Guide to Email Setup using Microsoft Outlook 2003

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-: Prepared by :-

Cybersitesindia

INTRODUCTION

Email Setup Instructions for Microsoft Outlook 2003

These instructions will assist you in getting Cybersites India's email service configured under Microsoft Outlook 2003. Before you begin please make sure that you have your new email address, password, and server details ready with you. These details can be found in the welcome mail sent to you at the time of order processing and are required to complete the process.

If you encounter problems or have additional questions, you may please contact our support team at <u>techsupport@cybersitesindia.com</u>.

CONFIGURING MICROSOFT OUTLOOK 2003

Open Microsoft Outlook by following any of the below mentioned methods:

• Double-click the **Outlook icon** on the Windows desktop.

2
Launch
Microsoft
Office Outlook

OR

• Single-click the **Outlook button** on the **Quick Launch bar** in the lower left corner of the Windows desktop.



OR

- Click the **Start** button in the lower left corner of the screen.
- Select All Programs. >> Microsoft Office >> Microsoft Office Outlook 2003.

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Step 1

When you open Microsoft Outlook 2003 a screen similar to the one shown below should appear (your screen settings may differ depending on your settings).

The main components / screen areas are marked below for your reference



Step 2

3

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Go to the "Tools" menu and click on "E-mail Accounts..."

Step 2

4

When the **"E-mail Accounts**" window appears, Select **"Add a new e-mail account**" then click **"Next**".



Step 3

5

On the "choose a server type" screen select "**POP3**" and then click " $\underline{\textbf{N}ext}$ ".

E-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.	
POP3	
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 НІТР	
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.	
< Back Next >	Cancel

Step 4

6

The Internet e-mail settings windows requires you to enter all your e-mail account information (you have all this information available in the welcome email sent to you during order processing)

Your Name: The name you want to appear on all e-mails you send out
E-mail Address: The e-mail address you wish to configure (i.e. test@yourdomain.com)
User Name: your complete email id (i.e. test@yourdomain.com) (note: you must enter your complete email id here along with your web site / domain name)
Password: enter your email account password here
Incoming Mail server (POP3): <your web site domain name or IP address> (i.e. yourdomain.com)
Outgoing mail server (SMTP): <your web site domain name or IP address> (i.e.

yourdomain.com)

Once you have filled out the details, please click on "More Settings..."

User Informa	tion	Server Information	
Your Name:	Your Name	Incoming mail server (POP3):	yourdomain.com
E-mail Address:	name@yourdomain.com	Qutgoing mail server (SMTP):	yourdomain.com
Logon Inform	ation	Test Settings	
User Name:	name@yourdomain.com	After filling out the information on this screen, we	
Password:	*****	button below. (Requires netw	ork connection)
	Remember password	Test Account Settings	
Log on using Authenticati) Secure Password on (SPA)		More Settings

Step 5

7

In this window, click on the "**General**" tab and type the name into first blank field which you would like to refer to this account. This name is displayed in the "from email id" field when you send an email.

Internet E-mail Settings	×
General Outgoing Server Connection Advanced	
Mail Account	
Type the <u>n</u> ame by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"	
yourdomain.com	
Other User Information	
Organization:	
Reply E-mail:	
	-al

Step 6

8

Next click on the "outgoing server" tab and ensure that the checkbox "**my outgoing server (SMTP) requires authentication**" is selected. You also need to select the option "**Use same settings as my incoming mail server**".

nternet I	-mail Settings	×
General	Outgoing Server Connection Advanced	_
🗹 Му	outgoing server (SMTP) requires authentication	
ΘĻ	lse same settings as my incoming mail server	
ΟĿ	og on using	
L	Jser <u>N</u> ame:	
E	assword:	
	Remember password	
Г	Log on using Secure Password Authentication (SPA)	
ОL	og on to incoming mail server before sending mail	
	OK Cancel	

Next click on the "Connection" tab

Step 7

9

On the " $\ensuremath{\textbf{Connection}}\xspace$ tab, select the type of your Internet connection

Internet E-mail Settings	×
General Outgoing Server Connection Advanced	
Please specify the type of connection to use for e-mail.	
Connection	-
Connect using my local area network (LAN)	
\square Connect via modem when Outlook is offline	
C Connect using my phone line	
C Connect using Internet Explorer's or a 3rd party dialer	
Modem	_
Use the following Dial-Up Networking connection:	
1_MTNL Unlimited	
Properties Add	
OK Cancel	

Click on the $``{\rm OK}''$ button

Step 8

Click "Next" to Proceed

User Informa	tion	Server Information	
Your Name:	Your Name	Incoming mail server (POP3):	yourdomain.com
E-mail Address:	name@yourdomain.com	Qutgoing mail server (SMTP):	yourdomain.com
Logon Inform	ation	Test Settings	
User Name:	name@yourdomain.com	After filling out the information on this screen, we	
Password:	*****	button below. (Requires netw	ork connection)
	Remember password	Iest Account Settings	
Log on using) Secure Password on (SPA)		Mars Callings

Step 9

You should end up at this window, Congratulations! you have successfully configured your email account under Microsoft Outlook 2003. Please click "**Finish**" to proceed.



Outlook 2003 is now configured to access and download email onto your pc, your should now make sure you are connected to the internet and then click the send/Receive button or press the "**F9**" key on the keyboard to check your e-mail

