

To set up your Outlook 2003

1. [Enable POP in your email account](#). Don't forget to click **Save Changes** when you're done.
2. Open Outlook.
3. Click the **Tools** menu, and select **E-mail Accounts...**
4. Click **Add a new e-mail account**, and click **Next**.
5. Choose **POP3** as your server type by clicking the radio button, and click **Next**.
6. Fill in all necessary fields to include the following information:

User Information

Your Name: Enter your name as you would like it to appear in the

From: field of outgoing messages.

Email Address: Enter your full email address
(*username@your_domain.com*)

Server Information

Enter the server names provided, don't add your domain name in this step.

Incoming mail server (POP3): pop.gmail.com

Outgoing mail server (SMTP): smtp.gmail.com

Login Information

User Name: Enter username (*username@your_domain.com*).

enter your full address in the format *username@your_domain.com*

Password: Enter your email password

The screenshot shows a window titled "E-mail Accounts" with a close button in the top right corner. Below the title bar is a header section titled "Internet E-mail Settings (POP3)" with a sub-header "Each of these settings are required to get your e-mail account working." and a mouse cursor icon. The main area is divided into four sections: "User Information", "Server Information", "Logon Information", and "Test Settings".

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

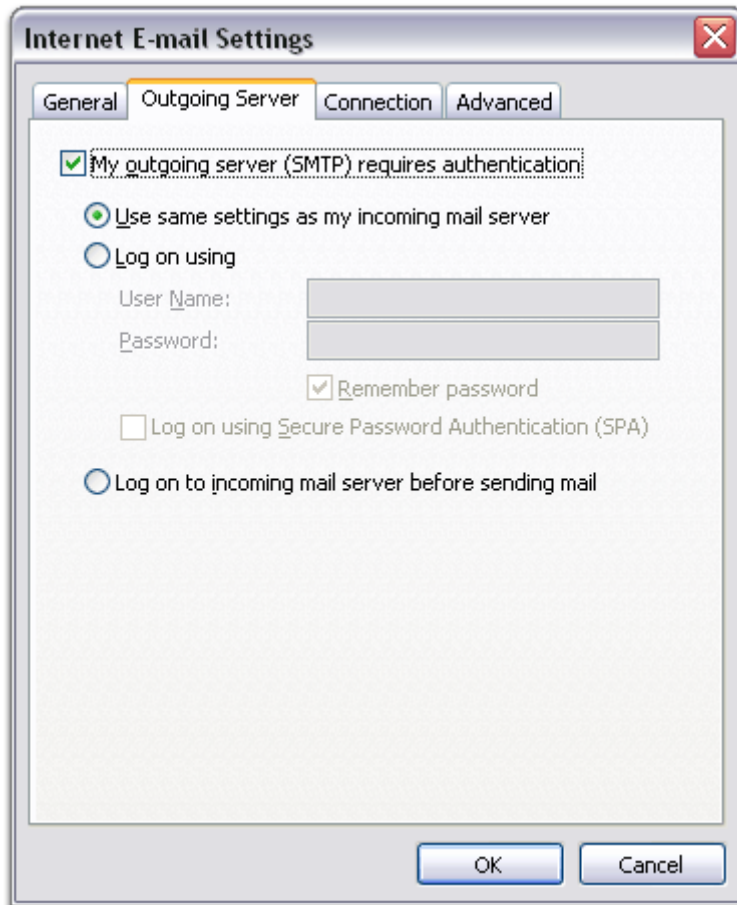
Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

7. Click More Settings... and then click the Outgoing Server tab.

8. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.



The screenshot shows the "Internet E-mail Settings" dialog box with the "Outgoing Server" tab selected. The "My outgoing server (SMTP) requires authentication" checkbox is checked. The "Use same settings as my incoming mail server" radio button is selected. The "Log on using" radio button is unselected, and the "Remember password" checkbox is checked. The "Log on to incoming mail server before sending mail" radio button is unselected. The "OK" and "Cancel" buttons are visible at the bottom.

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:

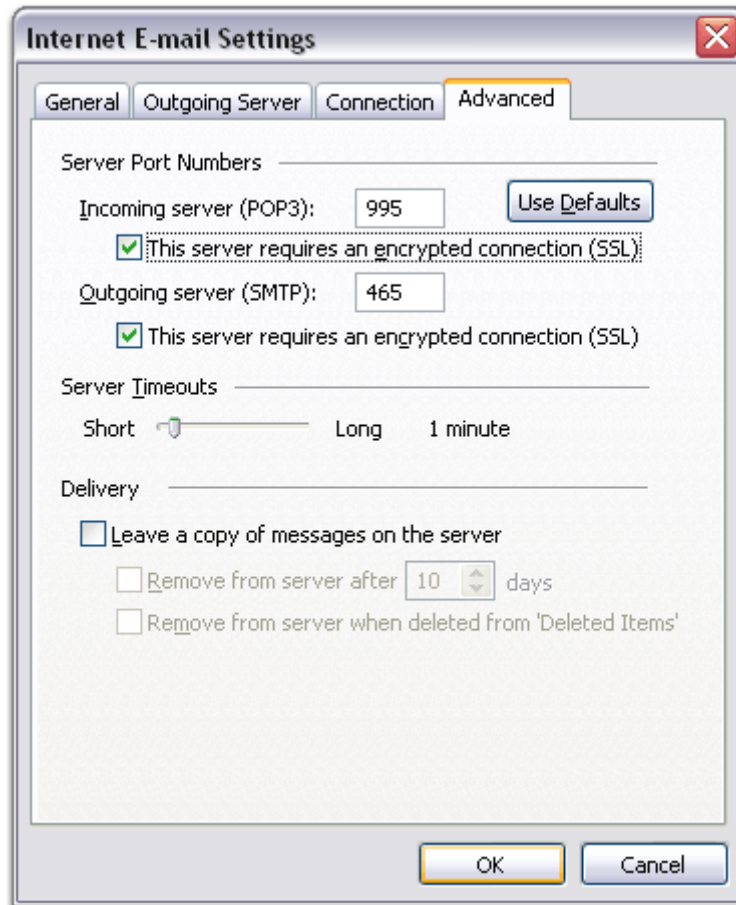
Remember password

Log on using Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

OK Cancel

9. Click the **Advanced** tab, and check the box next to **This server requires an encrypted connection (SSL)** under **Incoming Server (POP3)**.



10. Check the box next to **This server requires an encrypted connection (SSL)** under **Outgoing Server (SMTP)**, and enter 465 in the **Outgoing server (SMTP)** box.
11. Click **OK**.
12. Click **Test Account Settings...** After receiving **Congratulations! All tests completed successfully**, click **Close**.
13. Click **Next**, and then click **Finish**.