

How To: Configure Outlook 2003

► Summary:

This document discusses how to setup Microsoft Outlook 2003.

Note:

? Your XIT e-mail address and password

? Incoming and Outgoing mail servers for your area

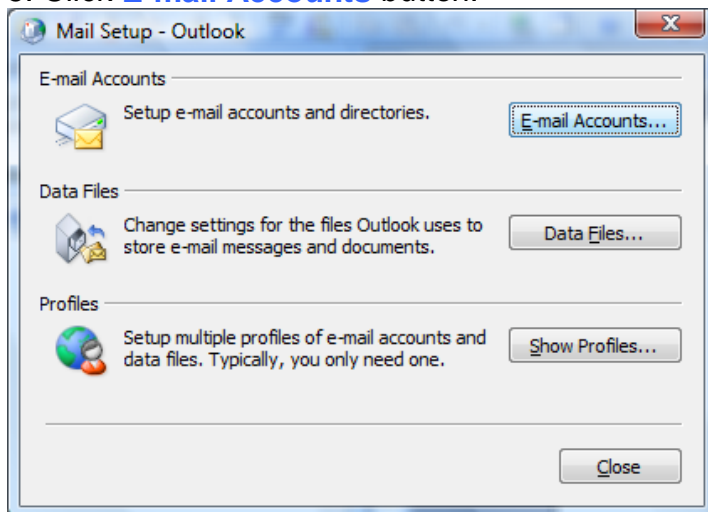
○ Incoming Mail Server = mail.xit.net

○ Outgoing Mail Server = mail.xit.net

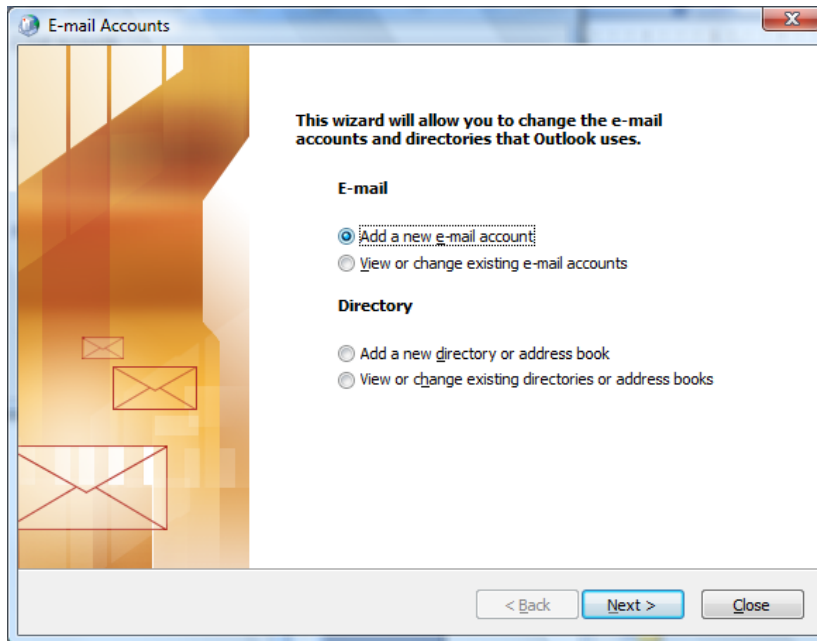
XIT does not provide technical support for the following e-mail programs. The content below is for reference only.

► Solution

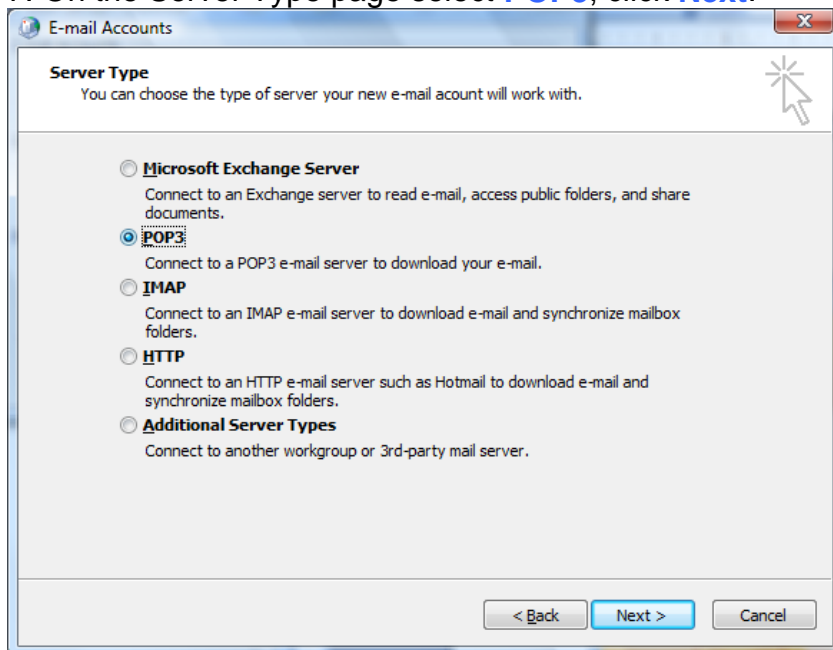
1. Click **Start**
2. Right click the Microsoft Office Outlook icon.
3. Click **Properties**
4. The Mail Setup window will appear.
5. Click **E-mail Accounts** button.



6. Select the **Add a new e-mail account** option then click Next.



7. On the Server Type page select **POP3**, 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**: Your XIT e-mail address
- ? **User Name**: Enter the name portion of your e-mail address
- ? **Password**: Type your password
- ? **Incoming mail server (POP3)**: type the Incoming Mail server information
- ? **Outgoing mail server (SMTP)**: type the Incoming Mail server information

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

9. At the next screen click **NEXT** and then choose **Finish**.