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.

E-mail Accounts	? 🔀
E-mail Accounts You can change the e-mail accounts and directories that Outlook uses.	R
E-mail Image: Add a new g-mail account Image: yew or change existing e-mail accounts Directory Image: Add a new girectory or address book Image: Wew or change existing directories or address books	
< <u>₿ack</u> <u>N</u> ext>	Close

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.

E-mail Accour	its		? 🛛		
Internet E-mail Settings (20P3) Each of these settings are required to get your e-mail account working.					
User Informal	tion	Server Information			
Your Name:	Joe Bloggs	Incoming mail server (POP3):	mail.bigpond.com		
E-mail Address:	joe.bloggs@bigpond.com	Qubgoing mail server (SMTP):	mail.bigpond.com		
Logon Information		Test Settings			
User Name: Password:	joe.bloggs	Piter filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)			
	Eemember password	<u>Y</u> est Account Settings .			
Log on using Authenticati	3 Secure Password ion (SPA)		More Settings		
		< <u>R</u> ack	Next > Cancel		

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**.

Test Account Settings				
Outlook is testing the account settings you entered.				
[] [] []				
Tasks	Status	[
Establish network connection	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			

Step 7: Select Finish. You can then start to send and receive email.