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**.