

**BLAKECOMMS**  
Internet | Design | Hosting

# Setting up Email in Microsoft Outlook 2003

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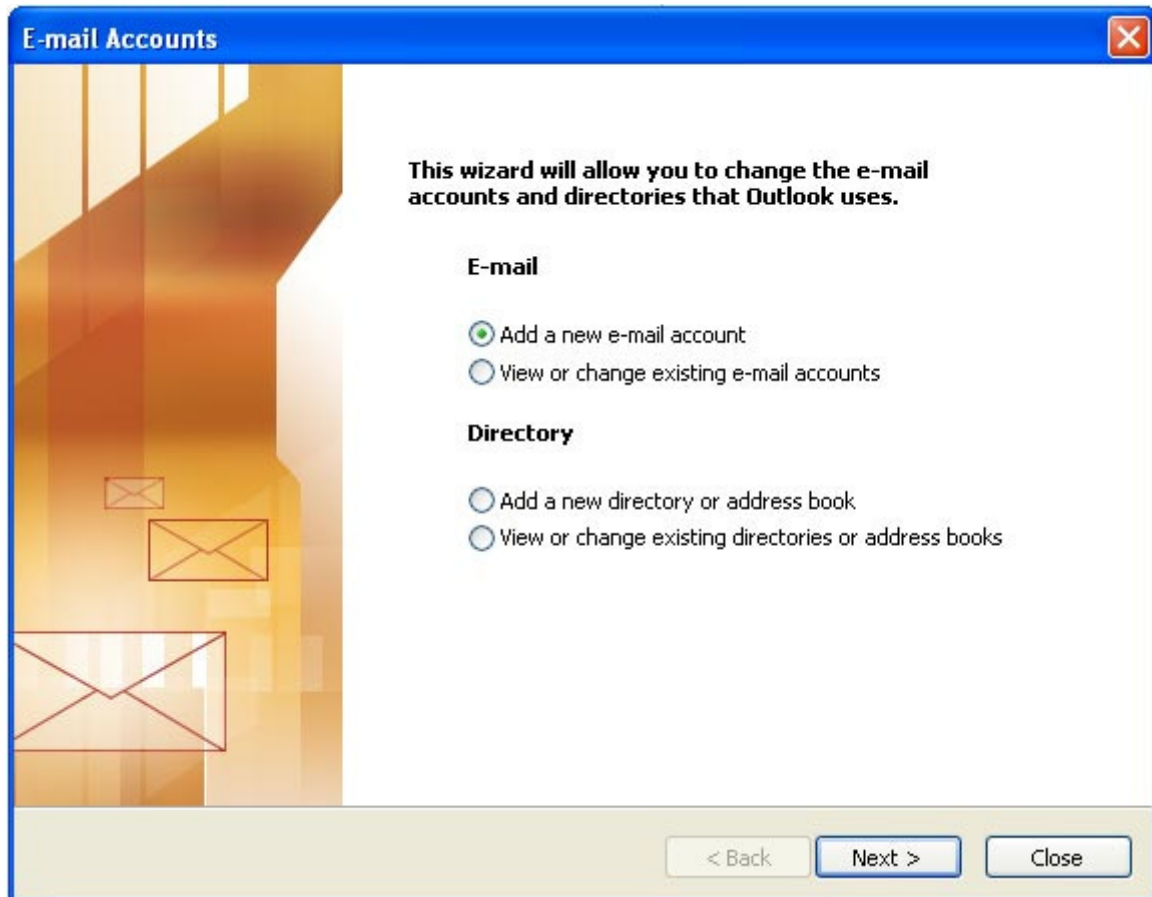
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## Setting up Outlook 2003

To configure email accounts in Outlook 2003 please follow these simple 5 step instructions

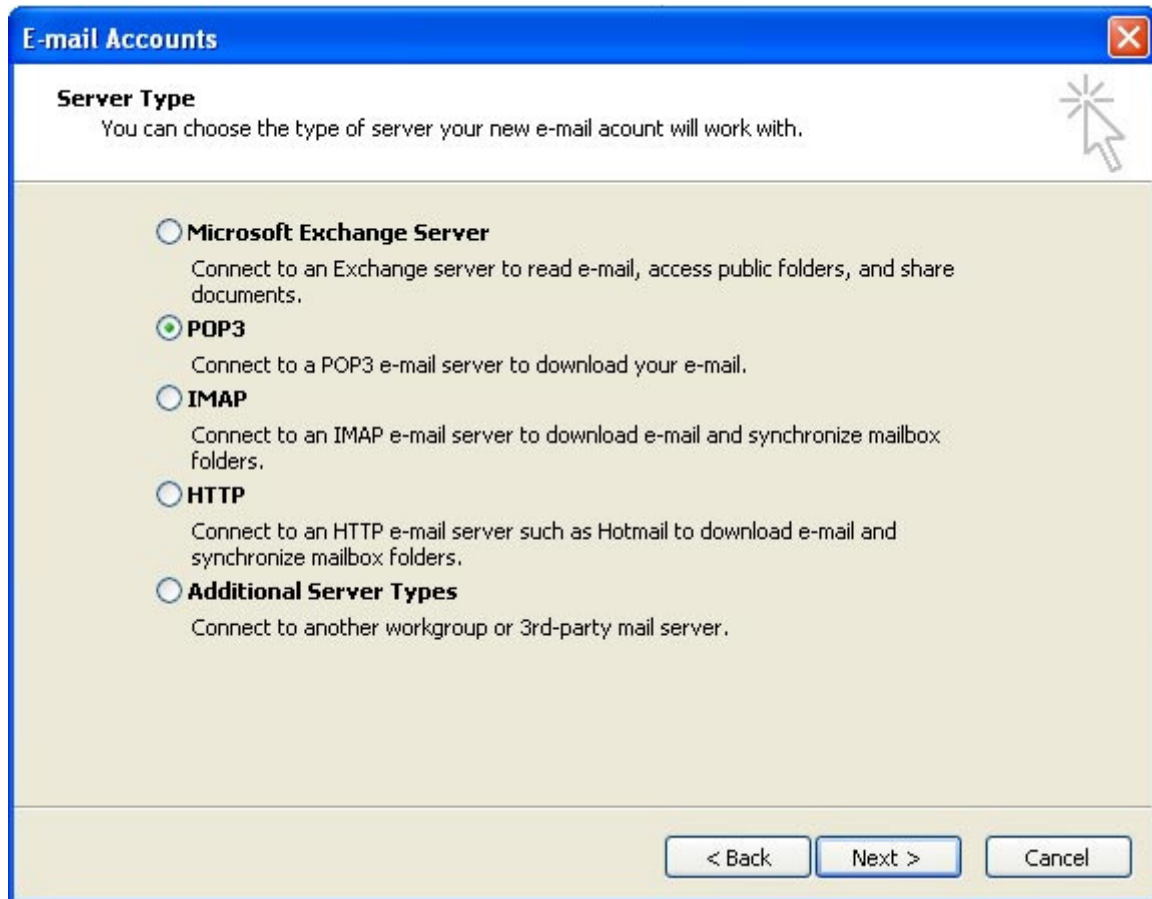
### Step 1

Go to the top menu 'tools' and click on the link 'Email accounts...'.  
You will be presented with a screen similar to:



## Step 2

Select the connection you wish to make. If you are wanting to download mail directly from our server then select the 'POP3' option.



### Step 3

Enter the following details:

- Your name
- Email Address (if you have created a mailbox called 'john' then your email address will be 'john@yourdomain.co.uk'. This is the address that any recipients will see and reply to.
- Incoming mail (Check your control panel)
- Outgoing (either use the one supplied by your ISP or consult your hosting control panel)
- Username (as shown in your control panel based on your mailbox name and account name)
- Password (this is the password you entered when the mailbox was created)

**E-mail Accounts**

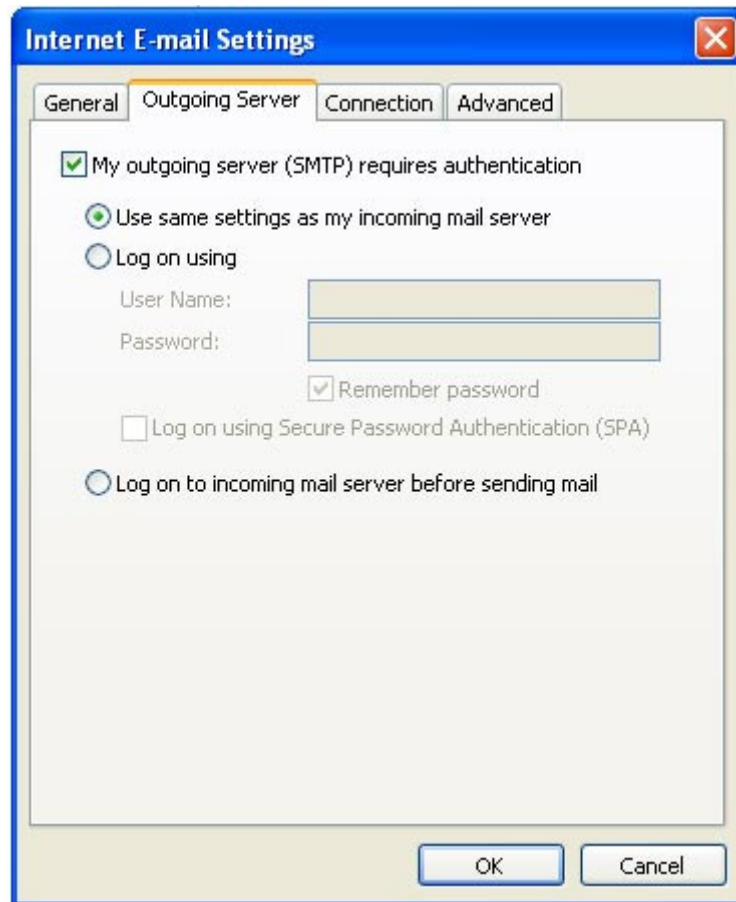
**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

<b>User Information</b>	<b>Server Information</b>
Your Name: <input type="text" value="My Name"/>	Incoming mail server (POP3): <input type="text" value="mail.interdns.co.uk"/>
E-mail Address: <input type="text" value="name@mydomain.co.uk"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.interdns.co.uk"/>
<b>Logon Information</b>	<b>Test Settings</b>
User Name: <input type="text" value="name@accountname"/>	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

#### Step 4

If you intend to use our SMTP service for sending emails, ie you didn't enter your ISP's SMTP address in the previous step, then please ensure you click on the 'More Settings' button as seen in the screenshot above. Ensure that the settings are as shown below.



### Step 5

Your basic setup is now complete. If you wish to alter any of these please refer to 'Step 1' and instead of adding a new account select the option to 'view or change an existing email account'.

