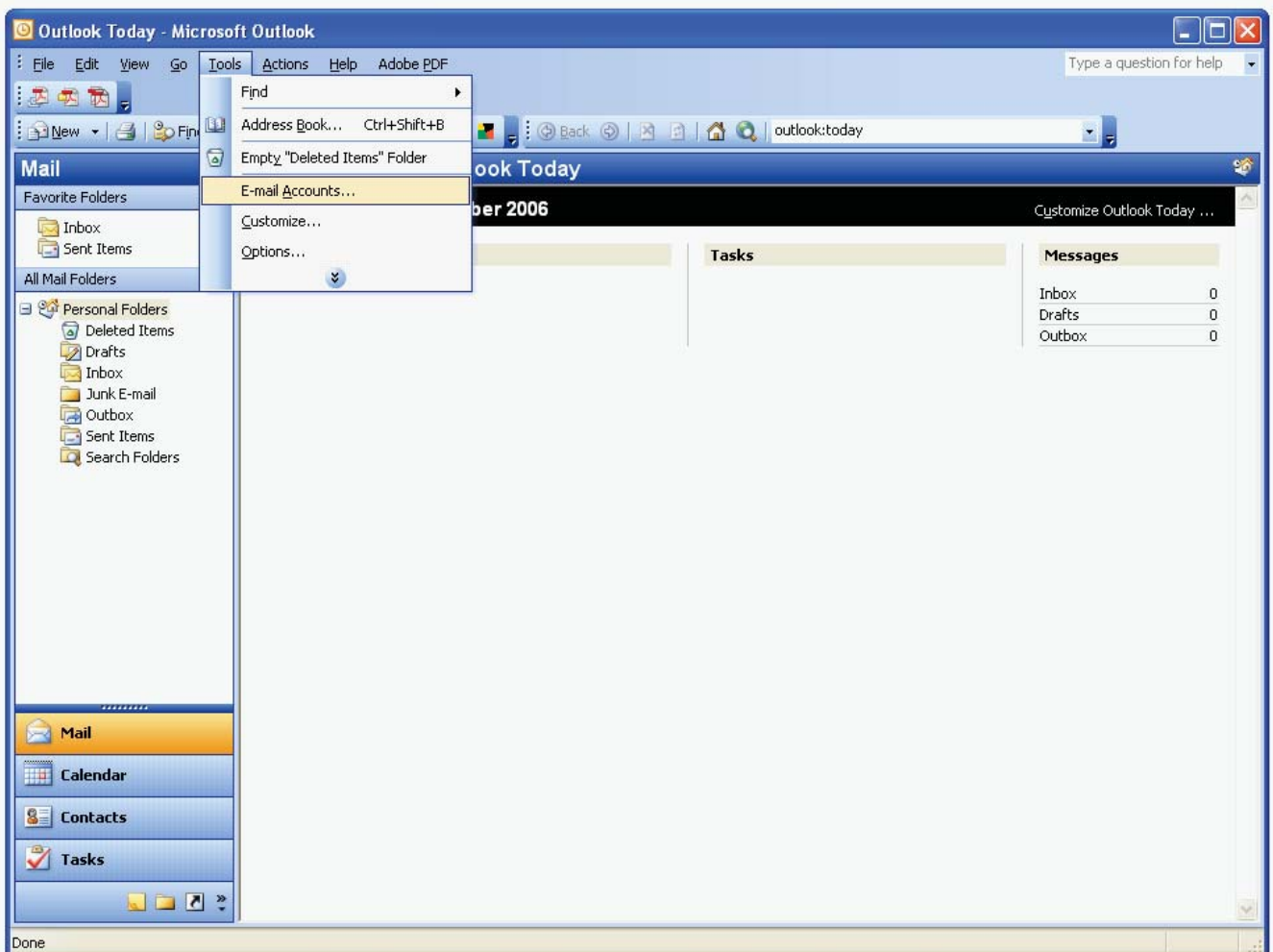


Setting Up Your E-mail in Office Outlook

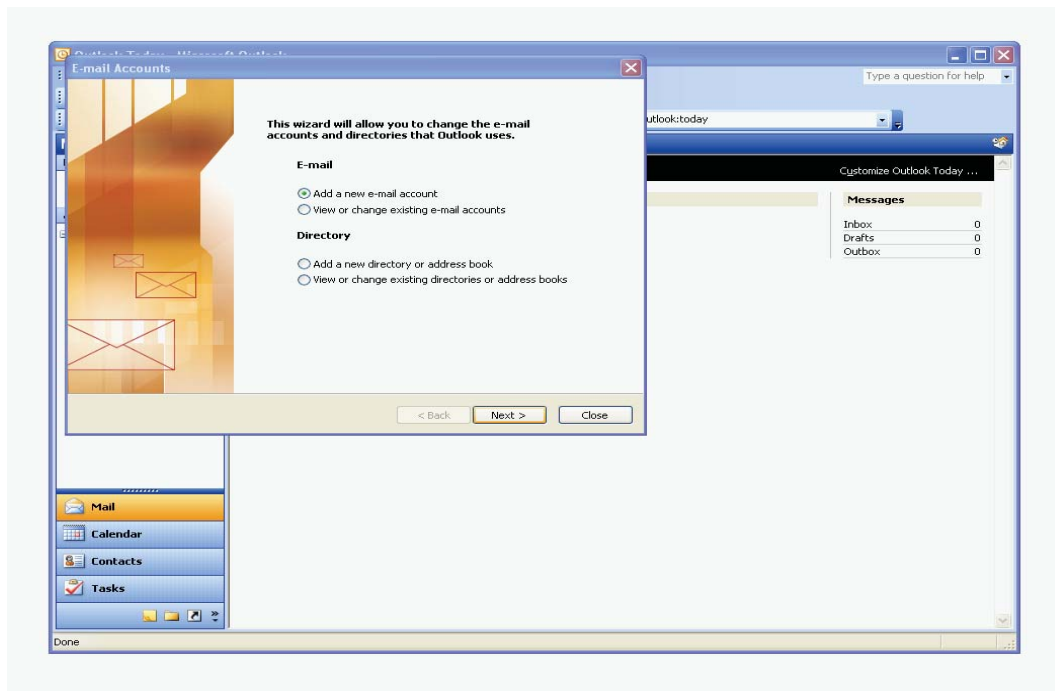
This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Office Outlook 2003.

To Set Up Your E-mail Account in Microsoft Outlook

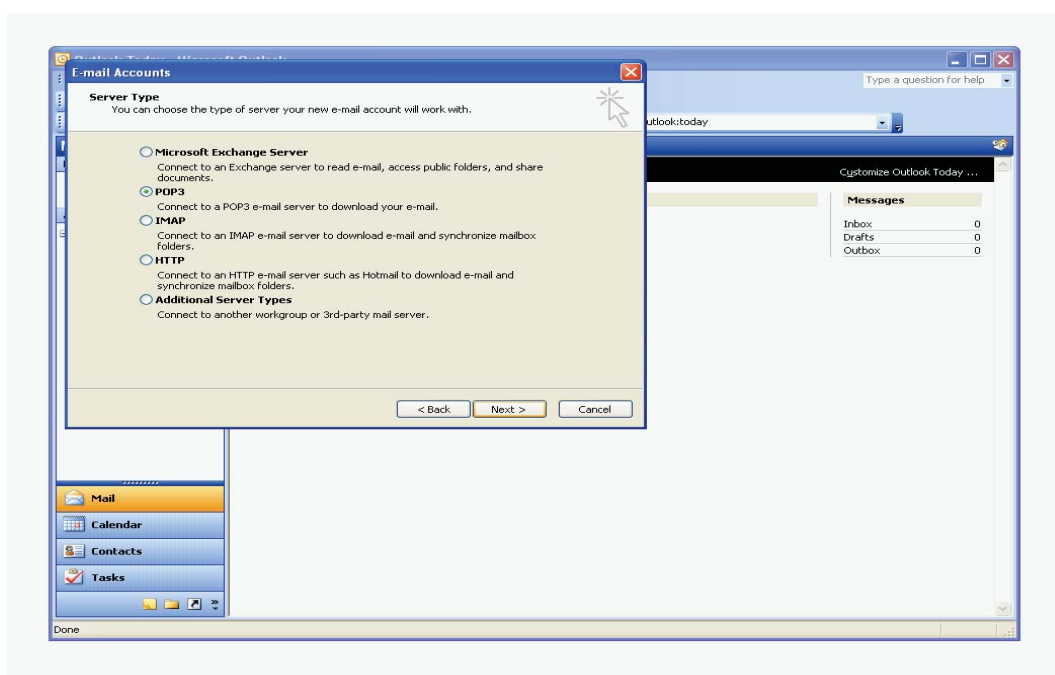
1. In Microsoft Outlook, select Tools > E-mail Accounts.



2. On the E-mail Accounts wizard window, select "Add a new e-mail account" and click Next.



3. For your server type, select "POP3" and click Next.



4. On the Internet E-mail Settings (POP3) window, enter your information as follows:

Your Name

Enter your first and last name.

E-mail Address

Enter your e-mail address.

User Name

Enter your e-mail address, again.

Password

Enter the password you set up for your e-mail account. This is case sensitive. Check the tick box "Remember password". When you open Office Outlook you will automatically be logged in without having to enter your password.

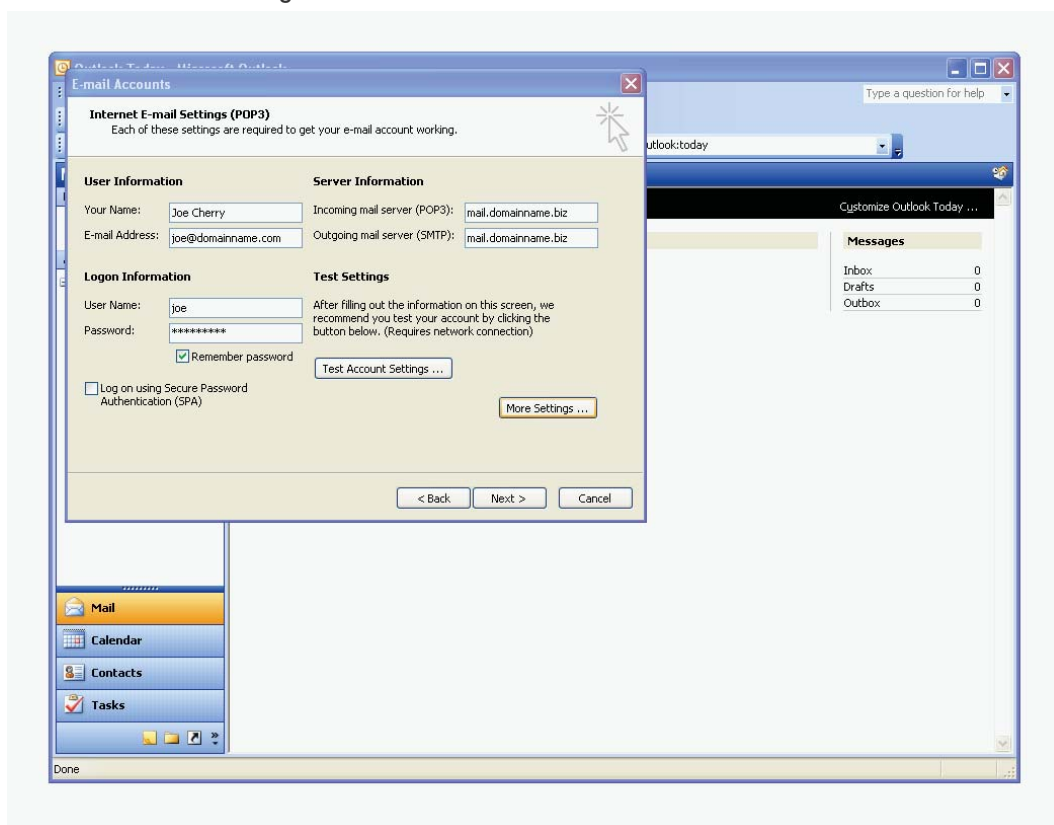
Incoming mail server (POP3)

Your incoming server is mail.yourdomainname.biz. For example our domain name is clevercherry

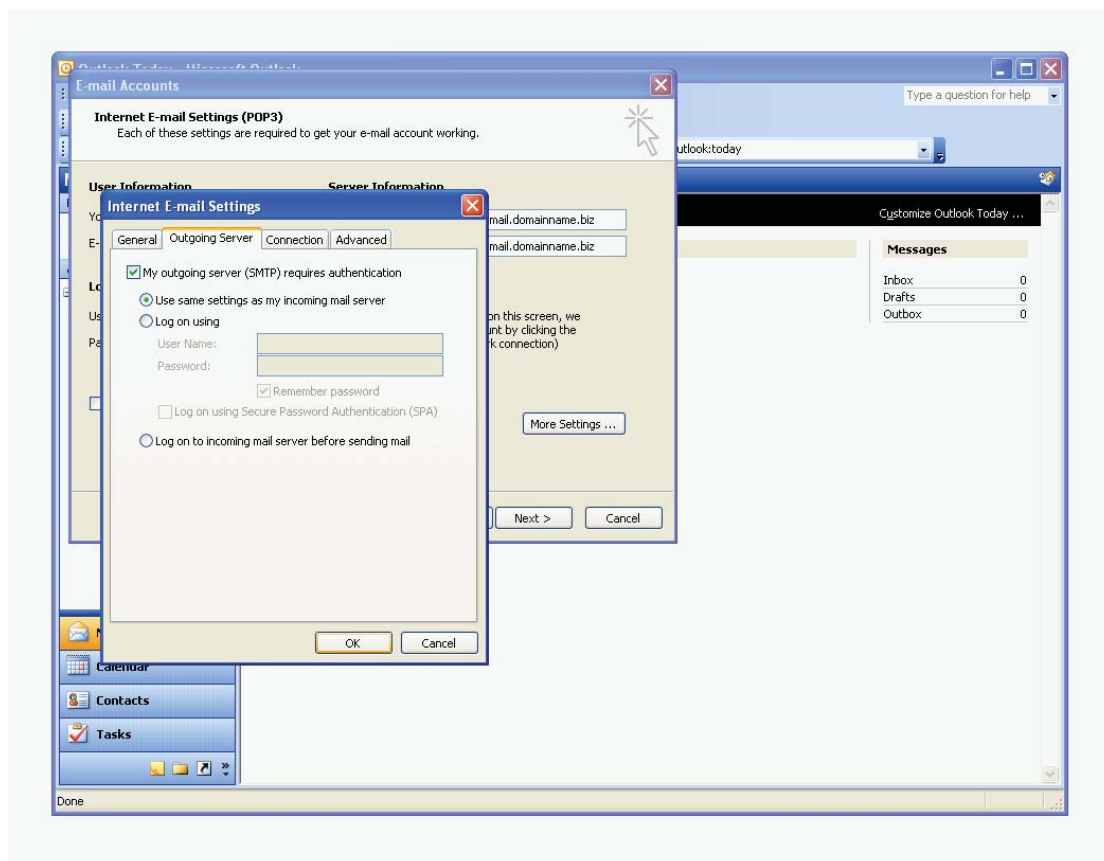
Outgoing mail server (SMTP)

Enter mail.yourdomainname.biz for your outgoing mail server.

Click "More Settings."



5. On the Internet E-mail Settings window, select the "Outgoing Server" tab.
6. Select "My outgoing server (SMTP) requires authentication."
7. If you did not change the SMTP relay section, select "Use same settings as my incoming mail server". If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select "Log on using" and enter the user name and password. The following example assumes you did not change your SMTP relay section in your Manage Email Accounts page.



8. Click OK.
9. Click Next

10. Click Finish

