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**.

![Test Account Settings](image)

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