

Microsoft Outlook 2003* Email Setup Instructions

*and previous similar versions

Note:

If you use SBCGlobal or Yahoo as your Internet Service Provider, please contact them in advance for settings required on page 3 of this document. You will also need to know your username and password for your ISP account (see page 4).

Microsoft Outlook 2003 Email Setup Instructions

These instructions are typical for most users using a POP3 mail system. While illustrations are based on Outlook 2003, previous versions are similar. Pictures may vary but settings are much the same.

To begin setup, open the **Outlook** program, and choose “**Tools**” from the top menu. Select “**Email Accounts**” and choose “**View or change existing e-mail accounts**”. Click “**Next**” to display the following dialog box (Figure 1). Choose “**POP3**” then click “**Next**”:

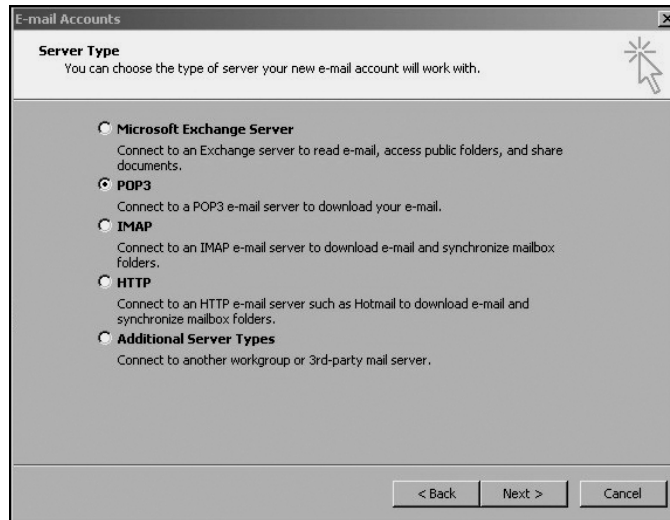


Figure 1 - Select Server Type

The next dialog box (Figure 2) displays a list of accounts to be processed by Outlook each time you do an e-mail “Send/Receive”. If you are setting up Outlook for the first time, no accounts will be listed. If multiple accounts are shown here, you can select one by clicking on it once to highlight it, then clicking “Change” or “Remove”. **To setup a new account, click the “Add” button.**

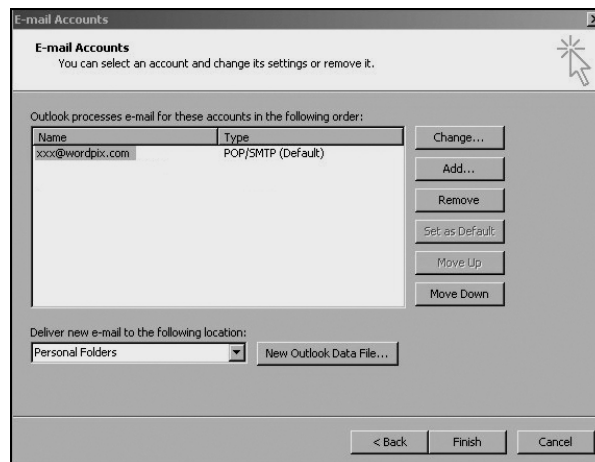


Figure 2 - E-mail Account List

Internet E-mail Settings (POP3) (Figure 3)

User Information

Your name - used to identify you in the recipient's "From" field.

List your name (example: Jane Smith). Spaces and capitalization are permitted.

Email Address - This email address appears in the recipient's "From" field when you send an email. It is used if "Your Name" is left blank (example: JaneSmith@yourdomain.com)

Note: Wherever **yourdomain** is shown in our examples, use your actual domain name (example: ABCProducts) with the correct domain extension (.com, .org., etc.)
Email addresses are not case sensitive, so capitalization can be used to improve readability or memory retention. Spaces are not permitted.

Server Information

Incoming mail server (POP3) - this specifies the mail server that you receive mail from. It can be "mail.wordpix.com" or "mail.yourdomain.com".

Outgoing mail server (SMTP): - this is usually set to mail.wordpix.com, however some DSL providers (such as SBC Global/Yahoo) require that this setting point to their SMTP server. You will need to obtain an SMTP setting from them before you can complete this setup.

Logon Information

User Name - this is your email address. It must be your full email address in this format: *name@yourdomain.com*.

Password - enter your email address password (case sensitive). Check "Remember Password". Passwords are case sensitive.

Test Settings - This can be used to send an email to yourself to verify that all of your settings are correct. Before a test can be performed, "More Settings" must be completed.

The screenshot shows a dialog box titled "Internet E-mail Settings (POP3)" with the following sections:

- User Information:** Fields for "Your Name:" and "E-mail Address:".
- Server Information:** Fields for "Incoming mail server (POP3):" and "Outgoing mail server (SMTP):".
- Logon Information:** Fields for "User Name:" and "Password:", a checked "Remember password" checkbox, and an unchecked "Log on using Secure Password Authentication (SPA)" checkbox.
- Test Settings:** A "Test Account Settings ..." button and a "More Settings ..." button.

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

Figure 3 - Main E-mail Settings

More Settings General Tab (Figure 4)

Mail Account - this is the name that appears in the "E-mail Account List" (Figure 4).
Example: JaneSmith@yourdomain.com.

Other User Information:

Organization - Your company or organization name; or your more formal first and last names.

Reply E-mail - your Reply-To email address (Example: JaneSmith@yourdomain.com).
People will use this address to send you replies.

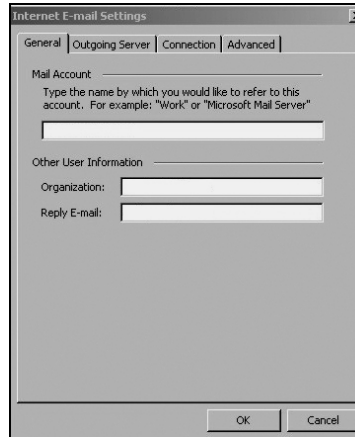


Figure 4 - More Settings dialog box (General Tab)

More Settings Outgoing Server (Figure 5):

My outgoing server (SMTP) requires authentication – Check this statement.

Logon using – Check this also.

User Name - with Wordpox mail servers, this is the same as your email address (Example: yourname@yourdomain.com.) (Must be the email address, not just the person's name.)

Password - this must be your email account password (case sensitive)

Note: if your ISP's SMTP setting is used, you will need to obtain a user name and password form your ISP.

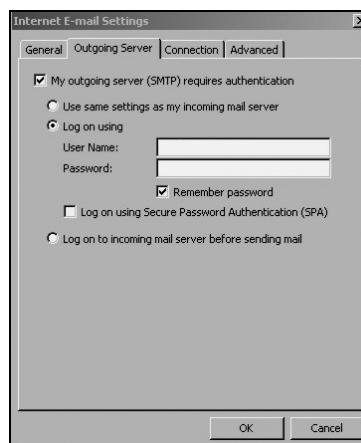


Figure 5- More Settings dialog box (Outgoing Server Tab)

More Settings Connection Tab (Figure 6):

If you have DSL, “Connect using my local area network (LAN)” should be checked. If you use a modem / dial-up service, choose “Connect using my phone line,” then choose the “Modem” used.

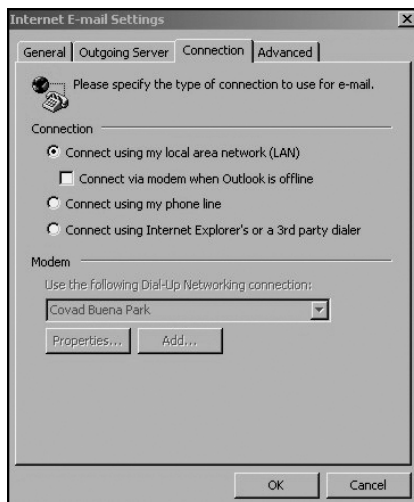


Figure 6- More Settings dialog (Connection Tab)

More Settings Advanced Tab (Figure 7):

Use the default settings (110 for “Incoming server (POP3)”, and 25 for “Outgoing server (SMTP)”). Leave (SSL) selections unchecked.

Delivery:

Leave a copy of messages on the server - this should not be checked unless you will be not only be retrieving e-mail from this work station, but from another location as well (such as a laptop or a Webmail program) using the same email address.

Remove from server after (number) days - unless you are leaving copies on the server, this does not need to be set.

Note: Deleting messages from the server does not remove them from your Outlook folders, but it does prevent them from being downloaded again from another email program or computer.

Remove from server when deleted from “Deleted Items” - this only needs to be checked if you want to delete messages completely so that they will not be available to another computer email location.

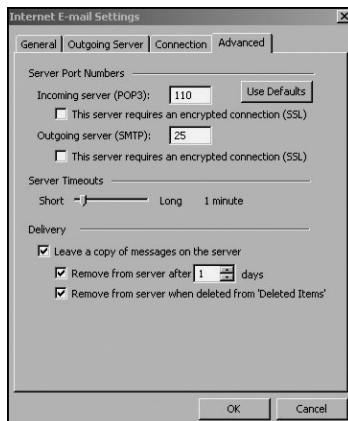


Figure 7- More Settings dialog box (Advanced Tab)

Settings Log (Complete and Keep This as a Handy Reference)

Internet E-mail Settings (POP3) (Figure 3):

User Information

Your name: _____

Email Address: _____

Server Information

Incoming mail server (POP3): _____

Outgoing mail server (SMTP): - _____

Logon Information

User Name: _____

Password: _____

More Settings General Tab (Figure 4):

Mail Account: _____

Other User Information:

Organization: - _____

Reply E-mail: _____

More Settings Outgoing Server (Figure 5):

My outgoing server (SMTP) requires authentication: Checked Cleared

Logon using: Checked Cleared

User Name: _____

Password: _____

More Settings Connection Tab (Figure 6):

Connect using my local area network (LAN): Checked Cleared

Modem: _____

More Settings Advanced Tab (Figure 7):

Incoming server (POP3): 110 (Default)

Outgoing server (SMTP): 25 (Default)

Delivery:

Leave a copy of messages on the server: Checked Cleared

Remove from server after (number) days: [____]

Remove from server when deleted from "Deleted Items": Checked Cleared

Getting an Error Message when Sending/Receiving for the New Account?

Verify these things:

1. Username is your entire email address (not just your name).
2. Password and Username/Email Address are exactly the same as those you provided to Wordpix. (Username/Email Address and Password used to setup the account in your email program must match those used to setup your account on the Wordpix email server.)