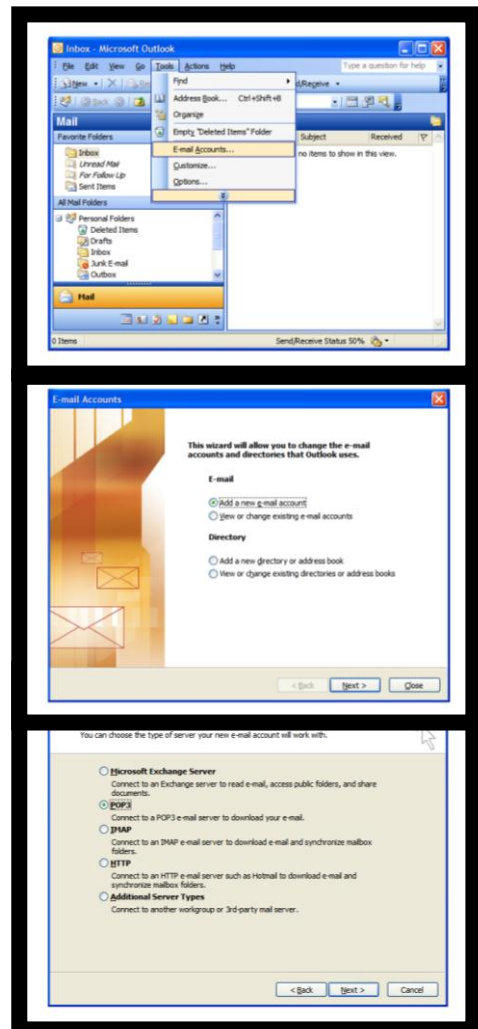


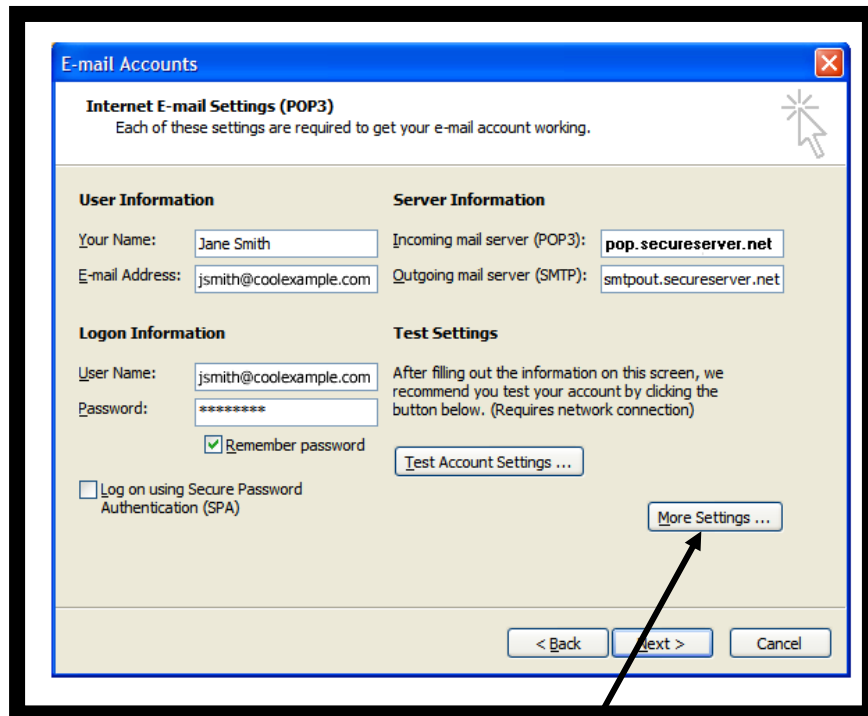
How to setup an email address in Outlook 2003

To set up an E-mail account in Microsoft Outlook 2003, you will need to do the following:

- Open Outlook 2003
- On the top menu, select “Tools” and then on the Drop-Down Menu, select “E-mail Accounts”.
- The E-mail Accounts setup wizard will then appear. You will need to select “Add a new E-mail Account” and then need to continue by pressing “Next”.
- You will then need to highlight the option “POP3” and then press “Next”.



You will then need to fill out the following details (see screenshot below):



E-mail Accounts

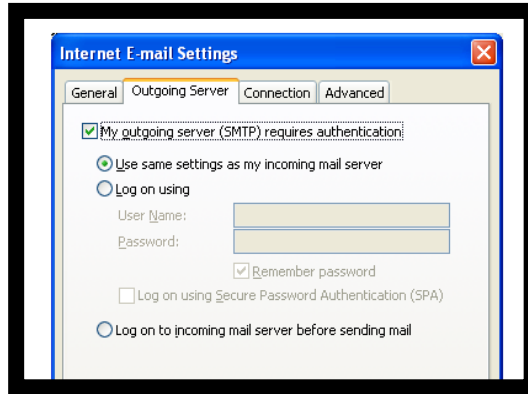
Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="Jane Smith"/>	Incoming mail server (POP3): <input type="text" value="pop.secureserver.net"/>
E-mail Address: <input type="text" value="jsmith@coolexample.com"/>	Outgoing mail server (SMTP): <input type="text" value="smtpout.secureserver.net"/>

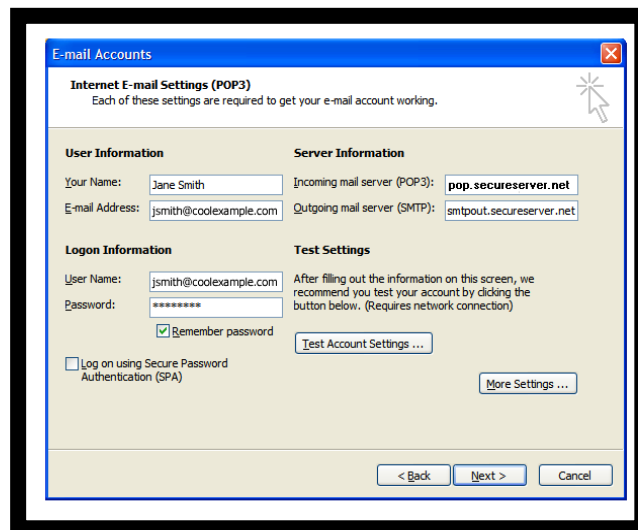
Logon Information	Test Settings
User Name: <input type="text" value="jsmith@coolexample.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back Next > Cancel

- The Account name is the full e-mail address.
- POP3 Server = mail.intouchsystems.co.uk
- SMTP Server = mail.intouchsystems.co.uk
- You will then need to select "More Settings"



- Then make sure that you have highlighted “My outgoing server (SMTP) requires authentication. (Tick should appear in the box if not, click on the box).



- After clicking “Ok” you will then be re-directed back to the previous stage (Filling out details)



- Finally, you can test the account by clicking on Test Account Settings if you wish.
- Then select “Next” and finally “Finish” this will close the setup wizard and the account will be set up.

