

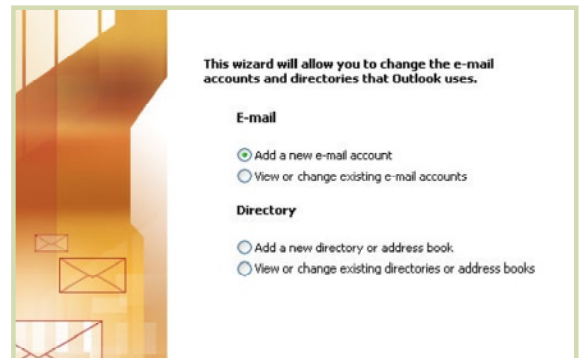
Microsoft Outlook 2003 Setup

Microsoft Outlook 2003 is a program used to handle all of your various e-mail accounts. This guide will show you how to quickly set up Microsoft Outlook 2003 so you can compose, send, receive, customise and organise your e-mails.

Setting up an e-mail account with Outlook 2003

Open Microsoft Outlook 2003 by double-clicking the program icon either on your desktop or from the Start Menu. If this is the first time you are opening Outlook 2003, then you will have the option to set this program as your default mail client. We recommend that you choose yes, so Outlook will conveniently handle all of your incoming e-mail messages.

1. Click **Tools** from the top menu, and select **Email Accounts**. This will bring up the **Email Accounts wizard**. Select **Add a New Email account** and click **Next**.
 2. Select either the **POP3** or **IMAP** server type, depending on how you want to synchronize your e-mail account.
 3. In the **User Information** fields, enter your **Name** as you would like it to appear in your e-mails. For the **Email Address** and **Username** fields enter your e-mail address in full (for example: **me@mywebsite.com**), then fill in your unique password into the **Password** field.
 4. In the **Server Information** section, type **webmail.** followed by your domain name (for example: **webmail.mywebsite.com**). This sets up both incoming and outgoing mail.
- Note:** should you have any problems sending e-mails, check with your ISP to see if they have specific instructions for setting up outgoing mail servers.
5. **Login Information** will be your unique **Username** and **Password**.
 6. Click the **More Settings** button, and select the **Advanced** tab.
 7. In the **Delivery** section of this menu, check all three boxes, and opt to remove your messages from the server after 10 days. This will prevent you from using all your hosting space with old e-mail messages. Once finished, click **Ok**.
 8. Click **Test Account Settings**. Once the test has run and no problems are found, click **Next** and you will see a confirmation message stating your details have been set. Click **Finish** and your e-mail account will be up and running.



From top menu click on **Email Accounts**. A new window open, click **Add a New Email Account**.



Enter your name and e-mail address. Set **Incoming** and **Outgoing** servers to **webmail.your_domain_name_here.com** and enter your **Username** and **Password**.



Click **More Settings** and then the **Advanced** tab. Tick the bottom 3 tick boxes and select the number of days you want copies of your emails to remain on the server.