## 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.

E-mail Accounts	? ×			
E-mail Accounts You can change the e-mail accounts and directories that Outlook uses				
E-mail				
Add a new e-mail account				
O View or change existing e-mail accounts				
Directory C Add a new directory or address book				
$\bigcirc$ View or change existing directories or address books				
< Back Next > Close				

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

E-mail Accounts	×
<b>Server Type</b> You can choose the type of server your new e-mail acount will work with.	
O Microsoft Exchange Server Connect to an Exchange server to read e-mail, access public folders, and share documents.	
<ul> <li>POP3</li> <li>Connect to a POP3 e-mail server to download your e-mail.</li> </ul>	
C IMAP Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.	
O HTTP 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 > Close	

- 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	5		<u>? ×</u>	
Internet E-mail Settings (POP3) Each of these settings are required to get your e-mail account working.				
User Informat	ion	Server Information		
Your Name:		Incoming mail server (POP3):		
E-mail Address:		Outgoing mail server (SMTP):		
Logon Informa	ation	Test Settings		
User Name:		After filling out the information on this screen, we recommend you test your account by clicking the button		
Password:		Delow. (Requires network conne	ection)	
	💌 Remember password	Test Account Settings		
Log on using Secure Password Authentication (SPA)				
		< Back	Next > Cancel	

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 ?	1
General Outgoing Server Connection Advanced	
Server Port Numbers Incoming server (POP3): 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.

Test Account Settings			
	с н. [		
Congratulations! All tests completed succes	Stop		
Click Close to continue.		Close	
Tasks Errors		1	
Tasks	Status		
<ul> <li>Establish network connection</li> </ul>	Completed		
Find outgoing mail server (SMTP)	Completed		
Find incoming mail server (POP3)	Completed		
✓ Log onto incoming mail server (POP3)	Completed		
Send test e-mail message	Completed		
E-mail Accounts			? X
Congratulations!			
You have successfully entered all the inform	mation required to	o setup your acco	ount.
To close the wizard, click Finish.			
10 <u>00000000000000000000000000000000000</u>	6		
< Back Finish			

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