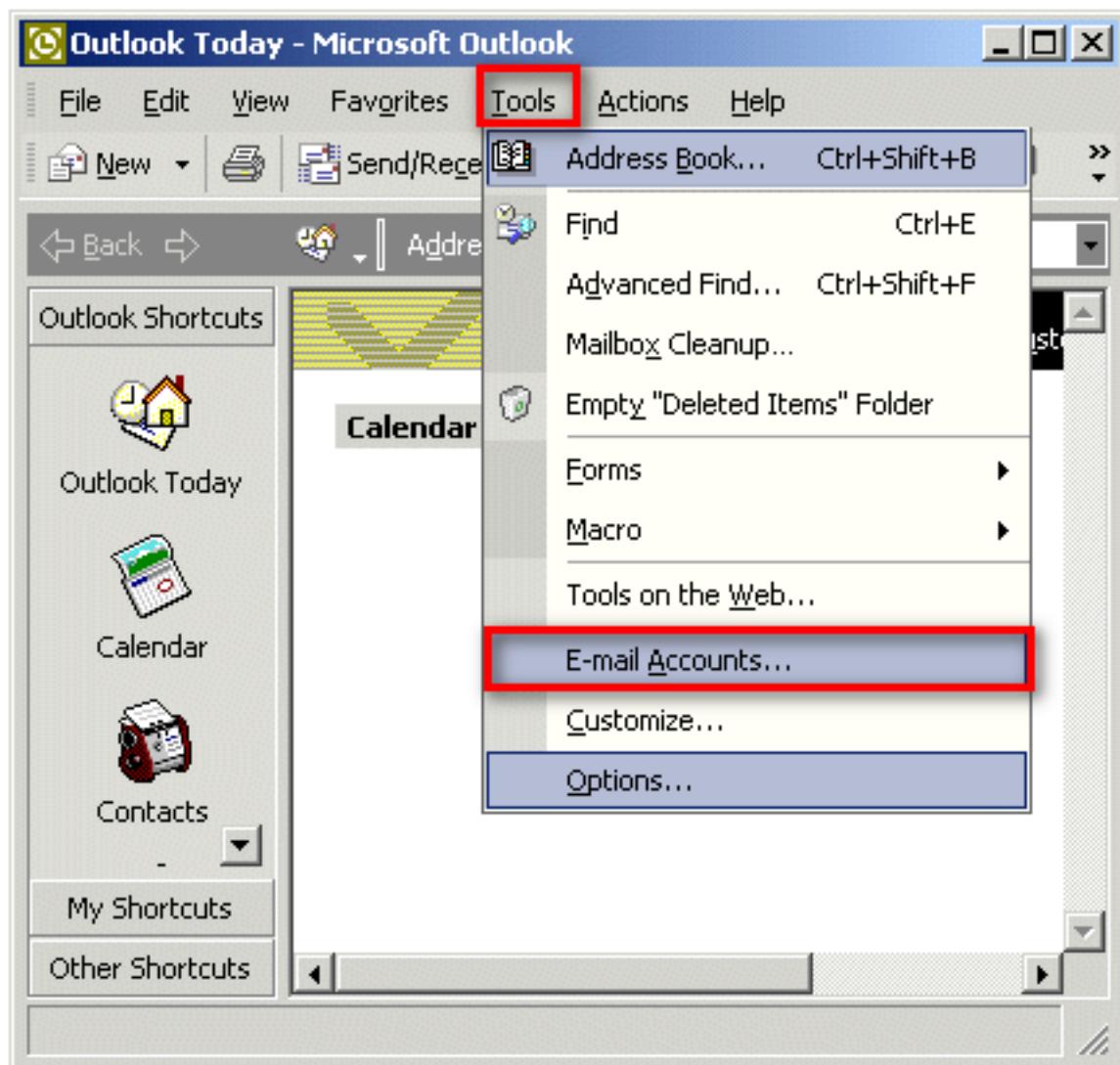
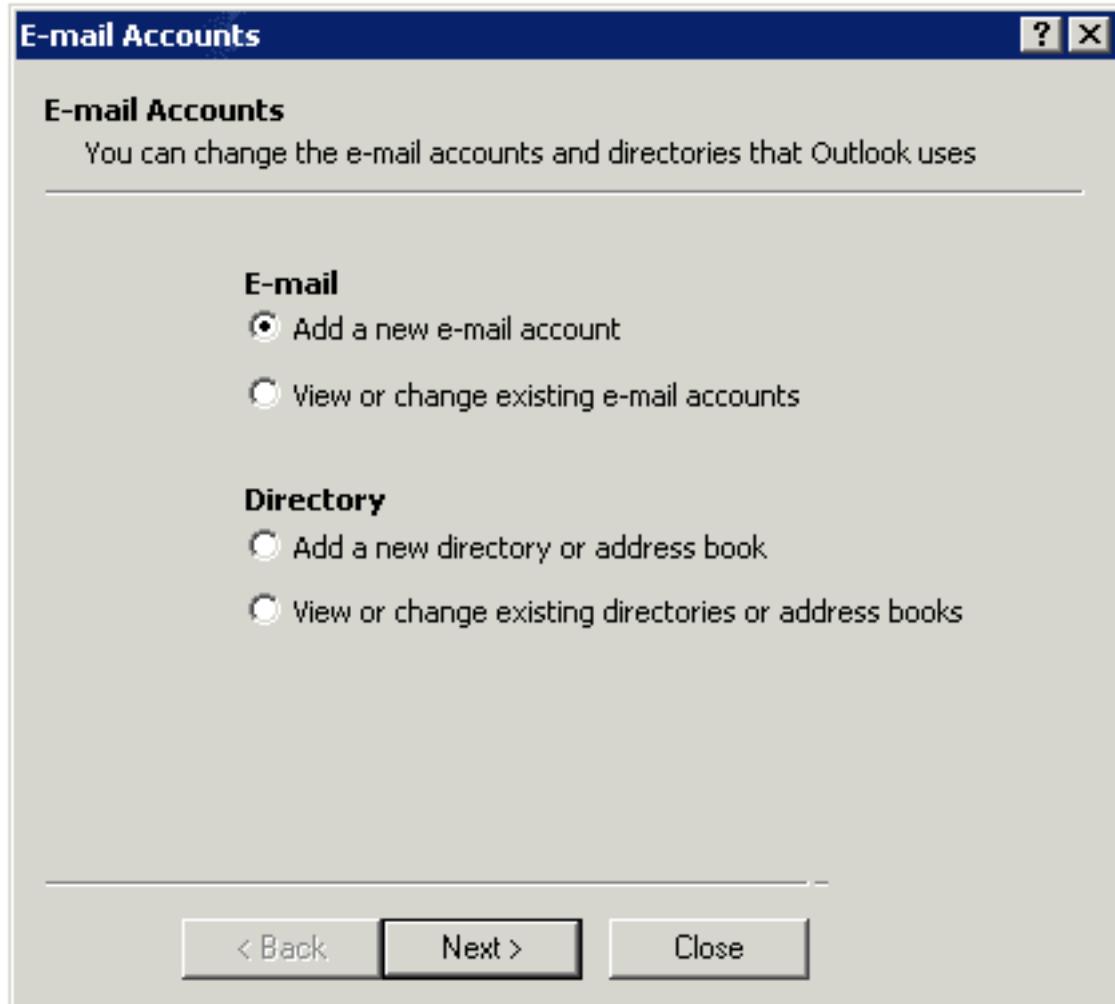


Outlook 2002/2003

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**.



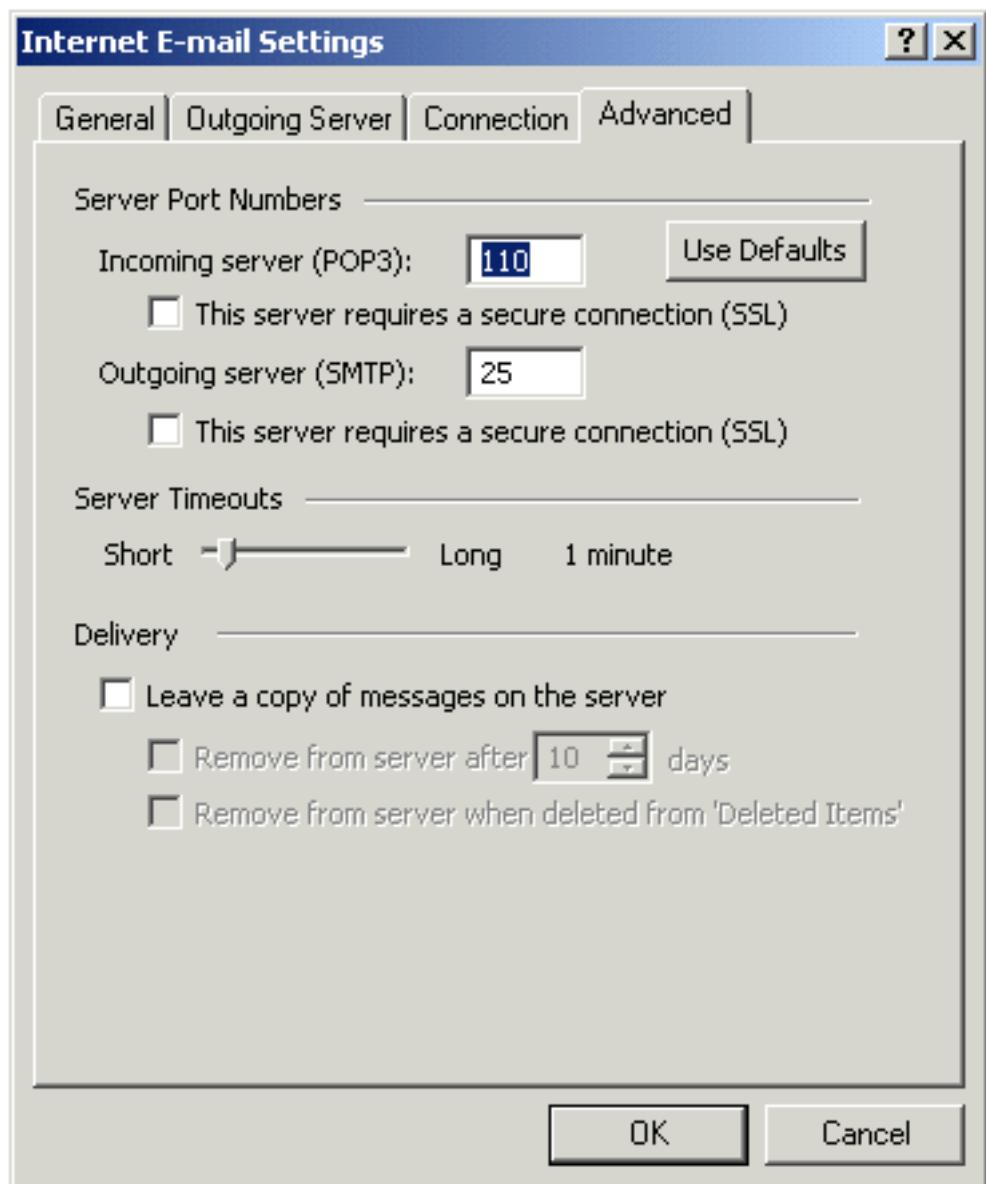
4. Enter the following information:

- **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**.

