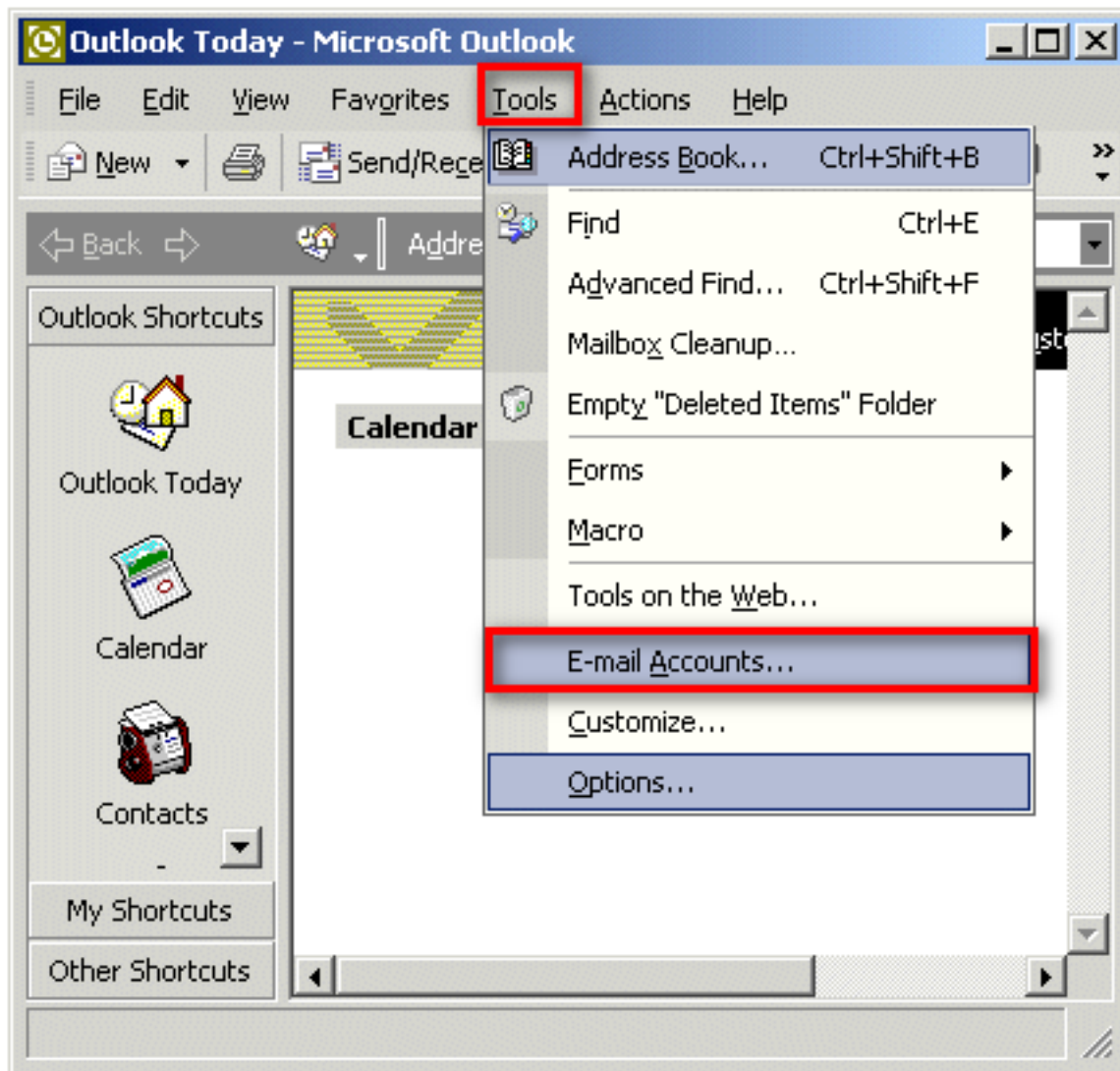
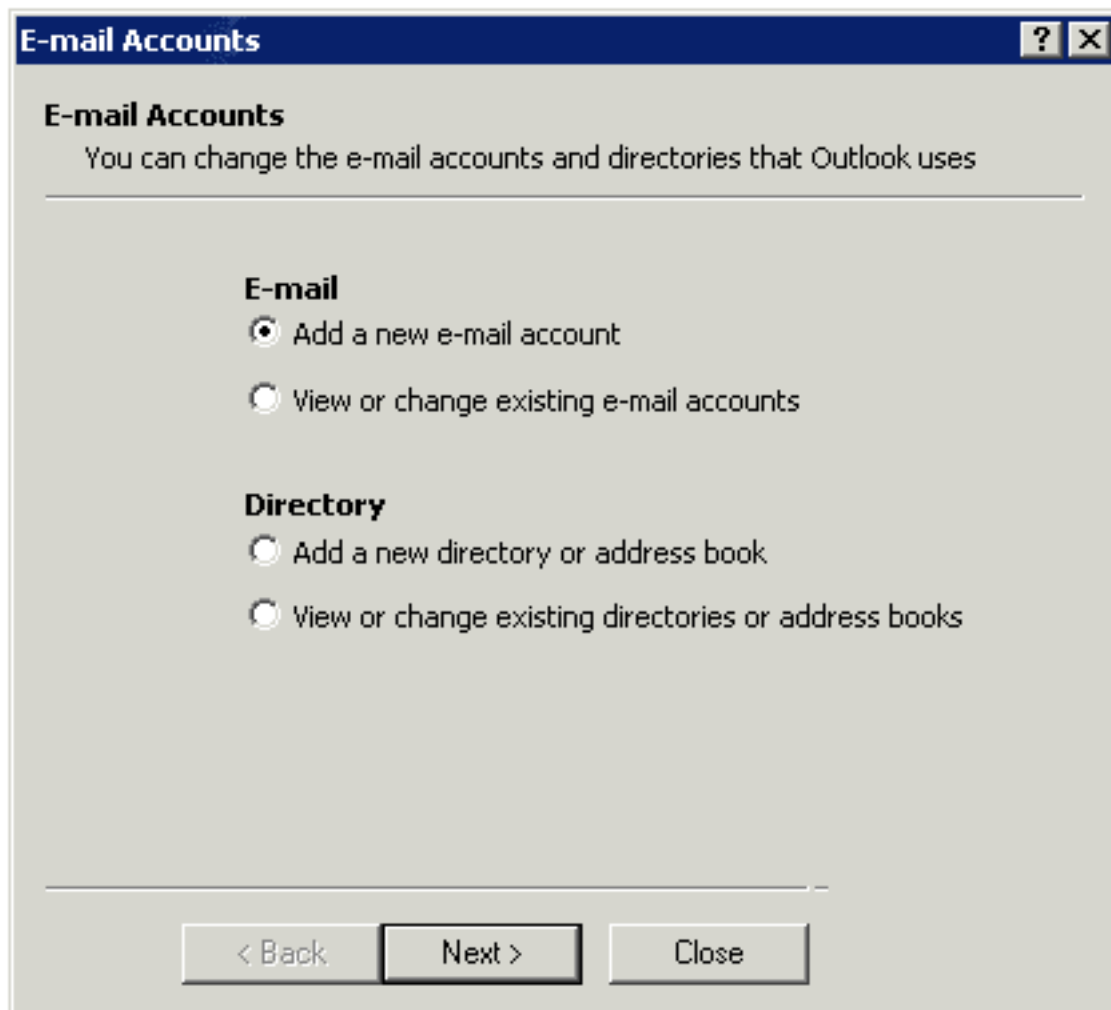


# Outlook 2002/2003

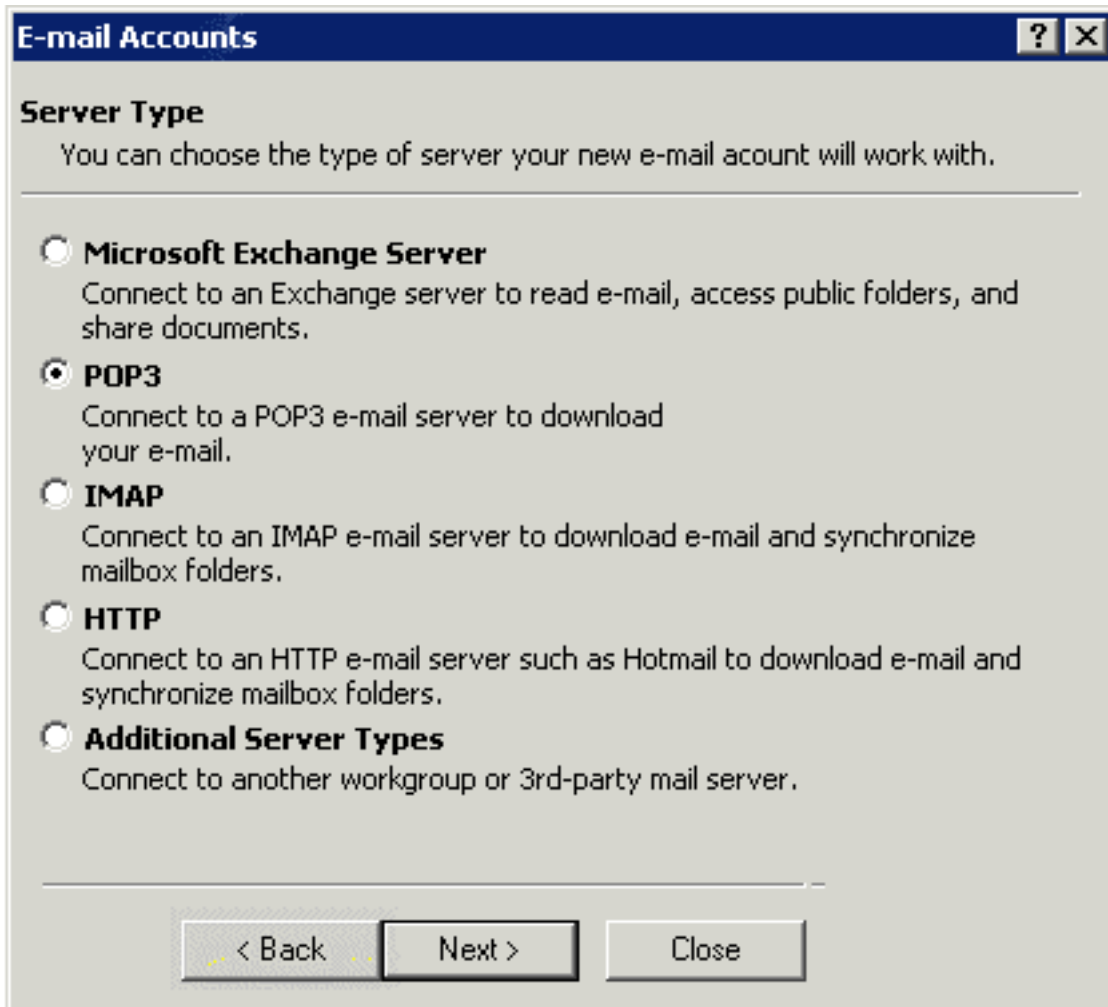
1. In Microsoft Outlook select **Tools** and click on **E-mail Accounts**.



2. Select **Add a new e-mail account** and click on **Next**.



3. Select **POP3** and then click on **Next**.




4. Enter the following information:

- **Your name:** Enter the name the way you want it to be displayed.
- **E-mail Address:** Your SpinTel email address
- **Username:** Your SpinTel username/email address (without @spin.net.au)
- **Password:** SpinTel email address password
- **Incoming mail server:** pop3.spintel.net.au
- **Outgoing mail server:** smtp.spintel.net.au

Then click on **More Settings**.

**E-mail Accounts** [?] [X]

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**Internet E-mail Settings (POP3)** 

Each of these settings are required to get your e-mail account working.

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<b>User Information</b>	<b>Server Information</b>
Your Name: <input type="text"/>	Incoming mail server (POP3): <input type="text"/>
E-mail Address: <input type="text"/>	Outgoing mail server (SMTP): <input type="text"/>

<b>Logon Information</b>	<b>Test Settings</b>
User Name: <input type="text"/>	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"/>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>

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5. Select **Advanced** and make sure **Incoming server** port is set to 110 and **outgoing server** port is set to 25, then click **OK**.

**Internet E-mail Settings** ? X

General | Outgoing Server | Connection | Advanced

Server Port Numbers


Incoming server (POP3): 110 Use Defaults

☐ This server requires a secure connection (SSL)

Outgoing server (SMTP): 25

☐ This server requires a secure connection (SSL)

Server Timeouts

Short  Long 1 minute

Delivery

☐ Leave a copy of messages on the server

☐ Remove from server after 10 days

☐ Remove from server when deleted from 'Deleted Items'

OK Cancel

Click on **Test Account Settings** to confirm successful setup as shown below and click on **Next**.

