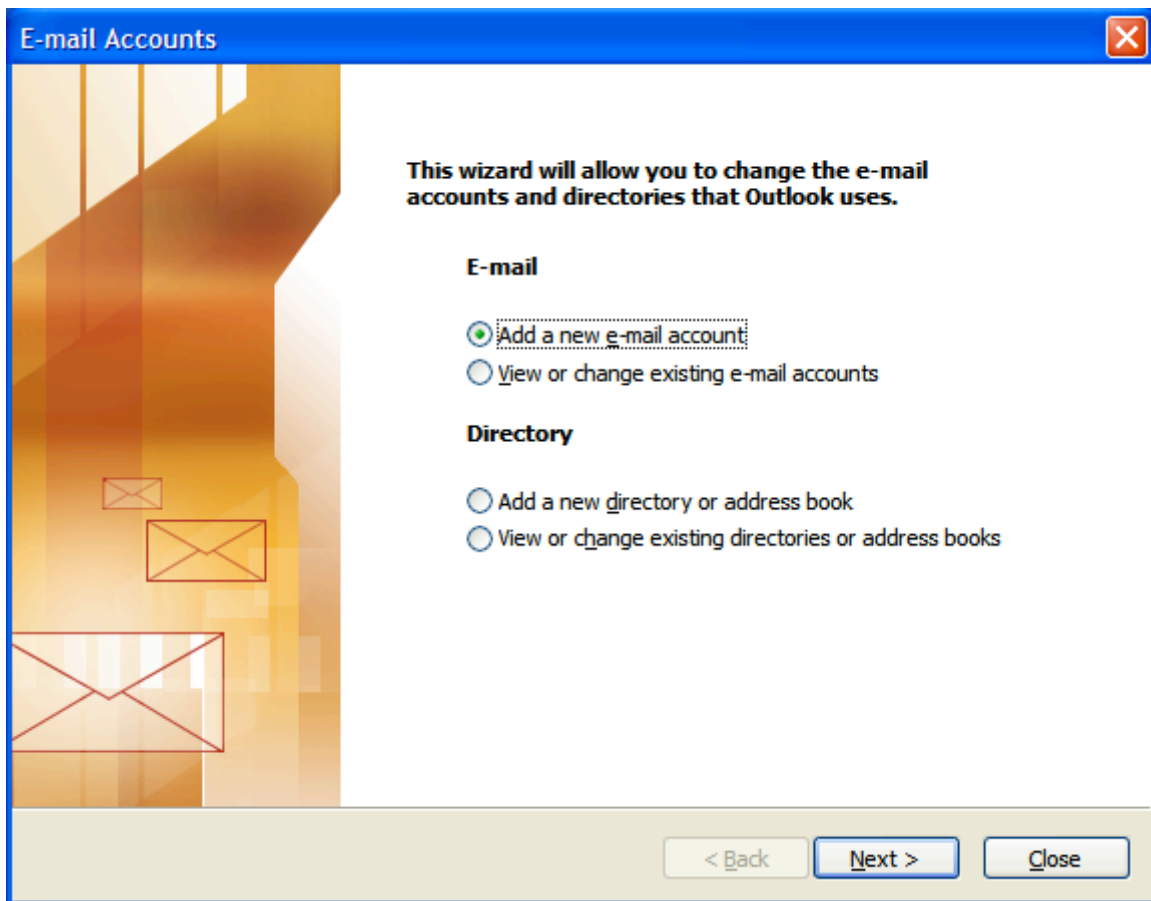# Setting Up Your E-mail in Microsoft Outlook

This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.
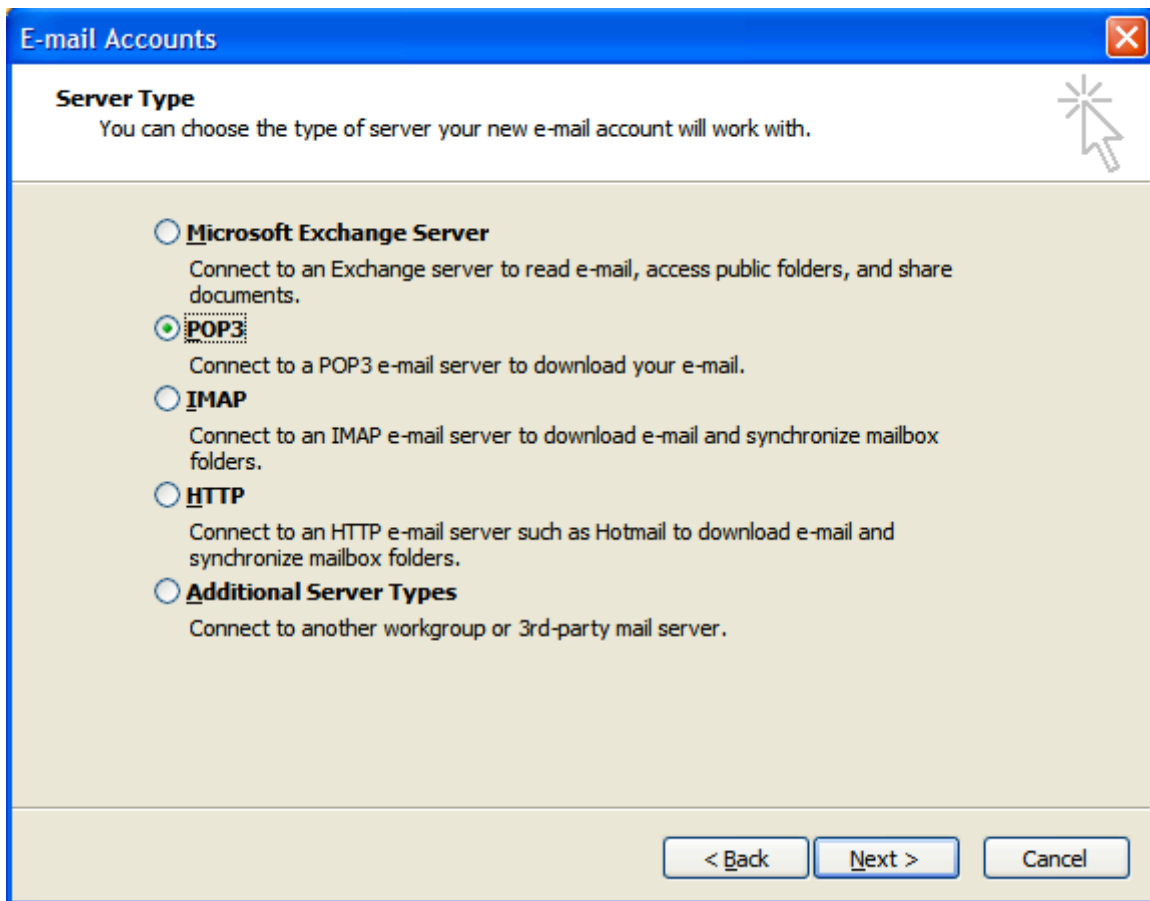
To Set Up Your E-mail Account in Microsoft Outlook

1   In Microsoft Outlook, select Tools > E-mail Accounts.
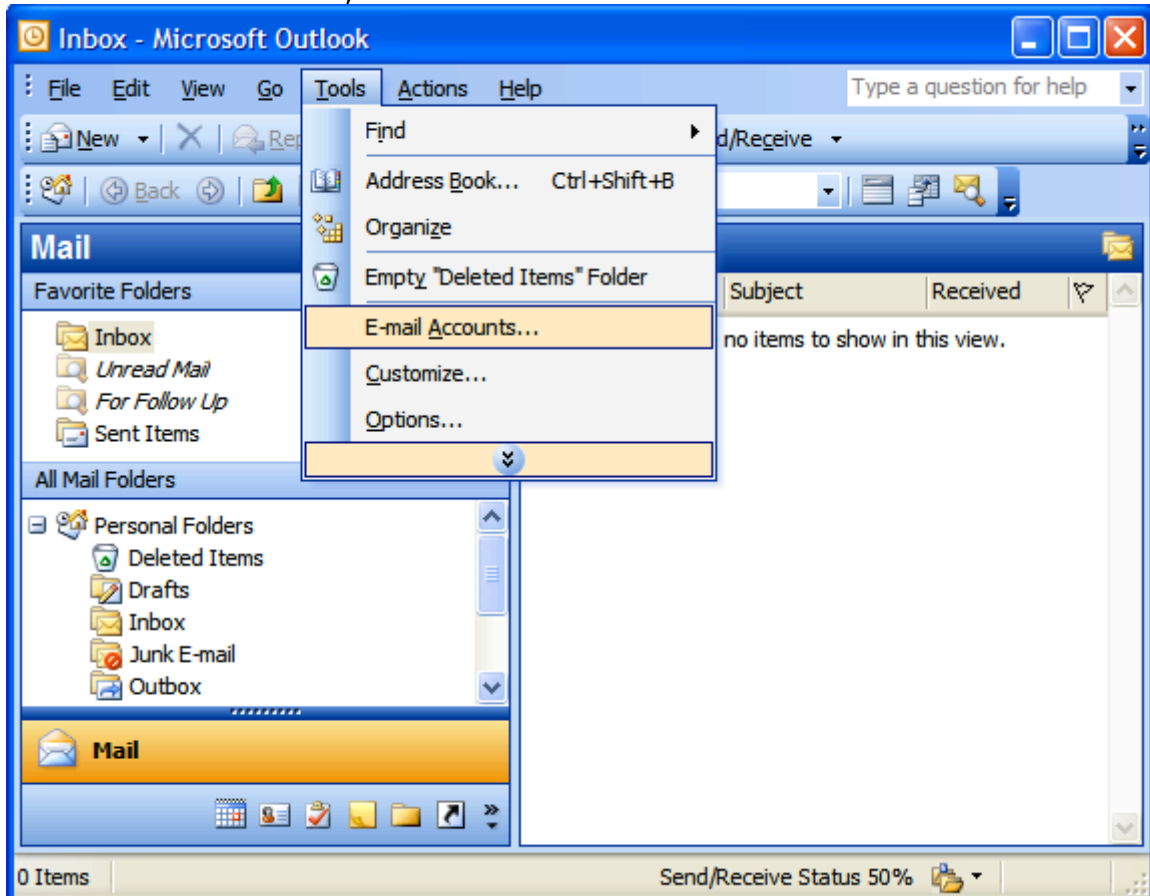
2   On the E-mail Accounts wizard window, select "Add a new e-mail account" and click Next.

E-mail Accounts

This wizard will allow you to change the e-mail accounts and directories that Outlook uses.

E-mail

- ⦿ Add a new e-mail account
- ○ View or change existing e-mail accounts

Directory

- ○ Add a new directory or address book
- ○ View or change existing directories or address books

< Back   Next >   Close

3 For your server type, select "POP3" and click Next.

4 On the Internet E-mail Settings (POP3) window, enter your information as follows:

Your Name
Enter your first and last name.

E-mail Address
Enter your e-mail address.

User Name
Enter your e-mail address, again.

Password
Enter the password you set up for your e-mail account.

Incoming mail server (POP3)
Your incoming server is mail.*mydomain.com*, where "mydomain.com" is the name of your domain.

Outgoing mail server (SMTP)
Enter smtpout.secureserver.net for your outgoing mail server.

Click "More Settings."

NOTE: "smtpout.secureserver.net" is an SMTP relay server. In order to use this server to send e-mails, you must first activate SMTP relay on your e-mail account. Log on to your Manage Email Accounts page to set up SMTP relay. If you do not have SMTP relay set up and your Internet Service Provider (ISP) allows it, you can use the outgoing mail server for your Internet Service

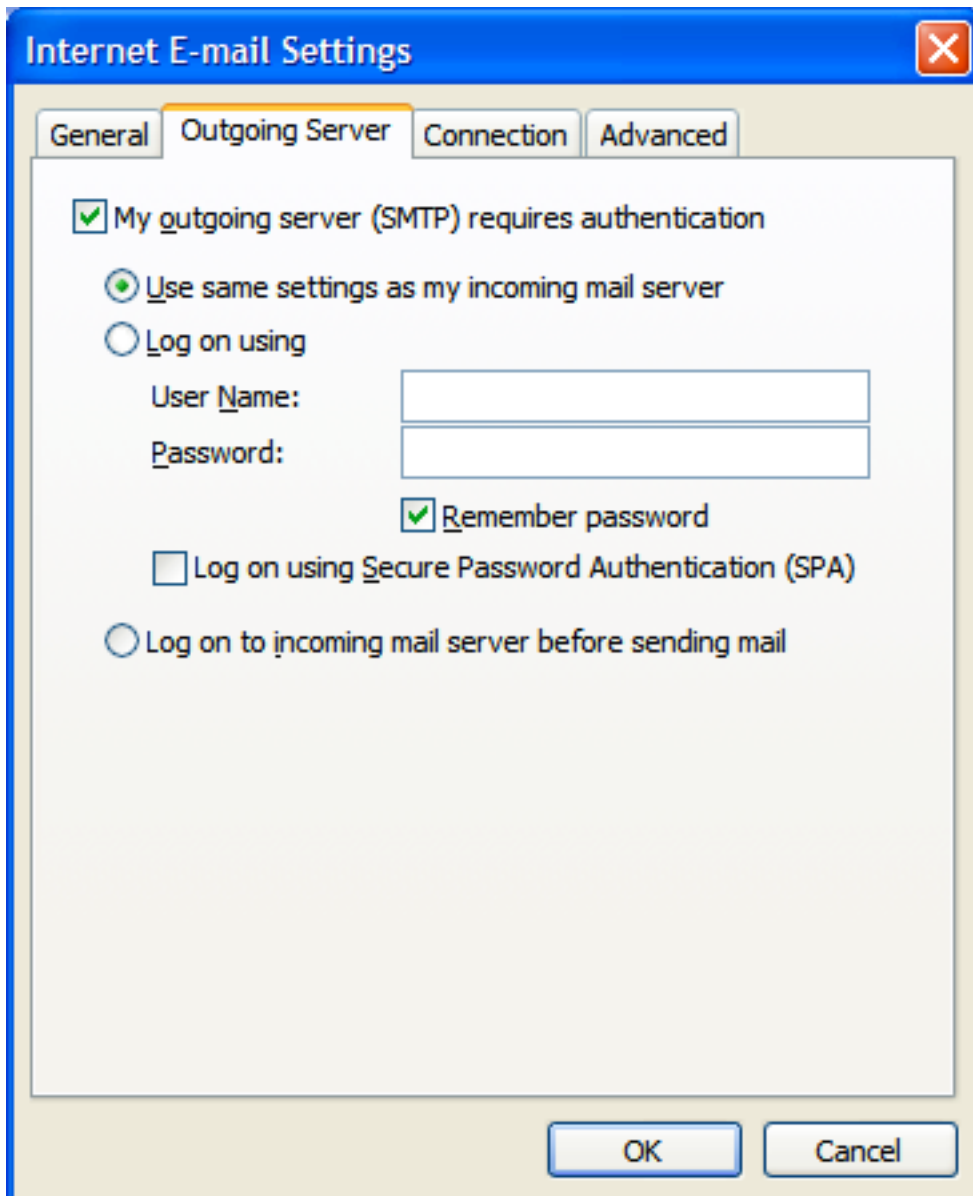Provider. Contact your Internet Service Provider to get this setting.

5 On the Internet E-mail Settings window, select the "Outgoing Server" tab.
6 Select "My outgoing server (SMTP) requires authentication."
7 If you did not change the SMTP relay section, select "Use same settings as my incoming mail server". If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select "Log on using" and enter the user name and password. The following example assumes you did not change your SMTP relay section in your Manage Email Accounts page.

Internet E-mail Settings

General | **Outgoing Server** | Connection | Advanced

☑ My outgoing server (SMTP) requires authentication

  ⊙ Use same settings as my incoming mail server

  ○ Log on using

    User Name: [_____]

    Password: [_____]

    ☑ Remember password

    ☐ Log on using Secure Password Authentication (SPA)

  ○ Log on to incoming mail server before sending mail

[OK] [Cancel]

8 Select the "Advanced" tab and change the "Outgoing server (SMTP)" port to 80 or 3535.

9 Click OK.

Internet E-mail Settings

General | Outgoing Server | Connection | **Advanced**

Server Port Numbers

Incoming server (POP3): `110`   Use Defaults

☐ This server requires an encrypted connection (SSL)

Outgoing server (SMTP): `80`

☐ This server requires an encrypted connection (SSL)

Server Timeouts

Short ⎯○⎯⎯⎯ Long   1 minute

Delivery

☐ Leave a copy of messages on the server

☐ Remove from server after `10` days

☐ Remove from server when deleted from 'Deleted Items'

OK   Cancel

10   Click Next.

E-mail Accounts

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

User Information

Your Name: `Jane Smith`

E-mail Address: `jsmith@mydomain.com`

Logon Information

User Name: `jsmith@mydomain.com`

Password: `********`

☑ Remember password

☐ Log on using Secure Password Authentication (SPA)

Server Information

Incoming mail server (POP3): `mail.mydomain.com`

Outgoing mail server (SMTP): `smtpout.secureserver.net`

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 ...]

[< Back] [Next >] [Cancel]

11   Click Finish.

E-mail Accounts

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back   Finish