

Setting up an Outlook 2002(XP) or Outlook 2003 email account for the first time.



1. Click the **Outlook** icon to open this program.

Note: If the icon is not on your desktop, click **Start** and then look for the icon in your list of programs.

The **Outlook** main page displays.

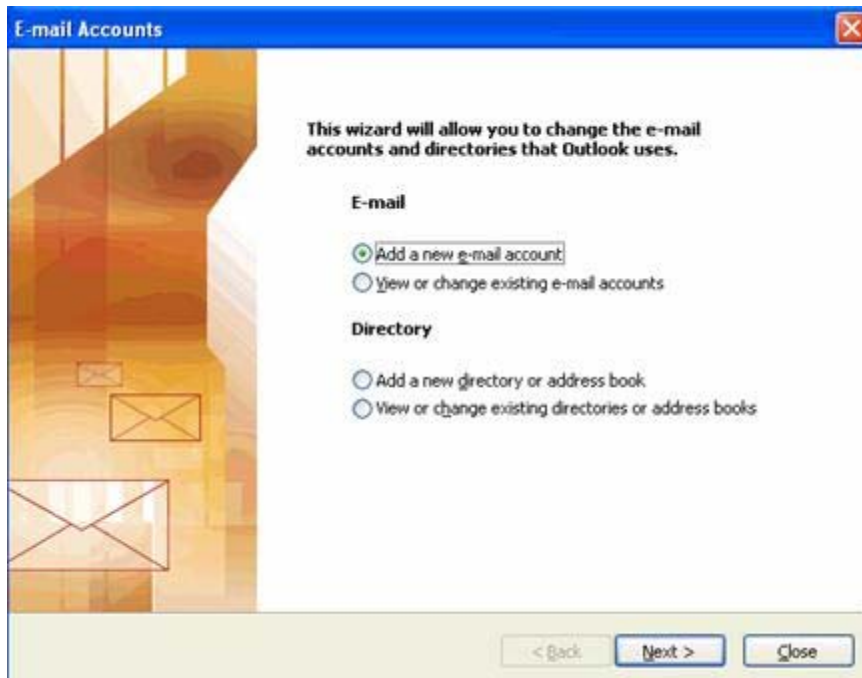
2. Click the **Tools** menu.



3. Select **Email Accounts**.

The **Email Accounts** screen displays.

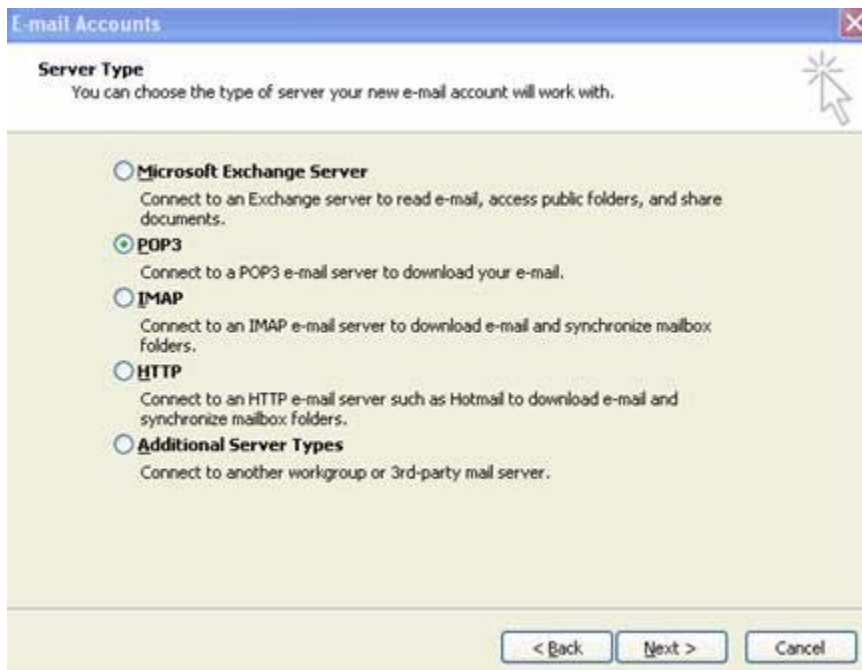
4. Select **Add a new email account**.



5. Click **Next**.

The **Service Type** screen displays.

6. Click the radio button beside **POP3**.



7. Click **Next**.

The **Internet Email Settings (POP3)** screen displays.

8. In the **Your Name** field, type the name that you want to display in your outgoing email messages.

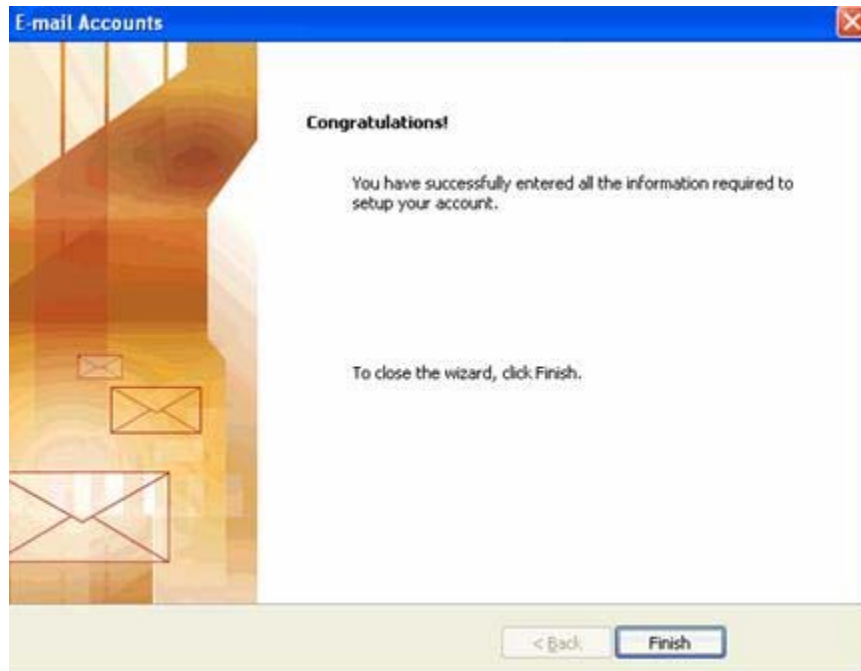
The screenshot shows the 'Internet E-mail Settings (POP3)' window. It has a title bar 'E-mail Accounts' and a close button. Below the title bar, it says 'Internet E-mail Settings (POP3)' and 'Each of these settings are required to get your e-mail account working.' There is a mouse cursor icon in the top right corner. The main area is divided into four sections: 'User Information' with fields for 'Your Name' (John Smith) and 'E-mail Address' (jsmith@bellsouth.net); 'Server Information' with fields for 'Incoming mail server (POP3)' (mail.bellsouth.net) and 'Outgoing mail server (SMTP)' (mail.bellsouth.net); 'Logon Information' with fields for 'User Name' (jsmith) and 'Password' (masked with asterisks), a checked 'Remember password' checkbox, and an unchecked 'Log on using Secure Password Authentication (SPA)' checkbox; and 'Test Settings' with a 'Test Account Settings ...' button and a 'More Settings ...' button. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

9. In the **Email address** field, type your **Email address**. For example, johndoe@bellsouth.net.
10. In the **Incoming mail server (POP3)** field, type *your email service mail server*
11. In the **Outgoing mail server (SMTP)** field, type *your email service mail server*
12. In the **User Name** field, type your account user name.

Note: This is generally the same as your email address. Contact your email provider regarding the exact format of your email username.

13. In the **Password** field, type your email password.
14. Click **Next**.

The **Congratulations** screen displays.



15. Click **Finish**.