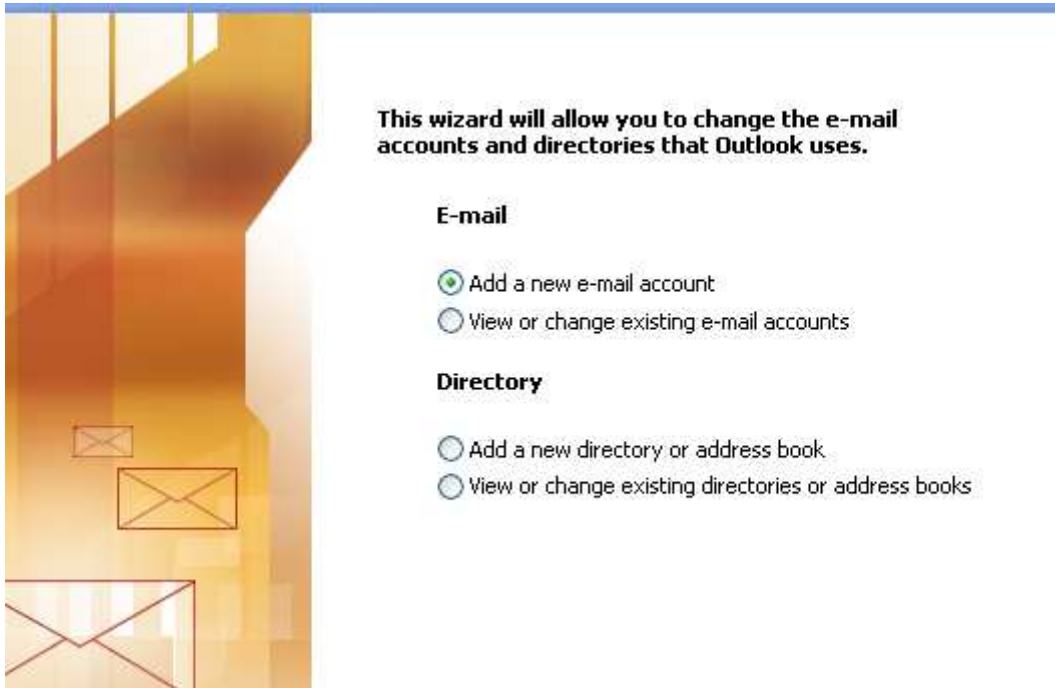


Outlook 2003

1. Click Start>All Programs(Programs)>Microsoft Office>Microsoft Outlook 2003 or you can go to Start>Run and type outlook and click OK.
2. If this is the first time you are opening Outlook skip to Step 4. If not click Tools>E-mail accounts.



3. Select Add a new e-mail account and click next.
4. Select POP3 and click next.

E-mail Accounts

Server Type
You can choose the type of server your new e-mail account will work with.

- Microsoft Exchange Server**
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**
Connect to another workgroup or 3rd-party mail server.

- Fill in Your name, E-mail address, and the incoming and outgoing mail servers with the settings given to you (example mail.pilr.net). The username will be your full email address and enter the password provided for you. Then click More Settings.

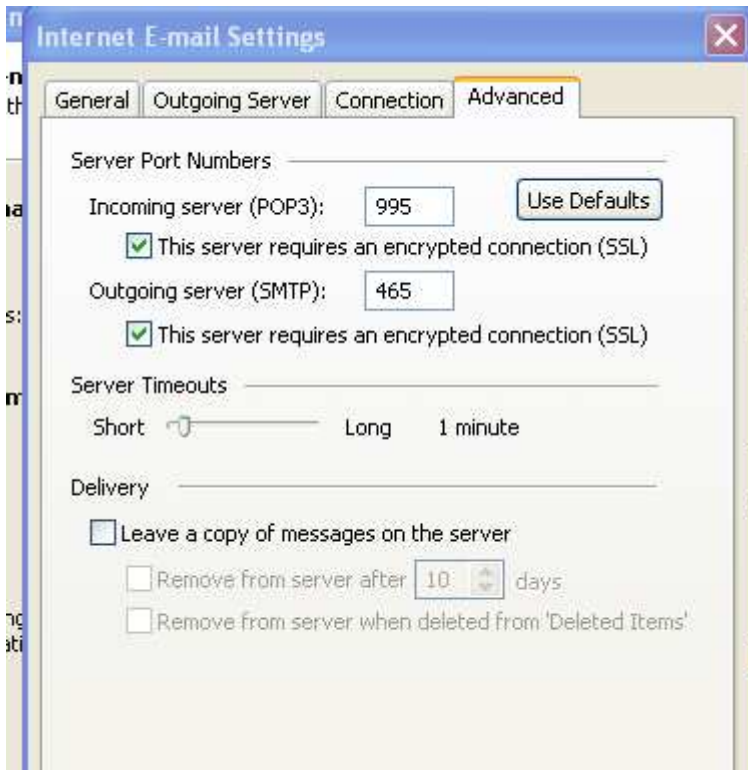
Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="Temp"/>	Incoming mail server (POP3): <input type="text" value="mail.pilr.net"/>
E-mail Address: <input type="text" value="temp@pilr.net"/>	Outgoing mail server (SMTP): <input type="text" value="mail.pilr.net"/>
Logon Information	Test Settings
User Name: <input type="text" value="temp@pilr.net"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

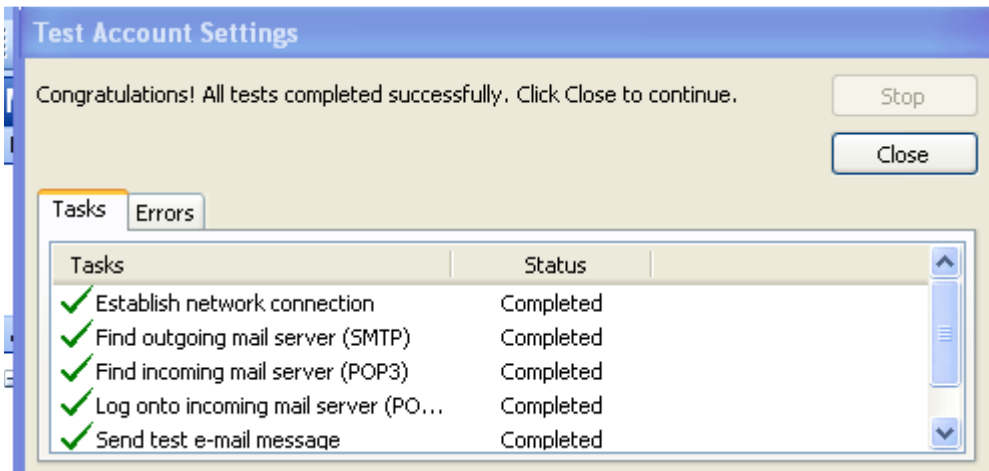
- Click the Outgoing Server tab and select the checkbox that says “My outgoing server (SMTP) requires authentication.”



7. Click the Advanced tab.
8. Check the box that says "This server requires an encrypted connection (SSL) under Incoming server (POP3) and Outgoing server (SMTP). Make sure the Incoming server (POP3) changes from 110 to 993. and the Outgoing server (SMTP) changes to 465. If the numbers don't change automatically type the correct number in and click OK.



9. Click Test Account Settings. You will get 5 green check marks. If you get any red X marks please check your settings and spelling.



10. Click close
11. Click next, then Finish
12. You may now receive your mail.