How To: Configure Outlook 2002

► Summary:
This document discusses how to setup Microsoft Outlook 2002.

Note: Before configuring an email account in Outlook, you will need to know the following information:
? Your XIT e-mail address and password
? Incoming and Outgoing mail servers for your area
○ Incoming Mail Server = mail.xit.net
○ Outgoing Mail Server = mail.xit.net
XIT does not provide technical support for the following e-mail programs. The content below is for reference only.

► Solution
1. Right click the **Outlook 2002 icon** located on the computer desktop**.**
2. Click **Properties**
3. Click on the **Show Profiles** button.
4. Click the **Add Button** to create a new profile.
5. **Profile Name**: Type a Name for the profile (e.g. XIT e-mail), then select **OK**
6. Select **Add a new email account** and then **Next**.
7. Choose **POP3** and click **Next**.
8. **Internet E-mail Settings (POP3):** Fill out the following information.

*?**Your Name**: Enter your name as you would like it to appear on messages you send.*
*?**E-mail Address**: our e-mail address*
*?**User Name**: Enter your email User Name*
*?**Password**: Type your password*
*?**Incoming mail server (POP3):** type the Incoming Mail server information*
*?**Outgoing mail server (SMTP):** Type the outgoing mail server information*

9. Click **Next**.
10. At the Congratulations screen click **Finish**.
All Steps Complete.