

Email Setup Guide

Setting up Outlook 2003



Outlook XP or 2003

- 1 Open Outlook.
- 2 Select **"Tools"** then **"Email Accounts"**.
- 3 Select **"Add a New Email Account"** and click **"Next"**.
- 4 Select **"POP3"** and click **"Next"**.
- 5 Enter the details as shown below and click **"Next"**.
- 6 Click **"Finish"**.

The screenshot shows the 'E-mail Accounts' dialog box in Outlook 2003. The title bar reads 'E-mail Accounts'. The main heading is 'Internet E-mail Settings (POP3)' with a sub-heading 'Each of these settings are required to get your e-mail account working.' The dialog is divided into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'.
- **User Information:** 'Your Name' and 'E-mail Address' fields, both containing placeholder text 'Your Name' and 'Your Email Address' respectively.
- **Server Information:** 'Incoming mail server (POP3):' and 'Outgoing mail server (SMTP):' fields, both containing 'mail.activ8.net.au'.
- **Logon Information:** 'User Name:' field containing 'Your Email Address', 'Password:' field with masked characters, a checked 'Remember password' checkbox, and an unchecked 'Log on using Secure Password Authentication (SPA)' checkbox.
- **Test Settings:** A text block stating 'After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)' and a 'Test Account Settings ...' button.
At the bottom right, there is a 'More Settings ...' button. At the bottom center, there are three buttons: '< Back', 'Next >', and 'Cancel'.