How To Set Up Microsoft Outlook XP (2002)

Step 1: Launch Microsoft Outlook.

Step 2: In the Outlook menu bar, click on **Tools** and select **E-Mail Accounts**.
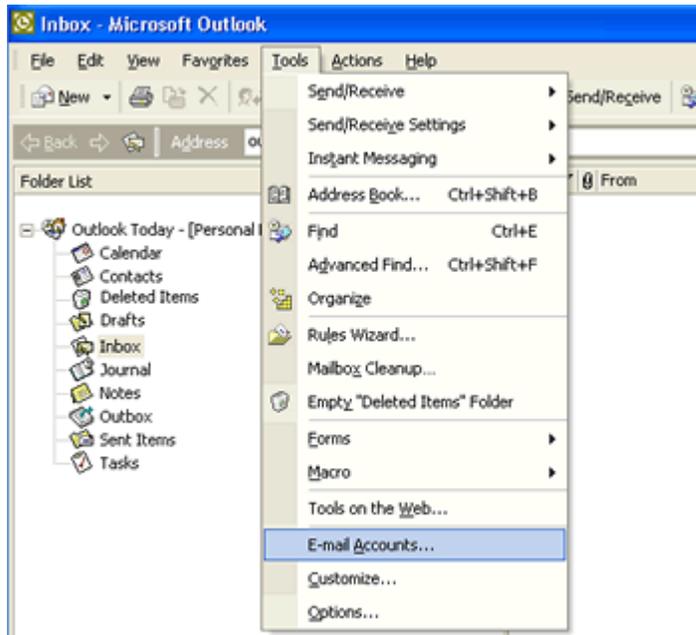
Step 3: Select **Add a new email account**, and select **Add** and select **Mail**.

Step 4: Now select **POP3** as the server type.
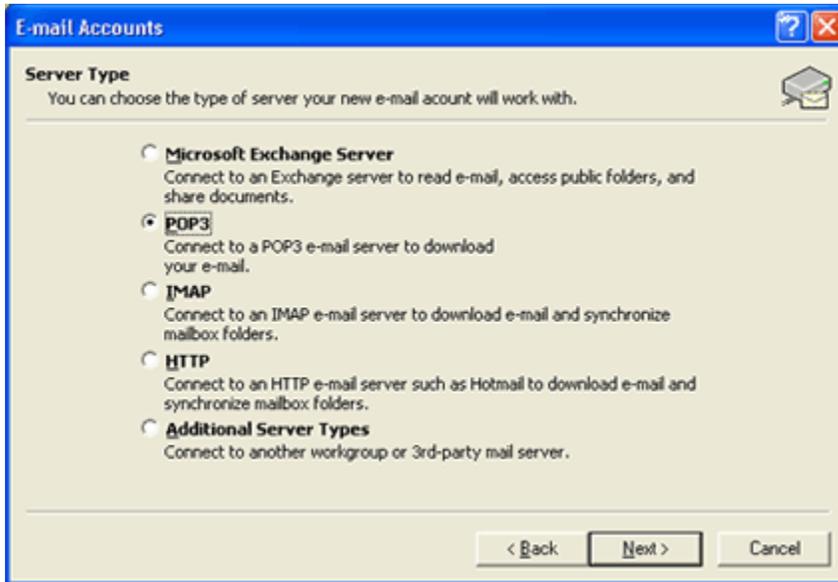
Step 5: At **Your Name**, write your name. (as you want it to appear in the 'from' section when you send an email).

At **Email Address**, enter your new email address, (example: me@mywebsitename).

At **User name**, enter your new email address again. (example: me@mywebsitename).

At **Password** field, enter your password as provided to you by Clear Imaging Inc. Tick the Remember Password option, but make sure that the Log on using Secure Password Authentication (SPA) checkbox is not ticked.

At **Incoming mail server (POP 3):** enter "*mail.mywebsitename*".

At **Outgoing mail server (SMTP):** enter "mail.mywebsitename" or your Internet Service Providers (ISP) outgoing (SMTP) mail settings.
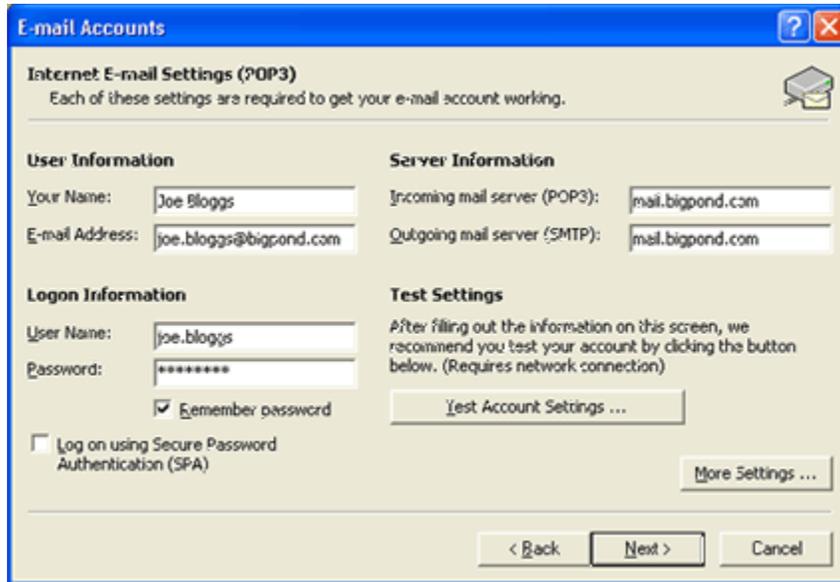
Step 6: Select **Test Account Settings** to ensure you've entered everything correctly. If the test is okay, you'll see something like the image below. You can then select **Close** and then **Next**.
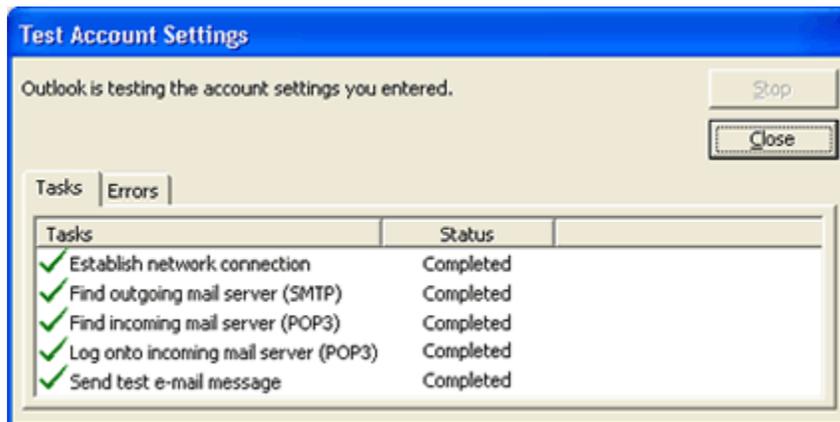
Step 7: Select **Finish**. You can then start to send and receive email.