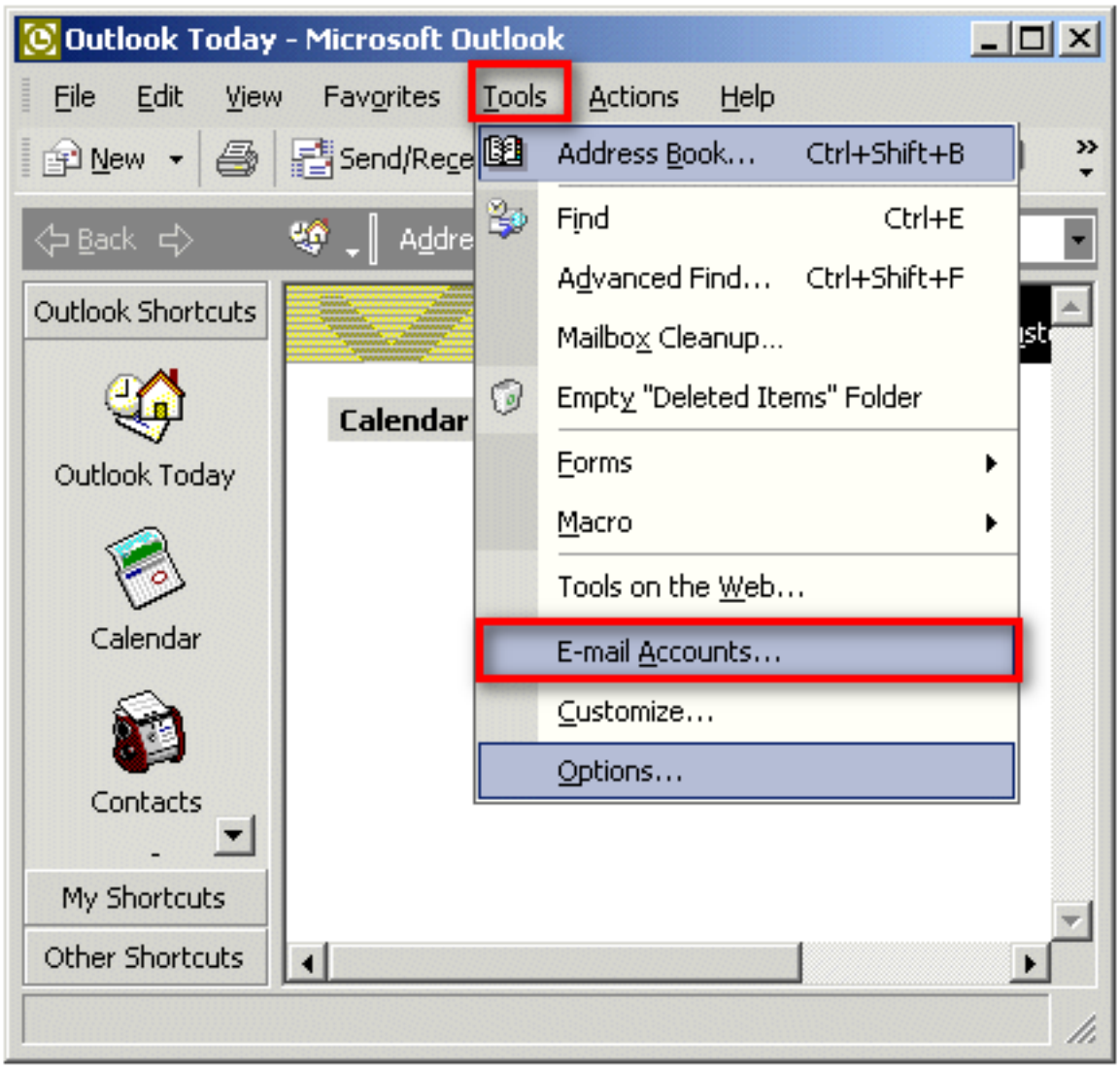
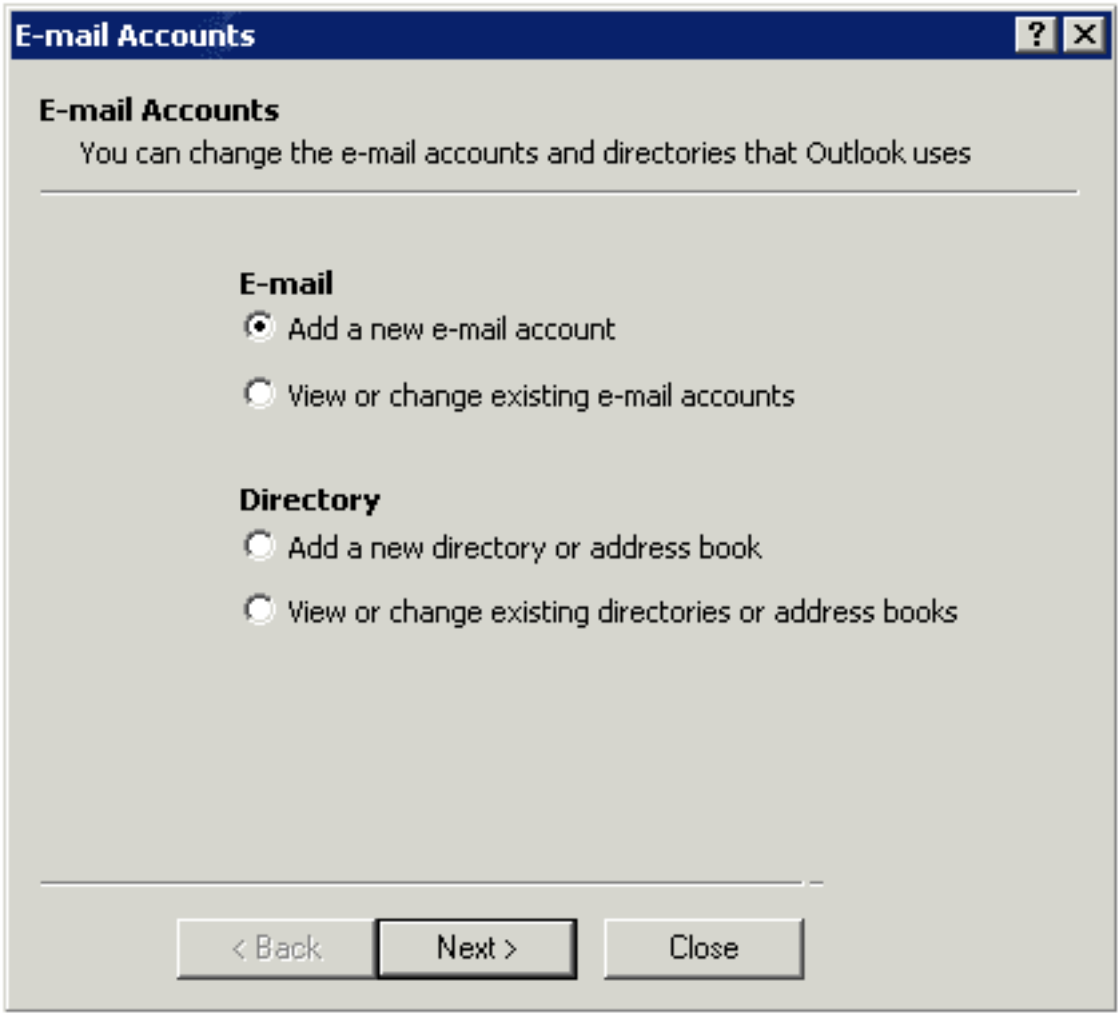
Outlook 2002/2003

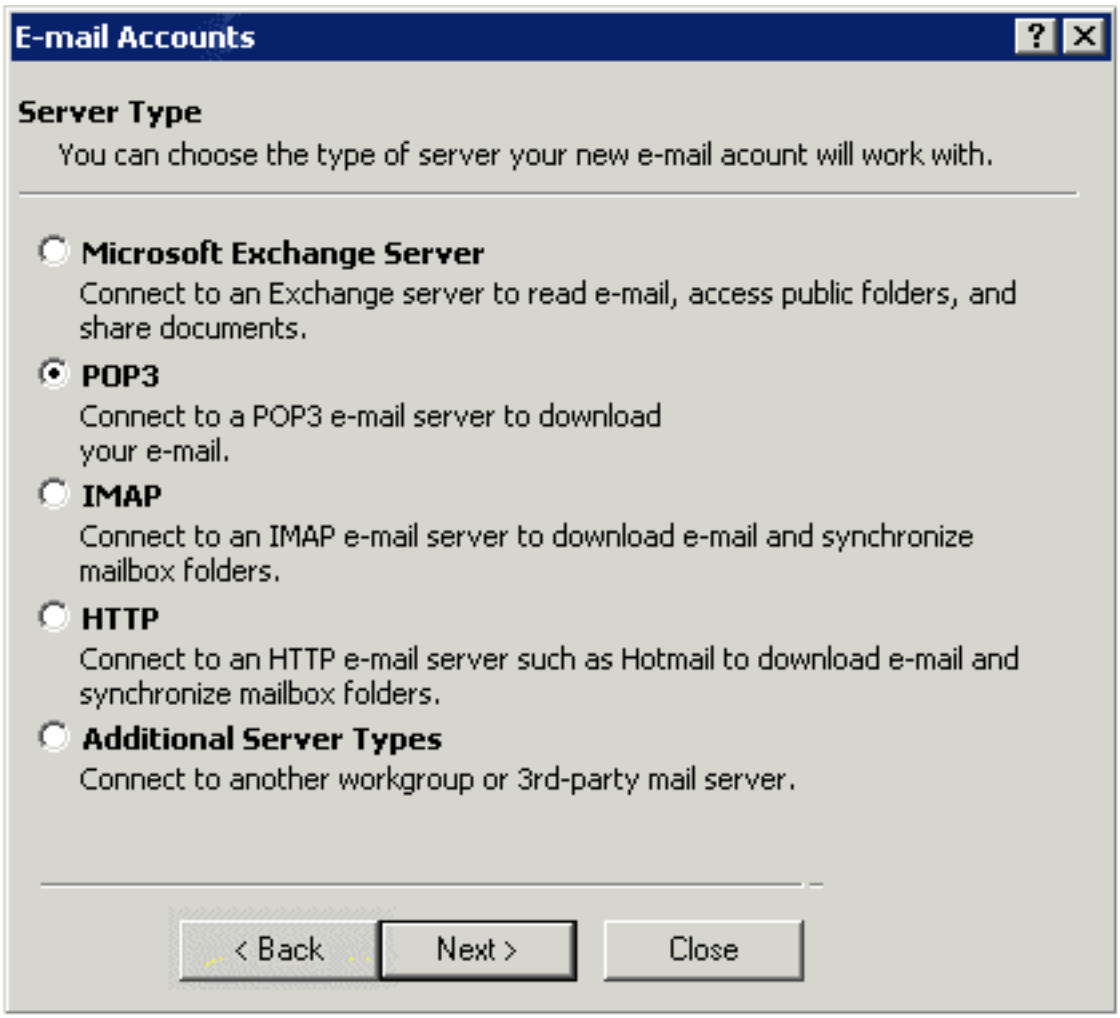
1. In Microsoft Outlook select **Tools** and click on **E-mail Accounts**.



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

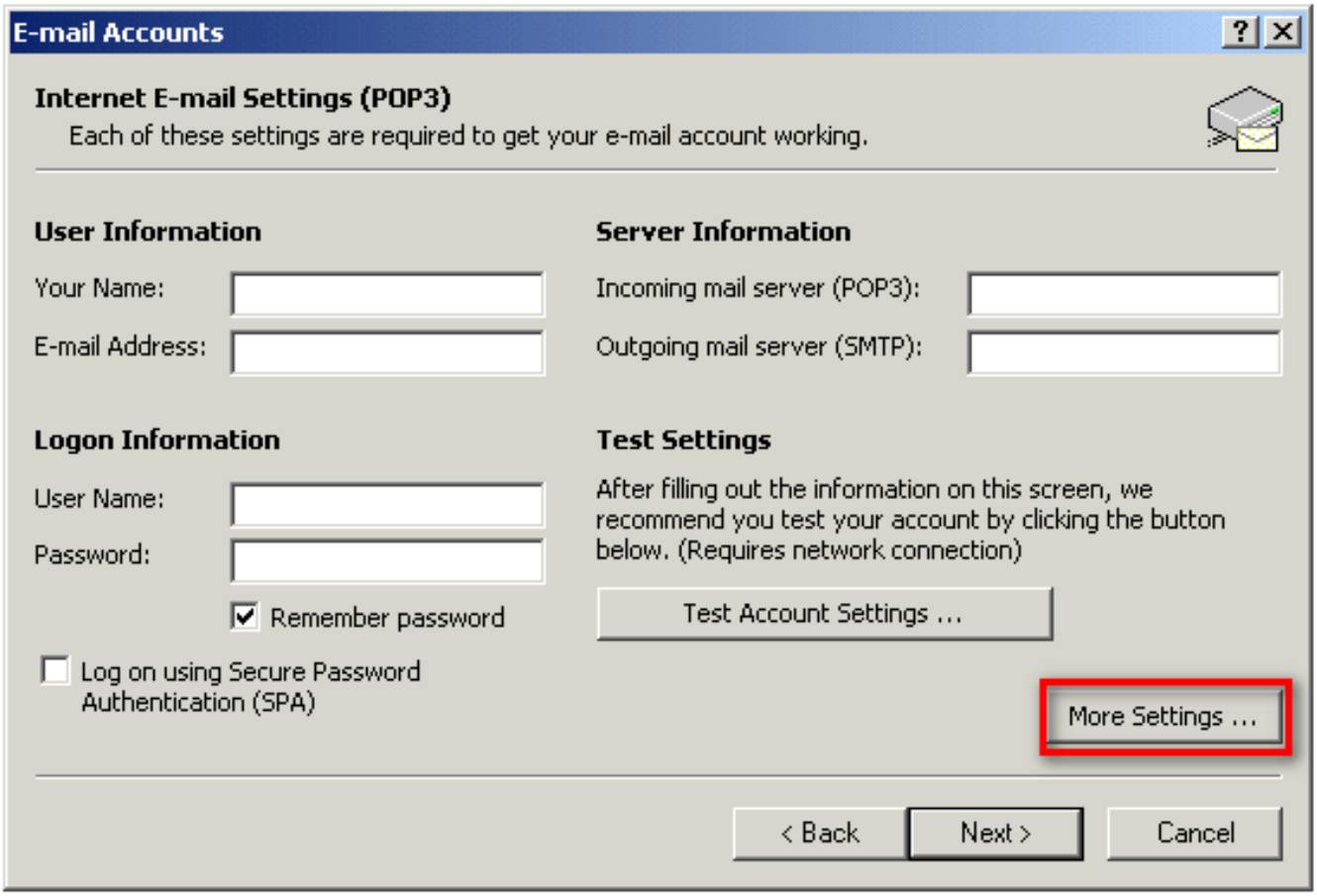
• **Username**: Your SpinTel username/email address (without @spin.net.au)

• **Password**: SpinTel email address password

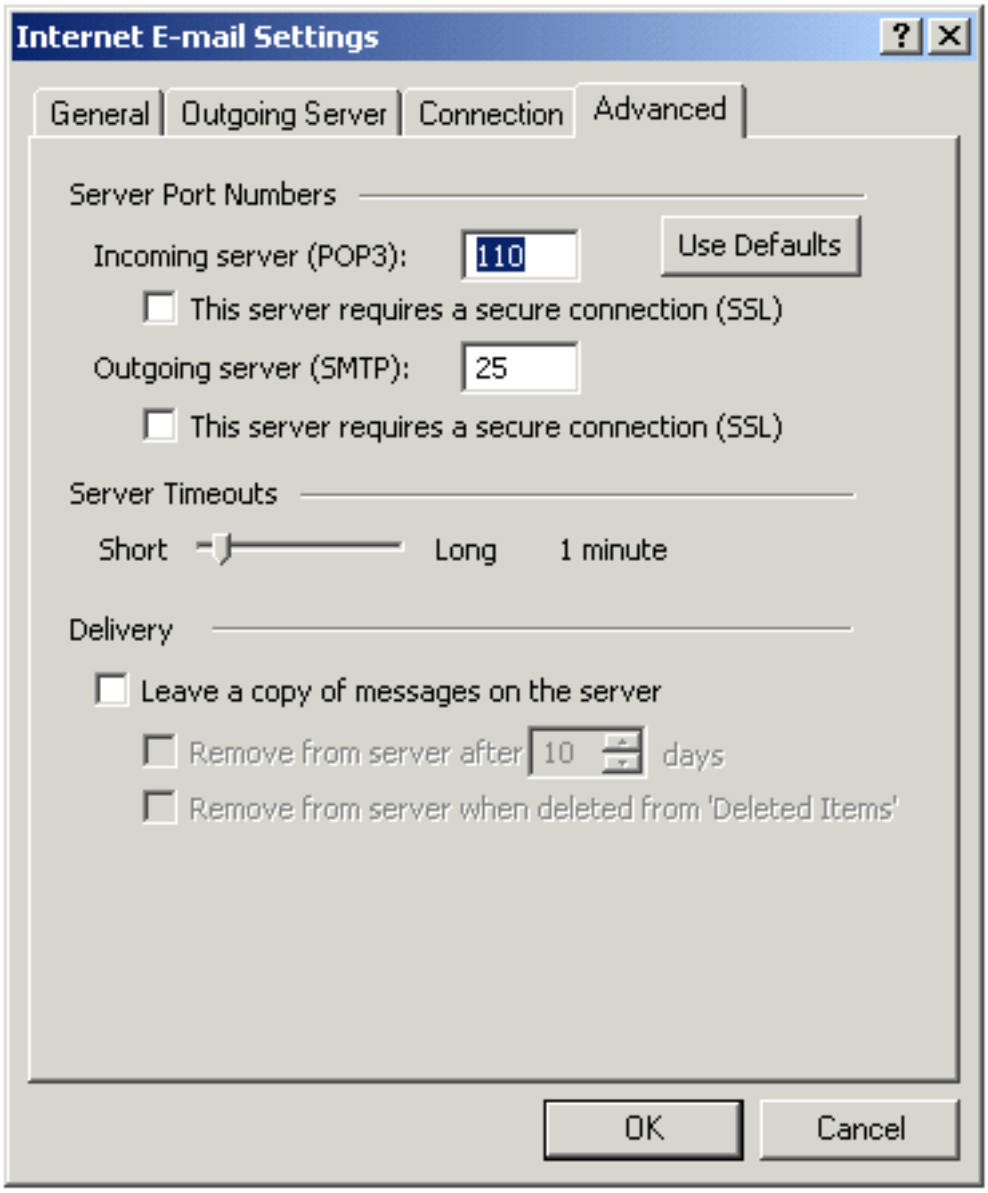
• **Incoming mail server**: pop3.spintel.net.au

• **Outgoing mail server**: smtp.spintel.net.au

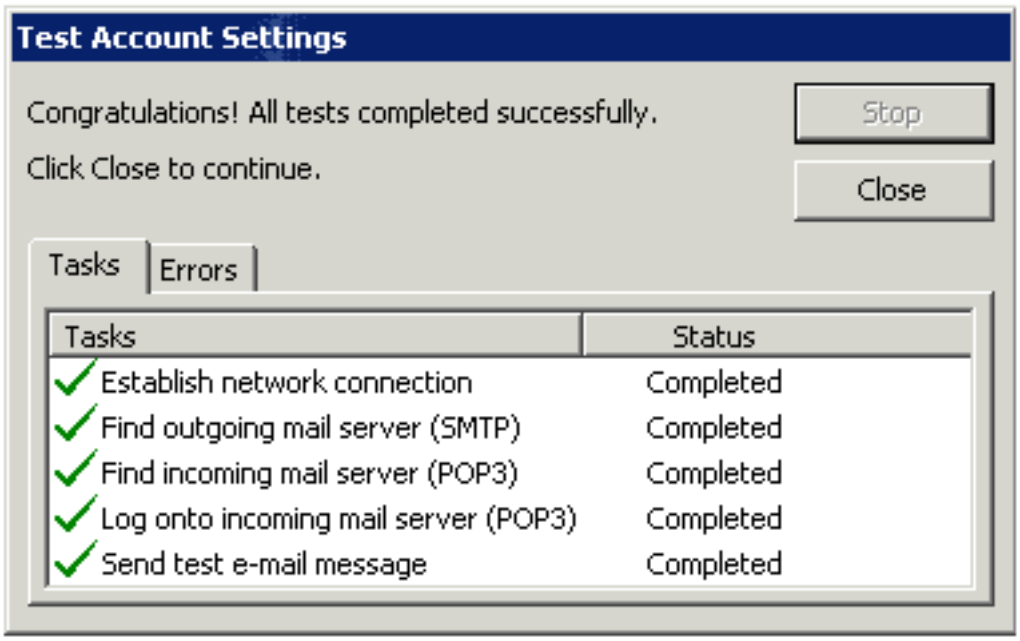
Then click on **More Settings**.



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



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



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