

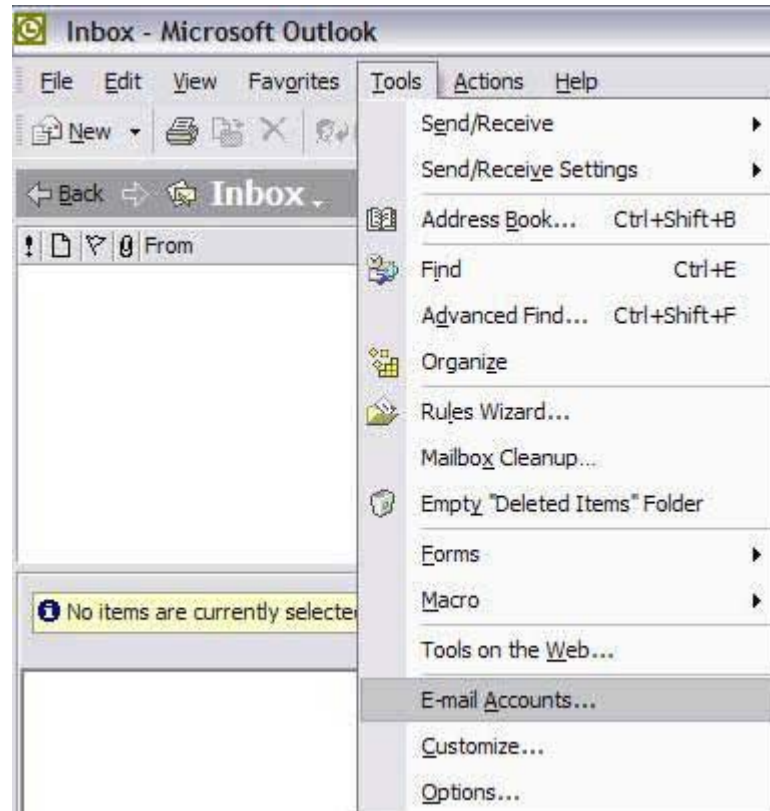
>>> Outlook XP

The following instructions cover typical usage of Outlook for XP and assume the software has been installed correctly on your system.

Click on the [Start] button and select [Email].

*NOTE: If you don't see have Outlook XP set as your default email client, you will need to open it from [Start], [All Programs].

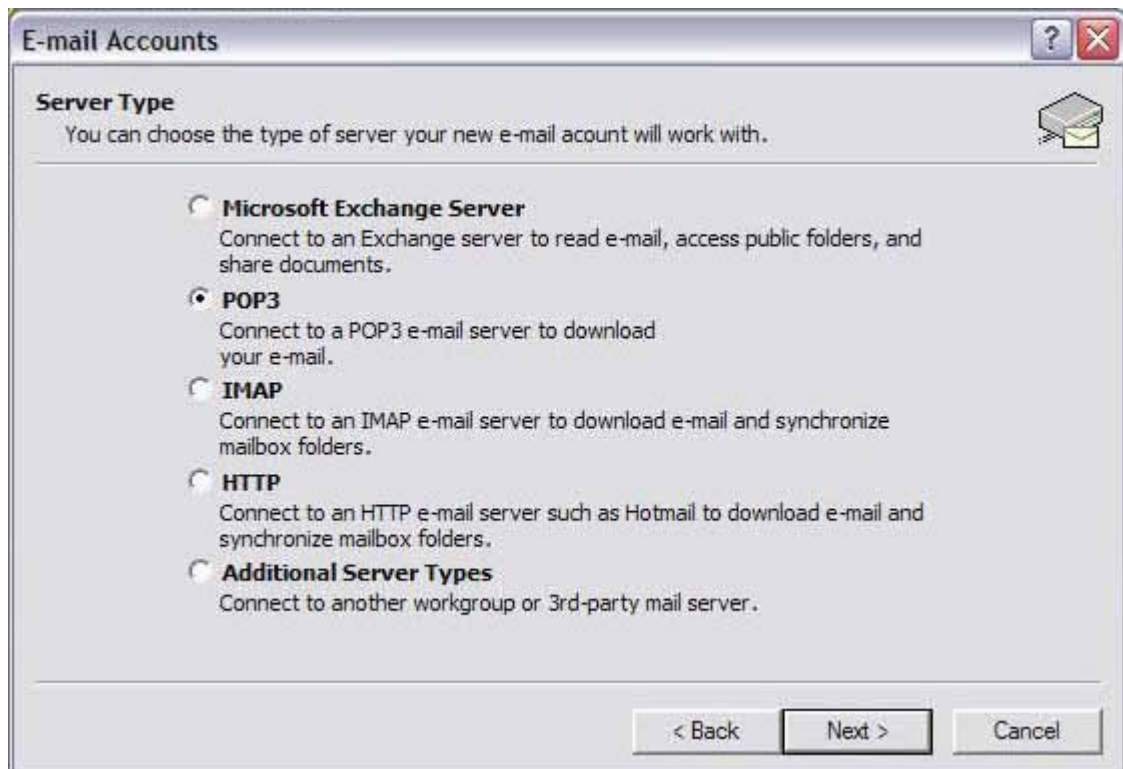
➔ **Step 1.** Click on [Tools] and select [E-mail Accounts].



➔ **Step 2.** Select [Add a new e-mail account].



➔ Step 3. Select [POP3].



➔ Step 4.

In the field labeled [Your Name:], type in the name you wish to appear on your outgoing email messages.

In the field labeled [E-mail Address], type your your email address. **username@domain.com**

In the field labeled [Incoming mail server (POP3):], type "**mail.yourdomain.com**"

In the field labeled [Outgoing mail server (SMTP):], **ask your ISP for outgoing mail server**

In the [User Name:] field, enter **username@domain.com**

In the [Password:] field, enter your password. If you'd like Outlook to remember your password, check [Remember password]

The screenshot shows the 'E-mail Accounts' dialog box with the following fields and options:

- Internet E-mail Settings (POP3)**: Each of these settings are required to get your e-mail account working.
- User Information**:
 - Your Name: Full Name
 - E-mail Address: username@yourdomain.com
- Server Information**:
 - Incoming mail server (POP3): mail.yourdomain.com
 - Outgoing mail server (SMTP): Ask your isp for smtp server
- Logon Information**:
 - User Name: username@yourdomain.com
 - Password: [masked with asterisks]
 - Remember password
 - Log on using Secure Password Authentication (SPA)
- Test Settings**:
 - After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
 - Test Account Settings ...
 - More Settings ...
- Navigation buttons: < Back, Next >, Cancel

➔ **Step 5.** Click [Finish].

