

47 North Jackson Street Frankfort, IN 46041 Phone: (765) 659-4671 Fax: (765) 654-7106 Support: internet@accs.net Web Site: www.accs.net

Setting up **Outlook 2003** for e-mail

Step 1

Open Outlook 2003, click on **Tools** and **E-mail Accounts** at the top of the window.



E-mail Accounts	×	<u>St</u>
	This wizard will allow you to change the e-mail accounts and directories that Dutlook uses.	ch ac
	E-mail	Ne
	 Add a new e-mail account View or change existing e-mail accounts Directory Add a new girectory or address book. View or change existing directories or address books. 	
	Back	

Step 2

In this window choose '**Add a new e-mail account**'. Then click on the **Next** button.



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Step 3

In this box, select **'POP3'**. Then click on the **Next** button.

-mail Accounts	×
Server Type You can choose the type of server your new e-mail acount will work with.	×
C Microsoft Exchange Server	
Connect to an Exchange server to read e-mail, access public folders, and share documents.	
Connect to a POP3 e-mail server to download your e-mail.	
C IMAP	
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.	
С нтр	
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.	
C Additional Server Types	
Connect to another workgroup or 3rd-party mail server.	
	6
< <u>Back</u> Next >	Cancel
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User Information		Server Information		
our Name:	Fred Tate	Incoming mail server (POP3):	mail.accs.net	
-mail Address:	fredt@accs.net	Outgoing mail server (SMTP):	mail.accs.net	
ogon Inform	iation	Test Settings		
lser Name:	fredt	After filling out the information on this screen, we		
<u>P</u> assword:	****	button below. (Requires netw	ount by clicking the ork connection)	
	Remember password	Test Account Settings		
Log on usin Authenticat	g Secure Password ion (SPA)		More Settings	

<u>Step 4</u>

In this window fill out the 'Your Name' box with your full name. Then type your full e-mail address into the 'E-mail Address:' box. Then type in your username and password into the 'Login Information' boxes. Next, put 'mail.accs.net' into both the 'Incoming mail' and 'Outgoing mail' boxes. Lastly, click on the 'Next' button.



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Internet Technical Support

Phone: (765) 659-4671 Email: internet@accs.net Hours: Mon-Fri 8a-5p Remember if you have any trouble please give us a call. We have professionals on staff that have experience troubleshooting/fixing all sorts of networking and computer problems. ACCS has been building/maintaining business networks and computers for over 20 years!