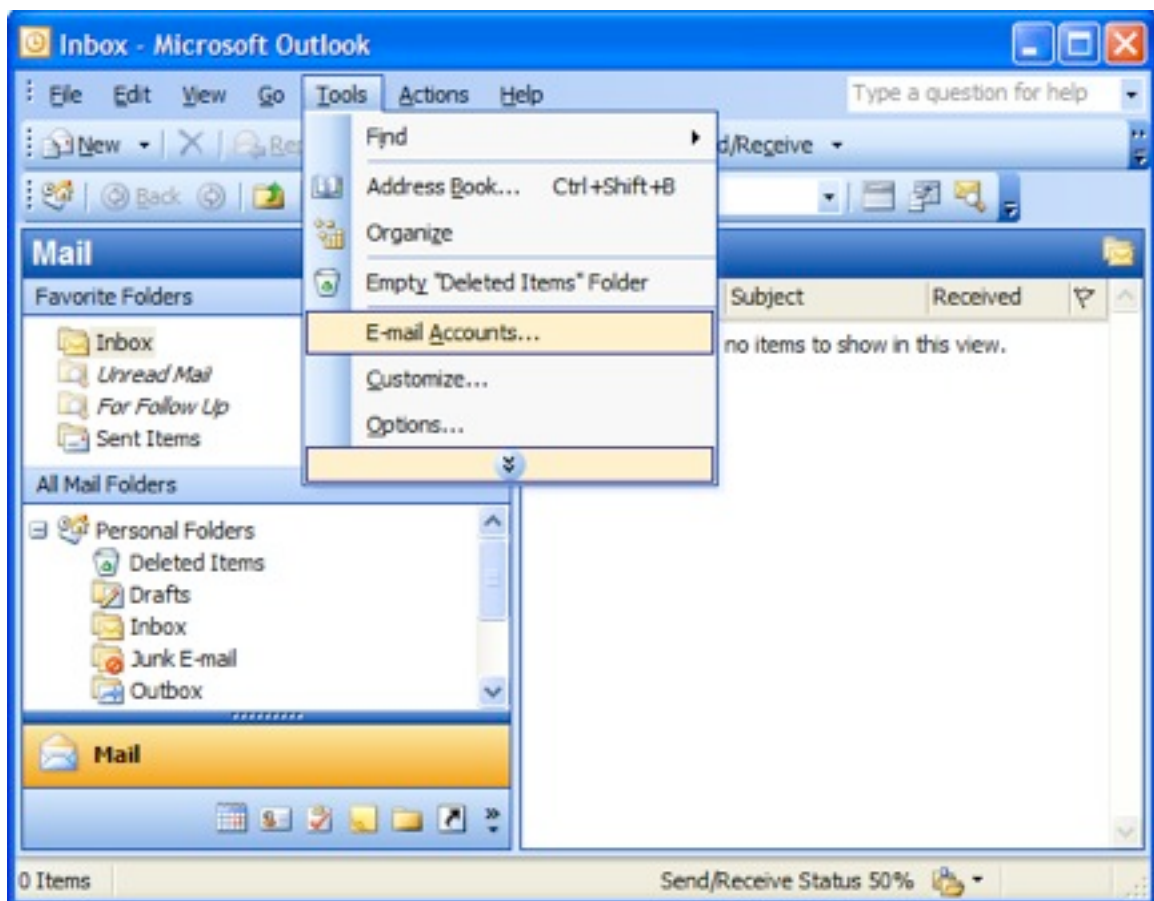


Setting Up Your POP or IMAP Email Address in Microsoft Outlook

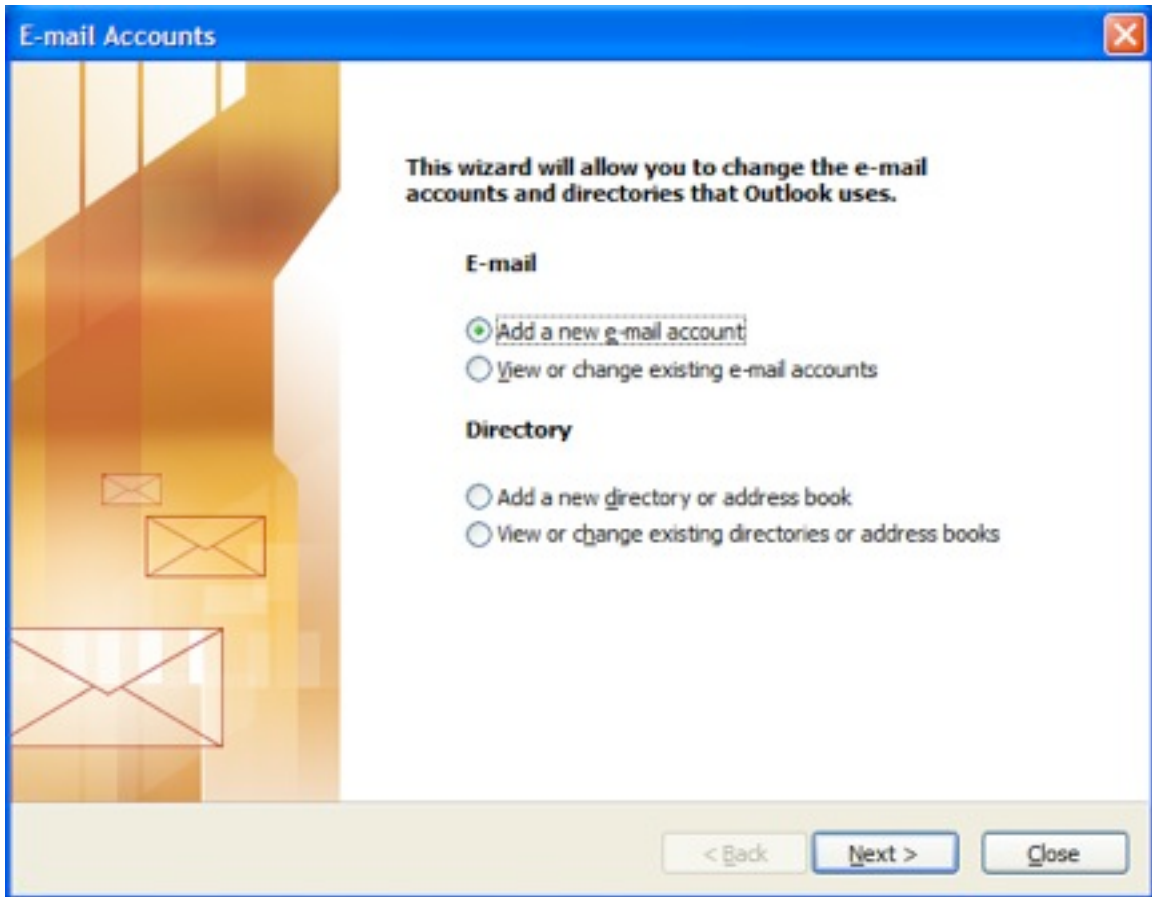
This tutorial shows you how to set up Microsoft Outlook 2003® to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings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

To Set Up Your E-mail Account in Microsoft Outlook

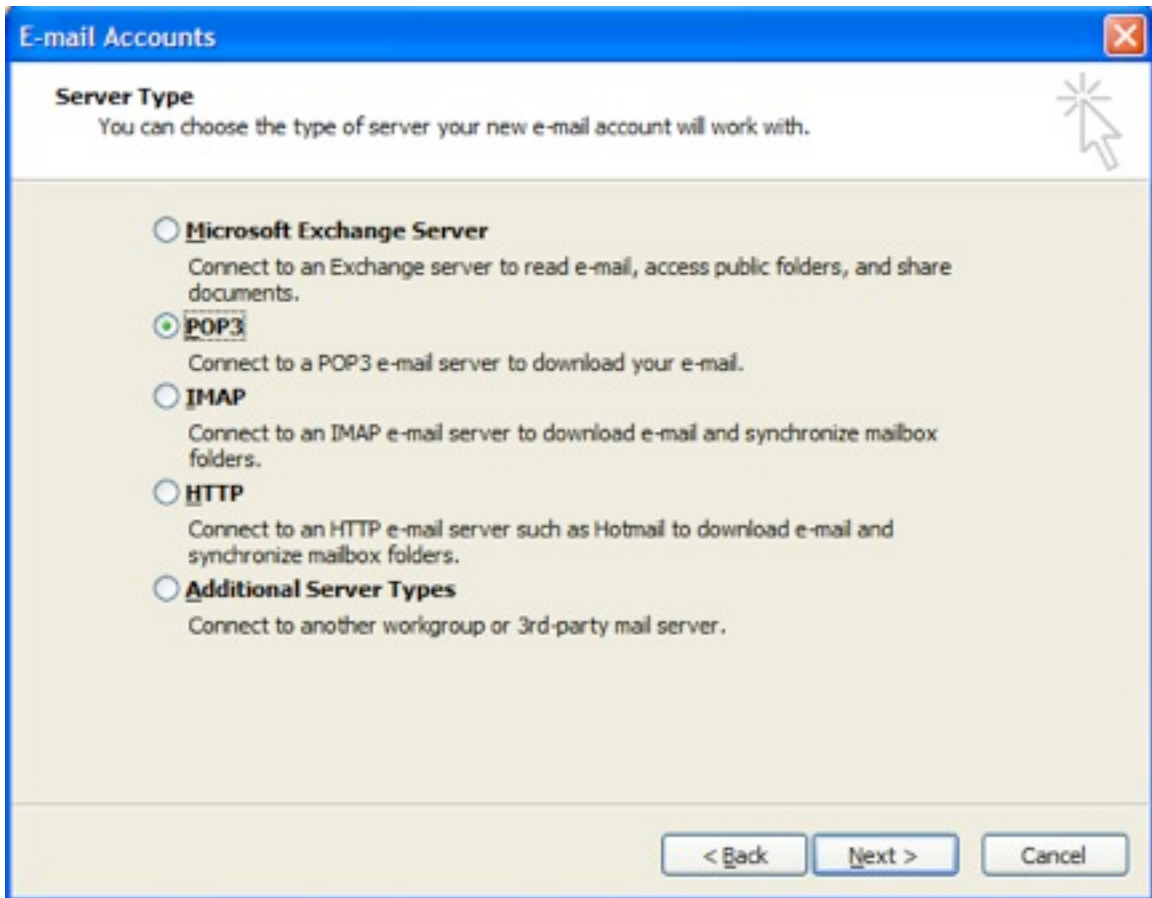
1. In Microsoft Outlook, from the **E-mail Accounts** menu, select **Tools**.



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:

5. **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, mail.makeitcomplete.com or IMAP, mail.makeitcomplete.com.

Outgoing mail server (SMTP)

mail.makeitcomplete.com

Click **More Settings**.

The screenshot shows a window titled "E-mail Accounts" with a close button in the top right corner. Below the title bar, the window is titled "Internet E-mail Settings (POP3)" and includes the instruction: "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a star icon in the top right corner of the main content area.

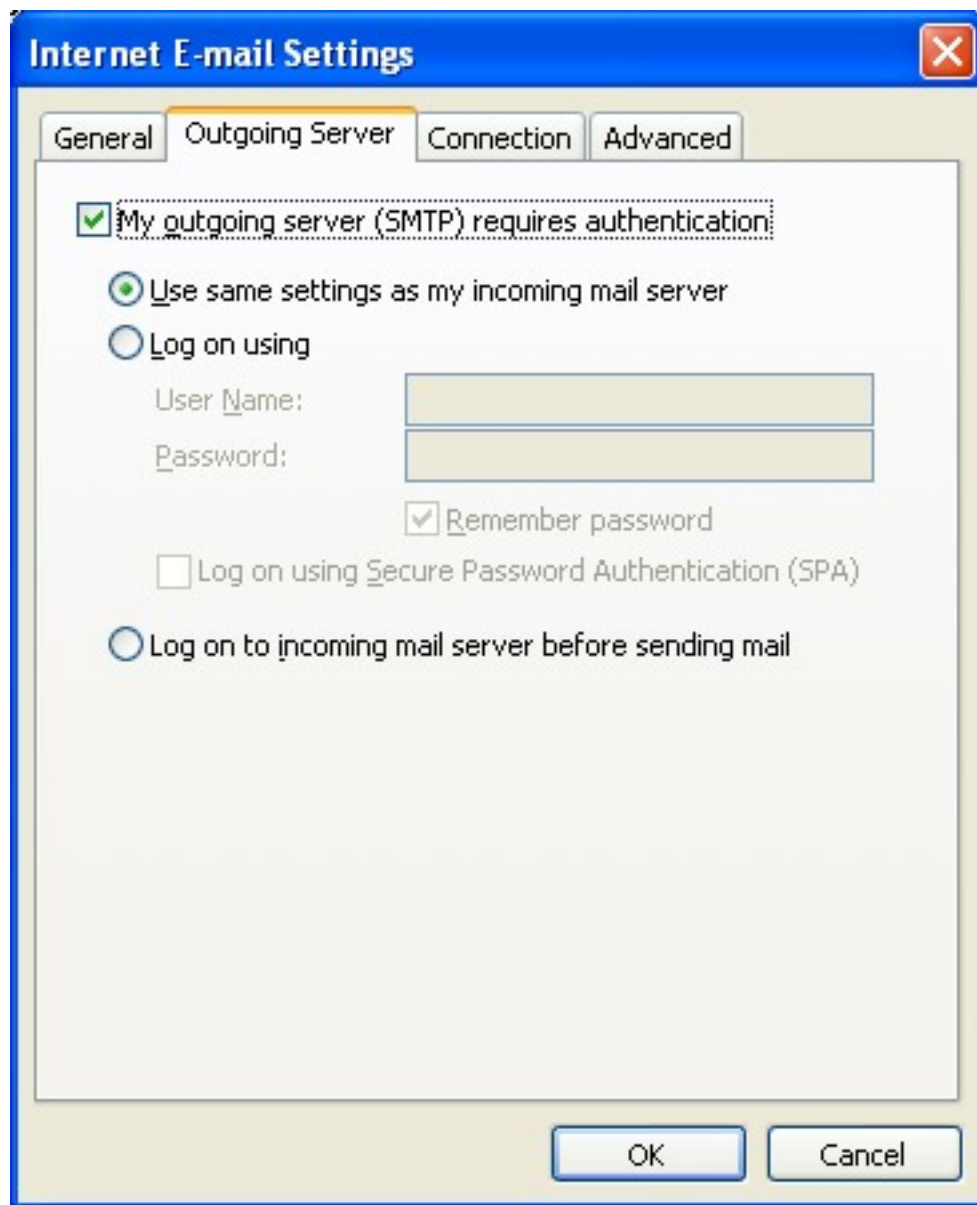
The settings are organized into four sections:

- User Information:** "Your Name:" is "Jane Smith"; "E-mail Address:" is "jsmith@coolexample.com".
- Server Information:** "Incoming mail server (POP3):" is "pop.secureserver.net"; "Outgoing mail server (SMTP):" is "smtpout.secureserver.net".
- Logon Information:** "User Name:" is "jsmith@coolexample.com"; "Password:" is masked with "*****"; there is a checked checkbox for "Remember password"; and an unchecked checkbox for "Log on using Secure Password Authentication (SPA)".
- Test Settings:** A text block reads: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below this is a "Test Account Settings ..." button.

At the bottom right of the main content area is a "More Settings ..." button. At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

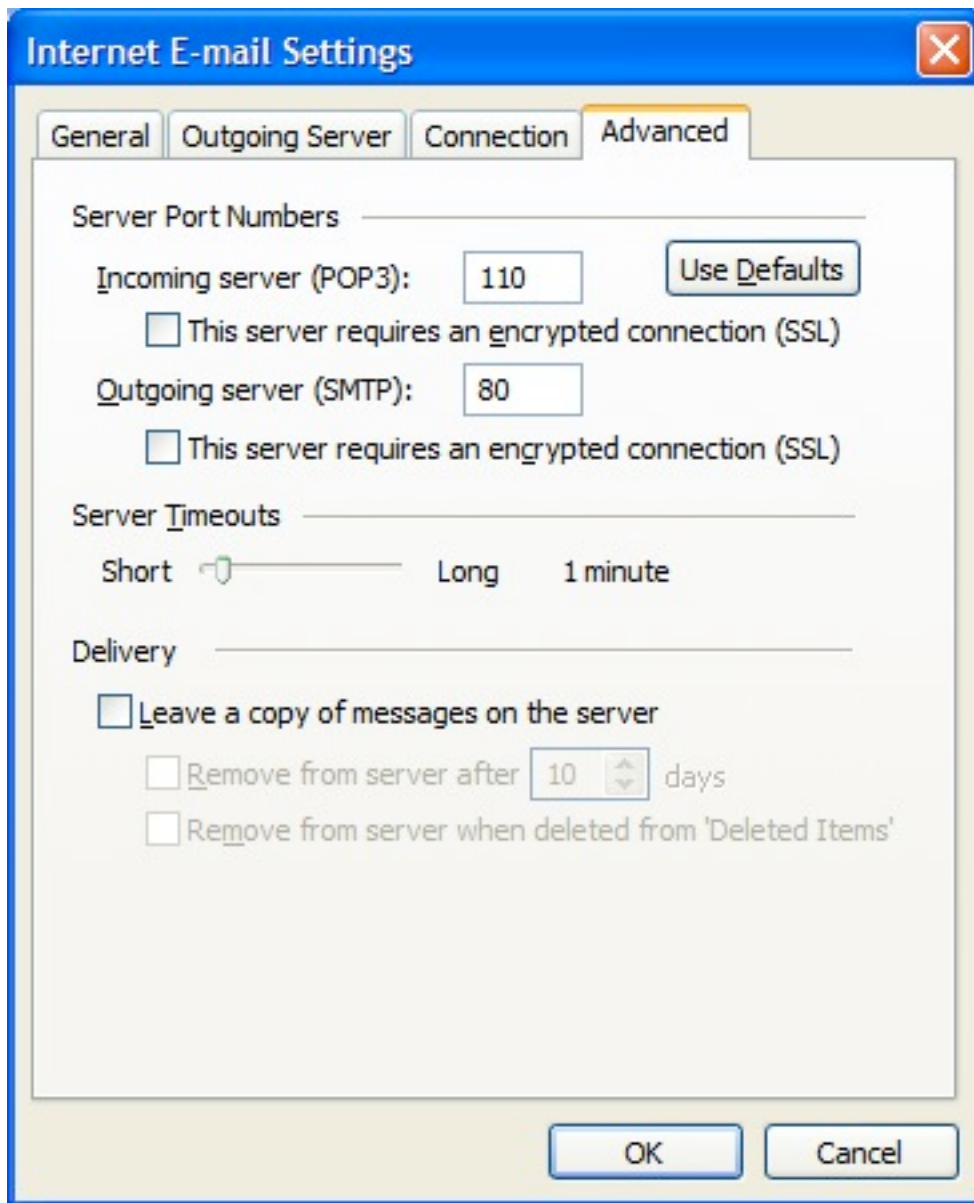
6. On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.
7. Select **My outgoing server (SMTP) requires authentication**.
8. **Use same settings as my incoming mail server**. If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, 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.



9. Go to the **Advanced** tab, and then change the Outgoing server (SMTP) port to **587**.

10. Click **OK**.



11. Click **Next**.

The screenshot shows a Windows-style dialog box titled "E-mail Accounts" with a close button in the top right corner. The main heading is "Internet E-mail Settings (POP3)" with a sub-note: "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a starburst icon in the top right of the main area.

The dialog is divided into four sections:

- User Information:** "Your Name:" with the text "Jane Smith" in the input field; "E-mail Address:" with the text "jsmith@coolexample.com" in the input field.
- Server Information:** "Incoming mail server (POP3):" with the text "pop.secureserver.net" in the input field; "Outgoing mail server (SMTP):" with the text "smtpout.secureserver.net" in the input field.
- Logon Information:** "User Name:" with the text "jsmith@coolexample.com" in the input field; "Password:" with a masked field of asterisks; a checked checkbox labeled "Remember password"; and an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)".
- Test Settings:** A text block stating: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)"; a button labeled "Test Account Settings ..."; and a button labeled "More Settings ...".

At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

12. Click **Finish**.

