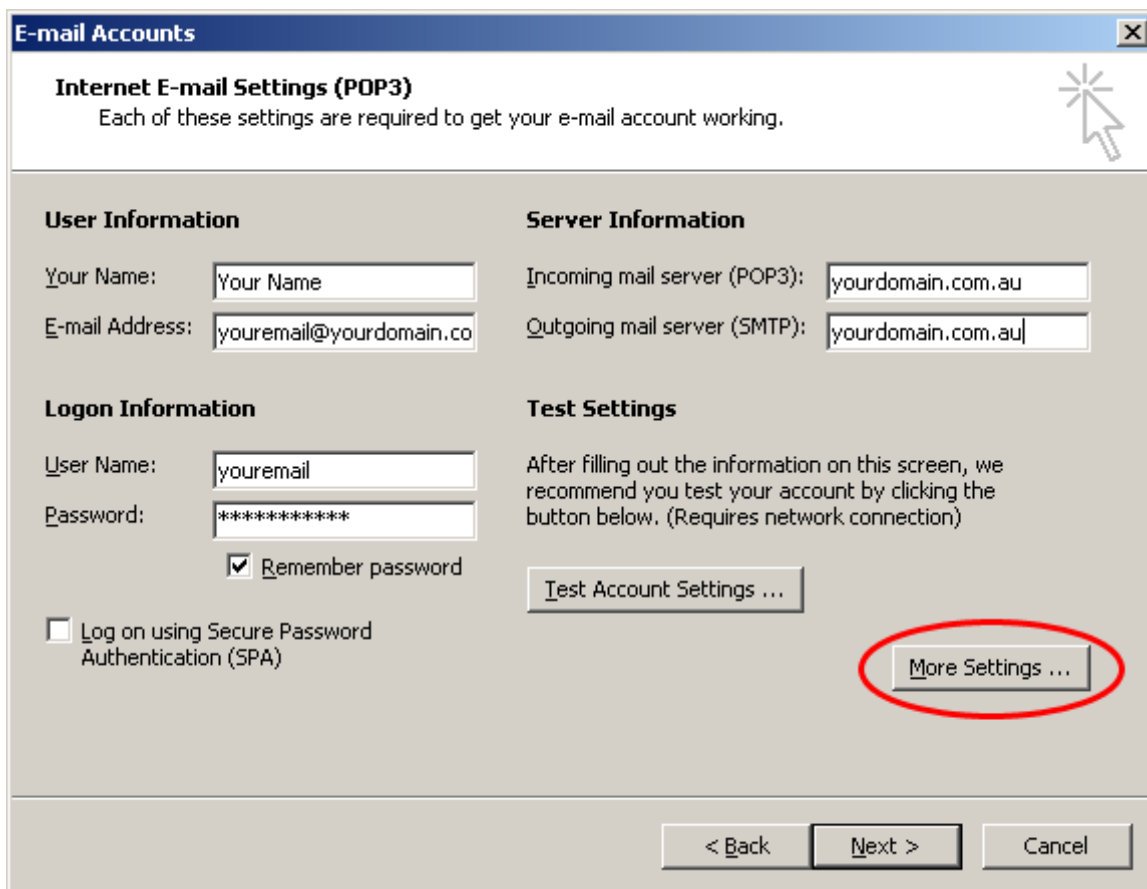




- 4) If you have already setup an email account for this email select that account and click the 'Change...' button.



- 5) Make sure your email settings are correct. The important points to remember are:
 - e. User Name: If your email address was youremail@yourdomain.com your User name would be youremail (we ignore the '@yourdomain.com').
 - f. Password: Make sure this has your password entered correctly.
 - g. Incoming mail server (POP3): Make sure this has your correct server settings. Eg: yourdomain.com.au
 - h. Outgoing mail server (SMTP): This should have the same settings as your incoming mail server (unless you are using your ISP's outgoing mail server).
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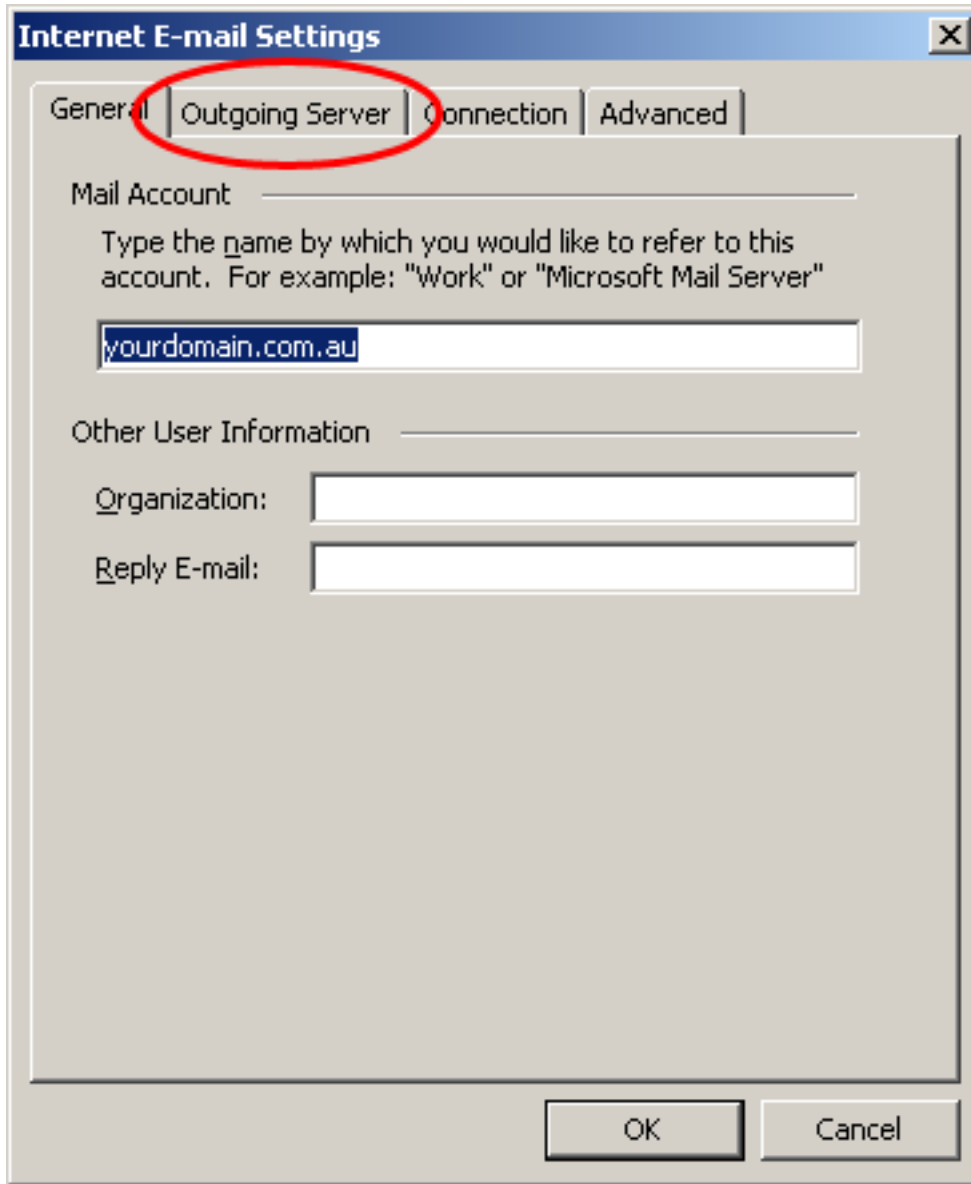
E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

<p>User Information</p> <p>Your Name: <input type="text" value="Your Name"/></p> <p>E-mail Address: <input type="text" value="youremail@yourdomain.co"/></p>	<p>Server Information</p> <p>Incoming mail server (POP3): <input type="text" value="yourdomain.com.au"/></p> <p>Outgoing mail server (SMTP): <input type="text" value="yourdomain.com.au"/></p>
<p>Logon Information</p> <p>User Name: <input type="text" value="youremail"/></p> <p>Password: <input type="password" value="*****"/></p> <p><input checked="" type="checkbox"/> Remember password</p> <p><input type="checkbox"/> Log on using Secure Password Authentication (SPA)</p>	<p>Test Settings</p> <p>After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)</p> <p><input type="button" value="Test Account Settings ..."/></p> <p><input type="button" value="More Settings ..."/></p>



7) Then click the 'Outgoing Server' tab





- 8) Make sure the **'My outgoing server (SMTP) requires authentication'** checkbox is checked, and the **'Use same settings as my incoming mail server'** radio button is selected.

