

Setting Up Outlook 2003

Other versions of Outlook are similar to this procedure. Additionally, this basic information is useful in setting up many other (pop3) email clients including most webmail.

- 1) In **Microsoft Outlook 2003**, select **Tools > E-mail Accounts**.
- 2) On the **E-mail Accounts** wizard window, select **Add a new e-mail account** and click **Next**.
- 3) On the **Server Type** window, select **POP3** and click **Next**.
- 4) On the **Internet E-mail Settings (POP3)** window, in the **Your Name** field, type your first and last name. Other fields are optional.
- 5) In the **E-mail Address** field, type your email address.
[sample] *email_name@domain_name.com*
- 6) In the fields -
User Name – *email_name@domain_name.com*
Password field – *password*
Also, specify whether you want Outlook to remember your password.
- 7) In the **Incoming mail server (POP3)** field, type *mail.domain_name.com*
- 8) In the **Outgoing mail server (SMTP)** field, type "*smtpout.secureserver.net*" without the quotation marks.
- 9) Click **More Settings**.
- 10) In the **Internet E-mail Setting** window, any field in the General tab is optional.
- 11) Click the **Outgoing Server** tab.
- 12) Select **My outgoing server (SMTP) requires authentication** and the radio button for **Use the same settings for my incoming mail server**.
- 13) Do NOT change anything under the **Connection** tab.
- 14) Click the **Advanced** tab.
- 15) In the **Outgoing server (SMTP)** field, change the port to "**3535**" without the quotation marks.
- 16) Click **OK**.
- 17) On the **Internet E-mail Settings (POP3)** window, click **Next**.
- 18) Click **Finish**.

Note: Vertical Bark, LLC does not retain email passwords. If lost or missing you can request a new email password. A new [change of] password can be requested for security purposes. [more than once a quarter is a chargeable service]. It is the clients responsibility to retain and manage this information. A New or Change of password can be requested by the Registrant ONLY.