

Configuration and Set up of Microsoft Outlook 2003:

- 1. In Outlook, select Tools / E-Mail Accounts
- 2. Click the Add a new e-mail account button and hit "Next"
- 3. Click the POP3 button and hit "Next"
- 4. In the Internet e-Mail Settings Window, enter the following information:

User Information Section

User Information		
Your Name:	Ann Westerheim	
<u>E</u> -mail Address:	awesterheim@ekaru.com	

Your Name: Enter your first and last name. This is the name that will appear in the From field of messages you send.

eMail Address: Enter your entire email address using all lowercase letters.

Logon Information Section

Logon Information		
<u>U</u> ser Name:	awesterheim@ekaru.com	
Password:	****	
	✓ <u>R</u> emember password	

User Name: Enter your entire email address using all lower case letters

Password: Enter the password for your email account. This is case-sensitive.

Server Information Section:

Incoming mail server and Outgoing mail server – Enter the information EXACTLY as shown below. This is not a "generic" example. These are the real names of the POP3 and SMTP server.

Server Information				
Incoming mail server (POP3):	pop.emailsrvr.com			
$\underline{O} utgoing mail server (SMTP):$	smtp.emailsrvr.com			

5. Click the "More Settings" button



- 6. Click the "Outgoing Server" tab
- 7. Check the "My Outgoing Server (SMTP) requires authentication box

Internet	E-mail Settings	
General	Outgoing Server	Connection Advanced
My outgoing server (SMTP) requires authentication		
⊙u	lse same settings as	s my incoming mail server

- 8. Click the "Advanced" tab
- 9. In the Outgoing server box enter the port number "587"

Internet E-mail Settings	×
General Outgoing Server Connection Advanced	_
Server Port Numbers	
Incoming server (POP3): 110 Use Defaults	
This server requires an encrypted connection (SSL)	
Outgoing server (SMTP): 587	
This server requires an encrypted connection (SSL)	

- 10. Click the OK button
- 11. You may try the Outlook Test Account Settings tool, but in some cases you may get false information.
- 12. Click Next
- 13. Click Finish