



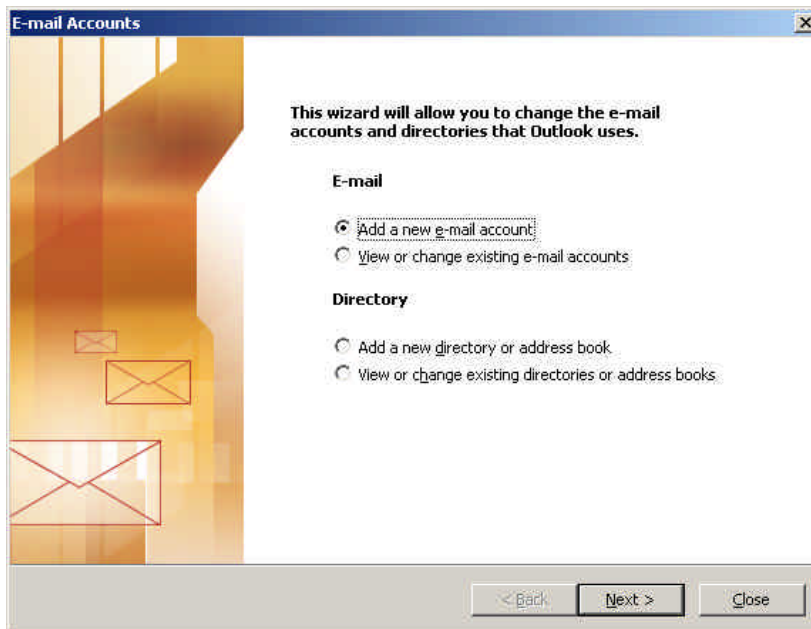
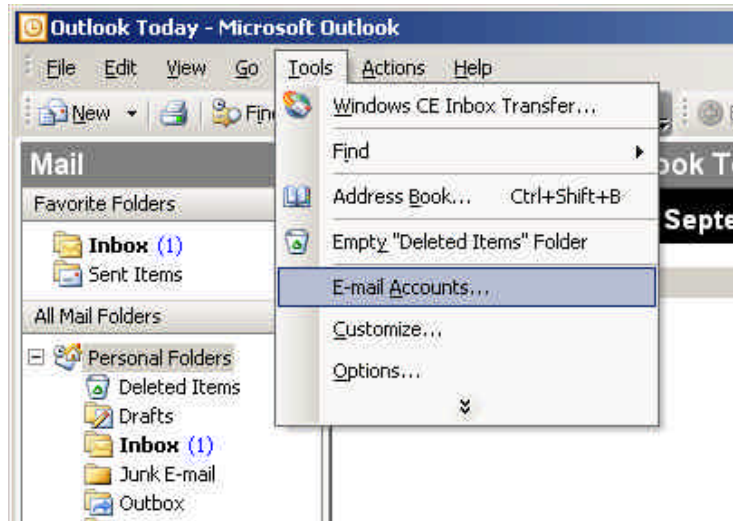
ADVANCED COMPUTER &
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Setting up Outlook 2003 for e-mail

Step 1

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



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.

The screenshot shows the 'E-mail Accounts' dialog box with the 'Server Type' tab selected. The title bar reads 'E-mail Accounts'. Below the title bar, it says 'Server Type' and 'You can choose the type of server your new e-mail account will work with.' There are five radio button options: 'Microsoft Exchange Server', 'POP3' (which is selected), 'IMAP', 'HTTP', and 'Additional Server Types'. Each option has a brief description. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (POP3)' tab selected. The title bar reads 'E-mail Accounts'. Below the title bar, it says 'Internet E-mail Settings (POP3)' and 'Each of these settings are required to get your e-mail account working.' There are four main sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. 'User Information' has 'Your Name' (Fred Tate) and 'E-mail Address' (fredt@accs.net). 'Server Information' has 'Incoming mail server (POP3)' (mail.accs.net) and 'Outgoing mail server (SMTP)' (mail.accs.net). 'Logon Information' has 'User Name' (fredt) and 'Password' (masked with asterisks), with a checked 'Remember password' box. 'Test Settings' has a 'Test Account Settings ...' button. At the bottom right, there is a 'More Settings ...' button. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Step 4

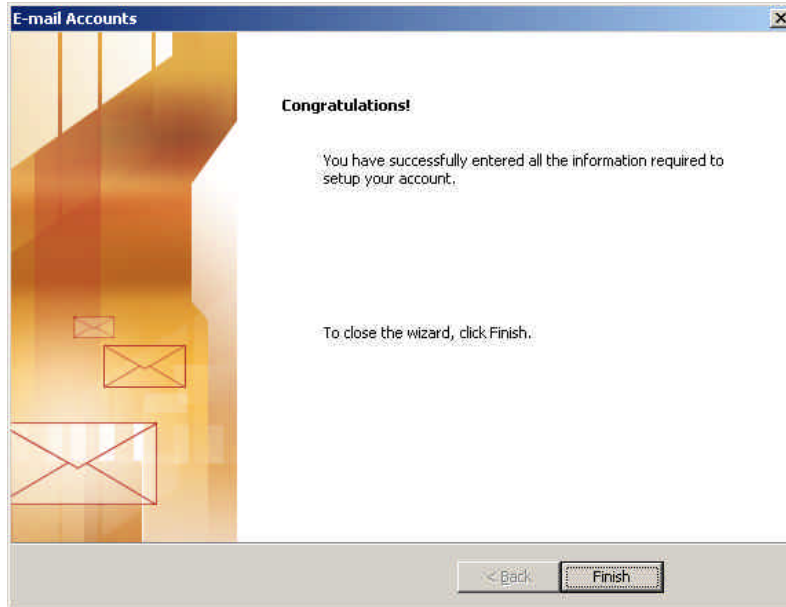
In this window fill out the 'Your Name' box with your full name. Then type your full e-mail address into the 'E-mail Address:' box. Then type in your username and password into the 'Login Information' boxes. Next, put 'mail.accs.net' into both the 'Incoming mail' and 'Outgoing mail' boxes. Lastly, click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



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Step 5

Your email setup is complete. **Click** on the '**Finish**' button.

Your e-mail account is all setup. Click 'Send/Receive' in the main outlook window to check for new mail.

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!