

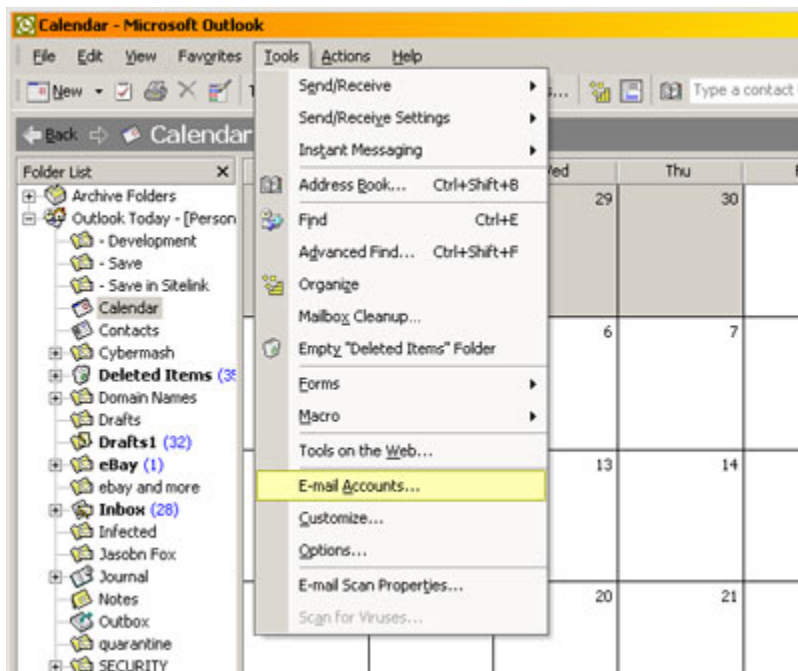
# Configuring Your Mail Client - Outlook XP 2002/2003

## Configuring your Local Email Client:

Follow the instructions below to configure Outlook XP 2002 for use with your Mail Server account.

## Mash Configuration Steps

1. Start Outlook XP 2002.
2. When the main Outlook XP 2002 screen appears, click on the Tools item on the top menu bar (or press ALT-T), then choose/click the E-mail Accounts sub-option.

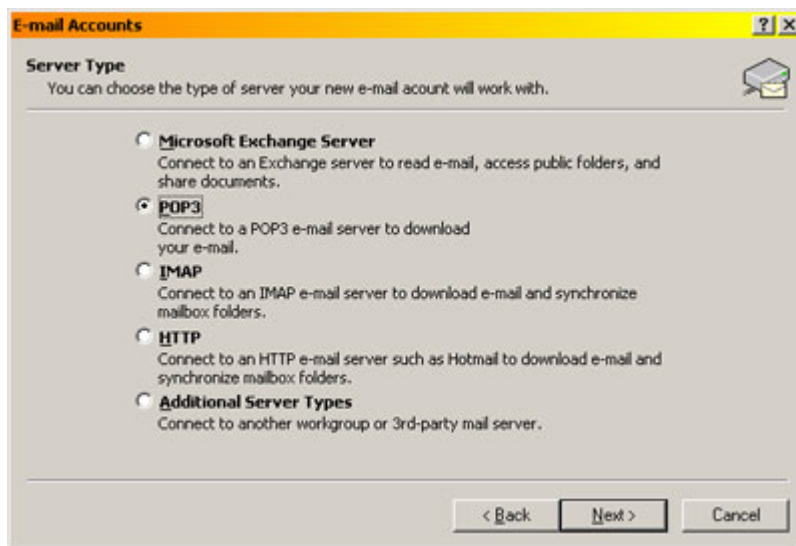


3. From the E-mail Accounts screen, select the Add a new e-mail account option under the E-mail part and click "Next".

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4. This will show the Server Type screen. Select POP3 option and click “next”.



5. On the Internet E-mail Settings screen below:

### User Information

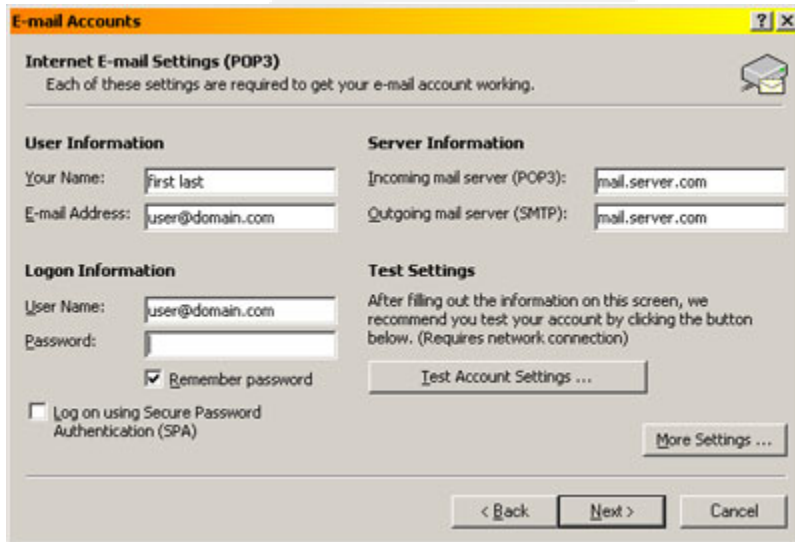
Simply enter in your name. Whatever you enter here will appear in the “From” field when someone receives email from you. You can use your full name, or Webmaster, or anything you like.

### Login Information

This is the username and password as provided by us. Please note that the username is the full email address.

## Server Information

Enter the POP3 and SMTP server information as provided by us. Then, click "More Settings".



**E-mail Accounts** [?] [X]

**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):

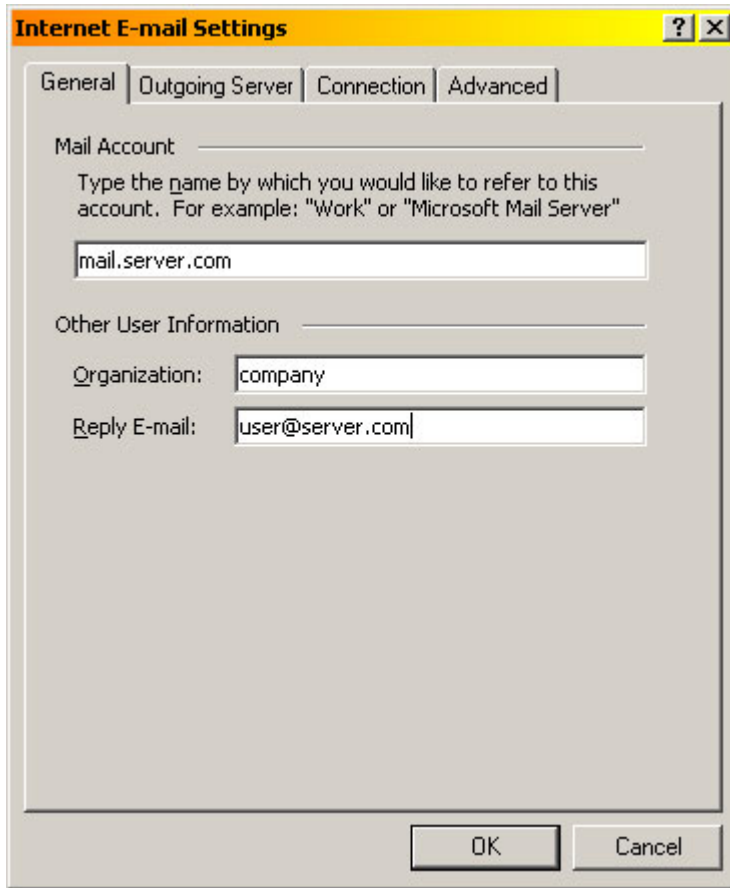
**Logon Information**  
User Name:   
Password:   
 Remember password  
 Log on using Secure Password Authentication (SPA)

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

< Back   Next >   Cancel

6. On the General tab you can enter the name for this account which can be anything you like. You can also enter the organization and reply email address you wish to use. Normally this will be the email address you are setting up this account for.

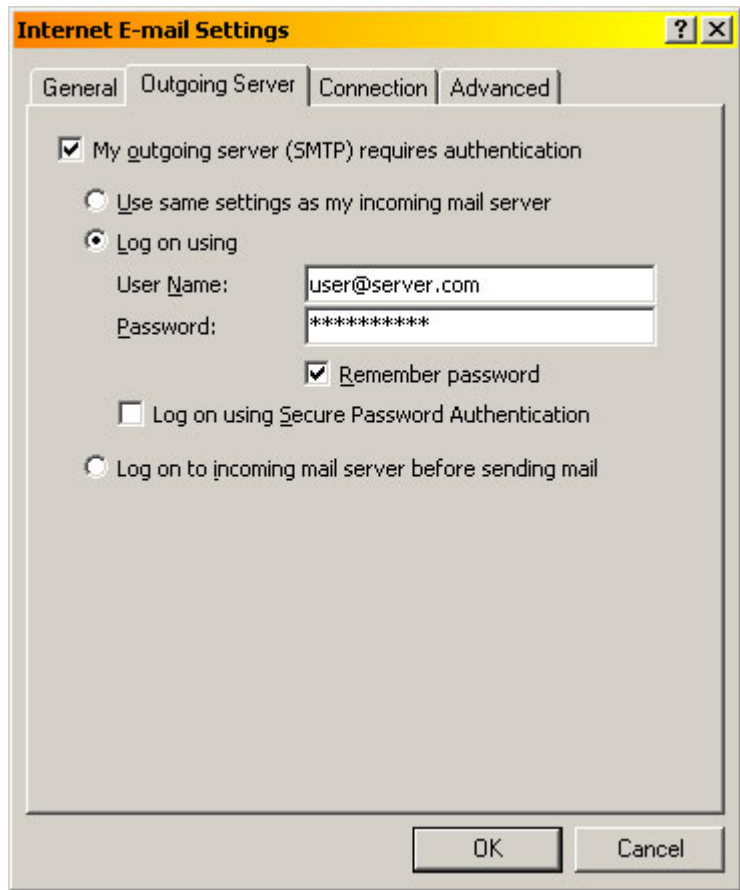
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7. On the Outgoing Server tab, check "My outgoing server (SMTP) requires authentication" checkbox. Select "Log on using" radio box and enter the username and password for your account as provided by us. This is the same username and password used for the POP3 server earlier in the setup process. Please note that the username is the full email address.

You can also use the radio box "Use same settings as my incoming mail server" but on some systems this may cause problems when sending emails.



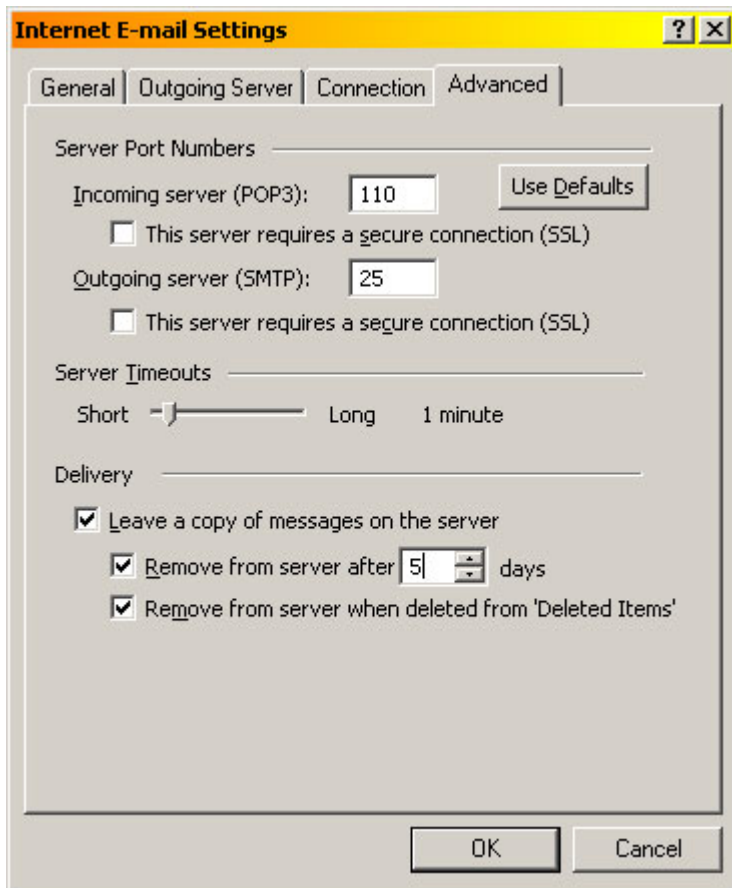


8. On the Advanced tab, you can check the “Leave a copy of messages on the server” checkbox, the “Remove from server after x days” checkbox and the “Remove from server when deleted from “Deleted Items”” checkbox. Please set the number of days preferably to no more than but can be longer if needed.

This will leave copies of all received emails on the server after the Outlook program downloads them to your computer. This will allow you to read your emails using the WebMail web based interface from any other computer connected to the internet assuring that the email received in the indicated time are accessible.

Click “OK” to finish the setup process.

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Configuration is complete!