



# Setting up a new e-mail account with Microsoft Outlook 2003

This fact sheet will take you through the steps required to set up a new e-mail account in Microsoft Outlook 2003. If you are using a different program for email please refer to the fact sheet for that program or contact Virtusoft Ltd if a fact sheet is not available.

## Step 1:

From the menu in outlook select "Tools" then in the tools menu select "E-mail Accounts..." (see Figure 1)

### Tip:

If "E-mail Accounts..." is not shown click the double arrow at the bottom of the menu to show more options.

## Step 2:

On the accounts screen click "Add a new e-mail account" then click "Next >" (see Figure 2)

## Step 3:

When prompted for a server type select "POP3" then click "Next >"

(Steps 6 to 12 refer to Figure 3)

## Step 4:

Now you will be asked for your Internet E-mail Settings. Enter the name you want all e-mails sent using this account to display in the "From" field into the "Your Name" field.

## Step 5:

Enter the E-mail address people should use to reply to your messages into the "E-mail Address" field.

## Step 6:

Set the "Incoming mail server (POP3)" address to the POP3 server given to you with your email account. For Virtusoft Ltd / Web Drive customers this will be in the format "pop.yourdomain.tld"

## Step 7:

Set the "Outgoing mail server (SMTP)" to your ISPs SMTP server.

## Step 8:

Set the "User Name" field to the user name supplied for your email account.

## Step 9:

Set the "Password" field to the password supplied for your email account.

## Step 10:

Tick "Remember Password"

## Step 11:

Un-tick "Log on using Secure Password Authentication (SPA)"

## Step 12:

Click "Test Account Settings" and if everything passes click "Next >"

## Step 13:

Click "Finish"

**You have now completed setting up your new e-mail account.**

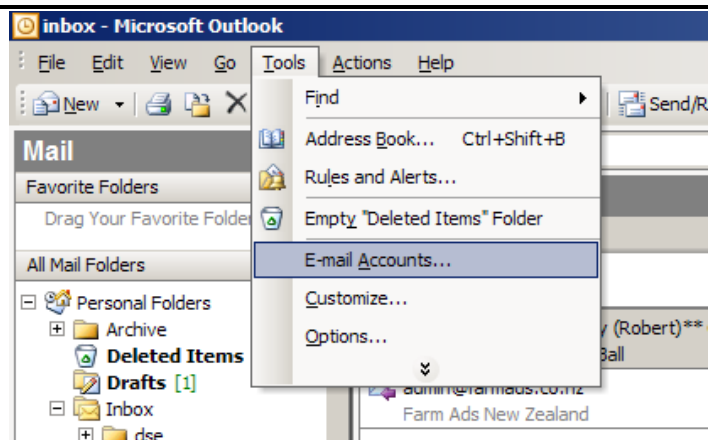


Figure 1

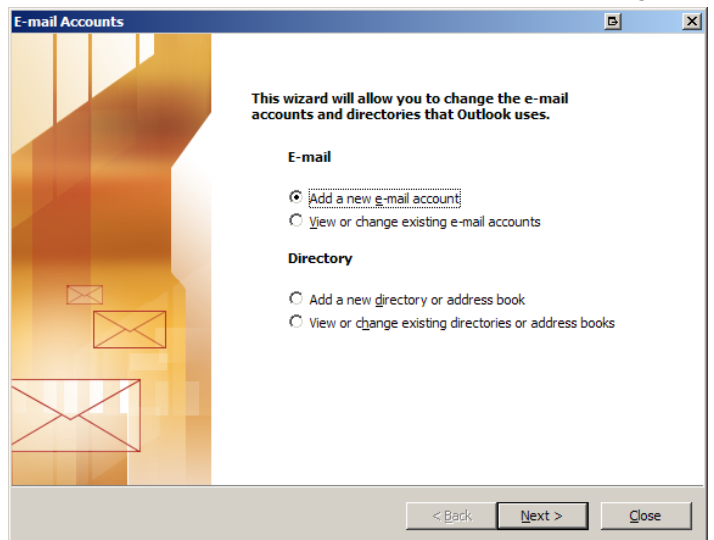


Figure 2

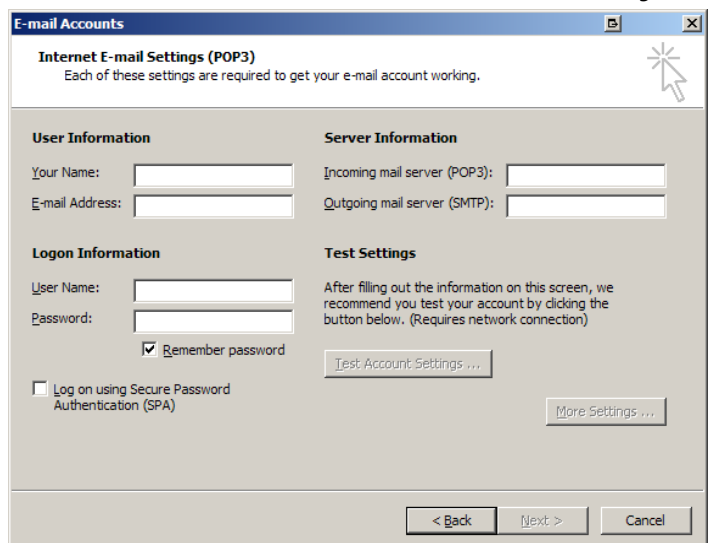
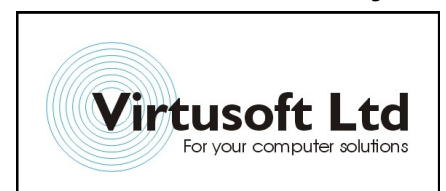


Figure 3





# Changing an e-mail account with Microsoft Outlook 2003

This fact sheet will take you through the steps required to change an existing e-mail account in Microsoft Outlook 2003. If you are using a different program for email please refer to the fact sheet for that program or contact Virtusoft Ltd if a fact sheet is not available.

## Step 1:

From the menu in outlook select "Tools" then in the tools menu select "E-mail Accounts..." (see Figure 1)

### Tip:

If "E-mail Accounts..." is not shown click the double arrow at the bottom of the menu to show more options.

## Step 2:

On the accounts screen click "view or change existing e-mail accounts" then click "Next >" (see Figure 2)

## Step 3:

Select the e-mail account you wish to change from the list then click "Change..." (see Figure 3)

## Step 4:

Now you will be presented with your existing Internet E-mail Settings.

(Steps 5 to 12 are optional)

## Step 5:

Enter the name you want all e-mails sent using this account to display in the "From" field into the "Your Name" field.

## Step 6:

Enter the E-mail address people should use to reply to your messages into the "E-mail Address" field.

## Step 7:

Set the "Incoming mail server (POP3)" address to the POP3 server given to you with your email account. For Virtusoft Ltd / Web Drive customers this will be in the format "pop.yourdomain.tld"

## Step 8:

Set the "Outgoing mail server (SMTP)" to your ISPs SMTP server.

## Step 9:

Set the "User Name" field to the user name supplied for your email account.

## Step 10:

Set the "Password" field to the password supplied for your email account.

## Step 11:

Tick "Remember Password"

## Step 12:

Un-tick "Log on using Secure Password Authentication (SPA)"

## Step 13:

Click "Test Account Settings" and if everything passes click "Next >"

## Step 14:

Click "Finish"

**You have now changed your e-mail account.**

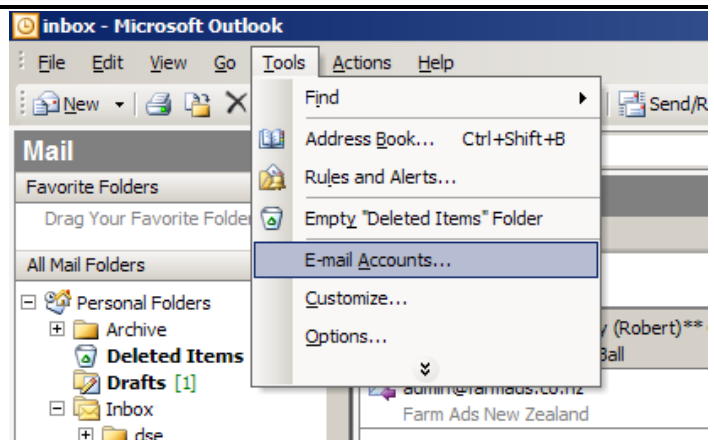


Figure 1

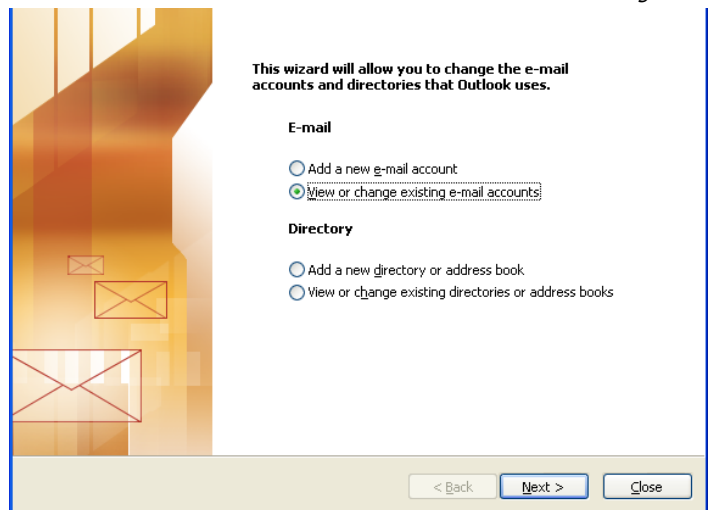


Figure 2

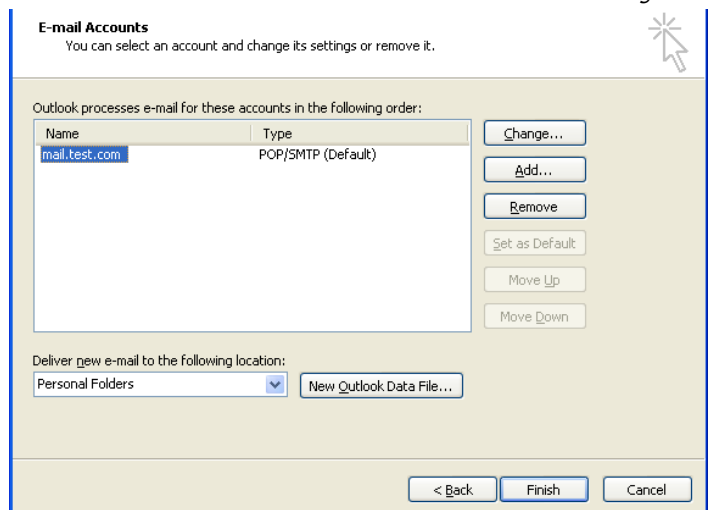


Figure 3

