

Guide to Email Setup using Microsoft Outlook 2003

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-: Prepared by :-

Cybersitesindia

INTRODUCTION

Email Setup Instructions for Microsoft Outlook 2003

These instructions will assist you in getting Cybersites India's email service configured under Microsoft Outlook 2003. Before you begin please make sure that you have your new email address, password, and server details ready with you. These details can be found in the welcome mail sent to you at the time of order processing and are required to complete the process.

If you encounter problems or have additional questions, you may please contact our support team at techsupport@cybersitesindia.com.

CONFIGURING MICROSOFT OUTLOOK 2003

Open Microsoft Outlook by following any of the below mentioned methods:

- Double-click the **Outlook icon** on the Windows desktop.



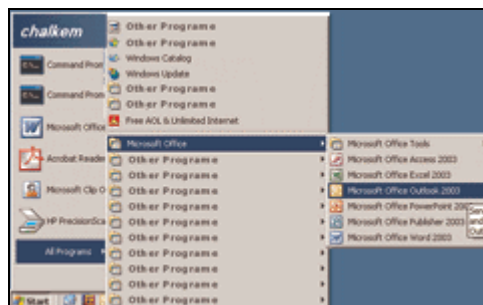
OR

- Single-click the **Outlook button** on the **Quick Launch bar** in the lower left corner of the Windows desktop.



OR

- Click the **Start** button in the lower left corner of the screen.
- Select **All Programs. >> Microsoft Office >> Microsoft Office Outlook 2003**.

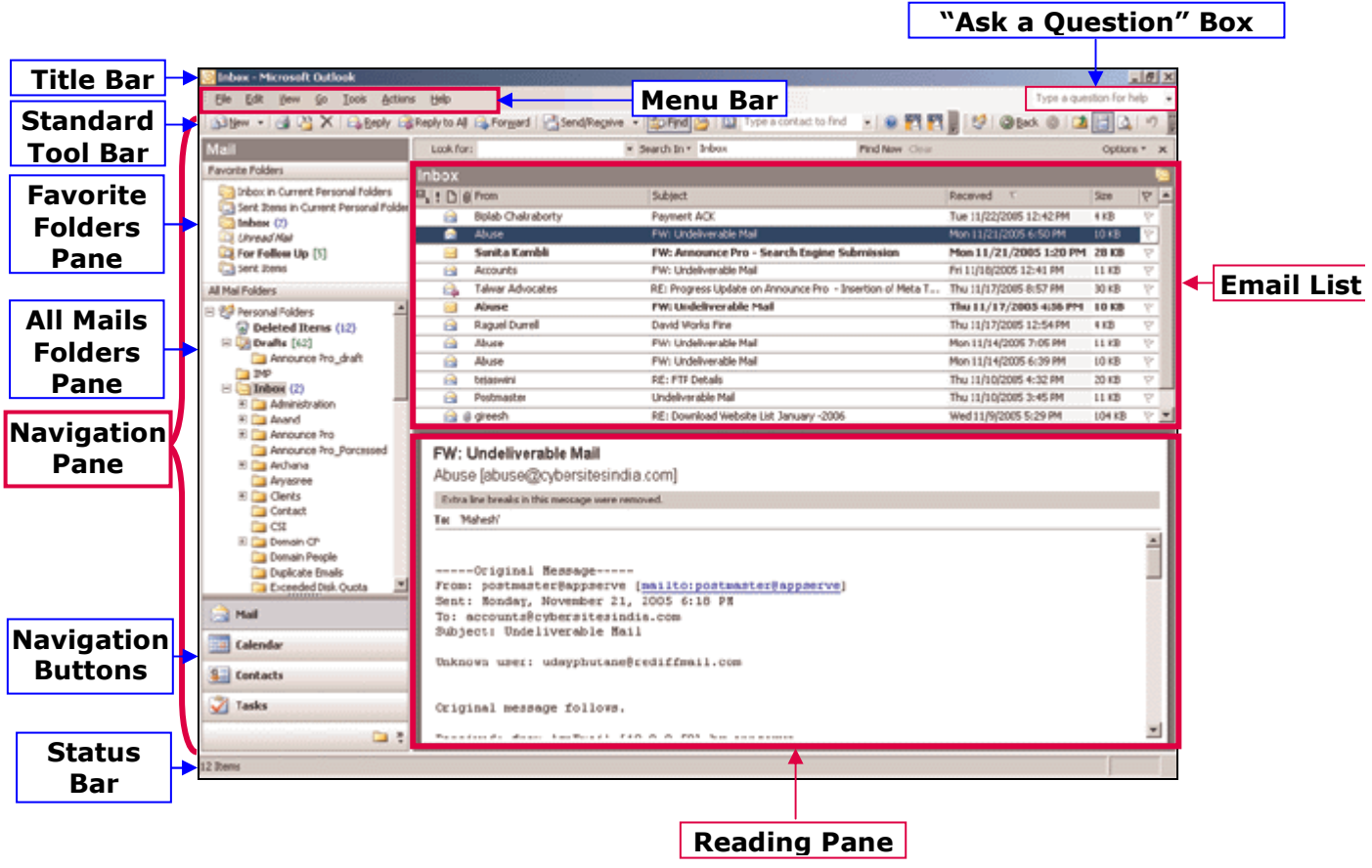


2 Configuring Microsoft Outlook 2003

Step 1

When you open Microsoft Outlook 2003 a screen similar to the one shown below should appear (your screen settings may differ depending on your settings).

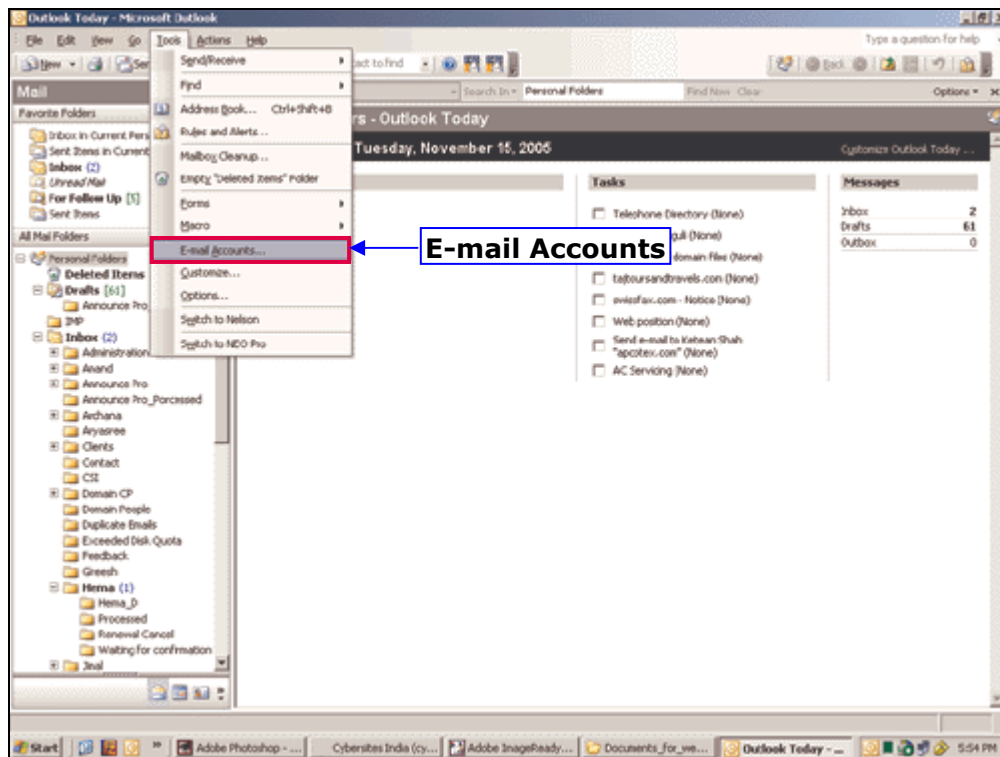
The main components / screen areas are marked below for your reference



Configuring Microsoft Outlook 2003

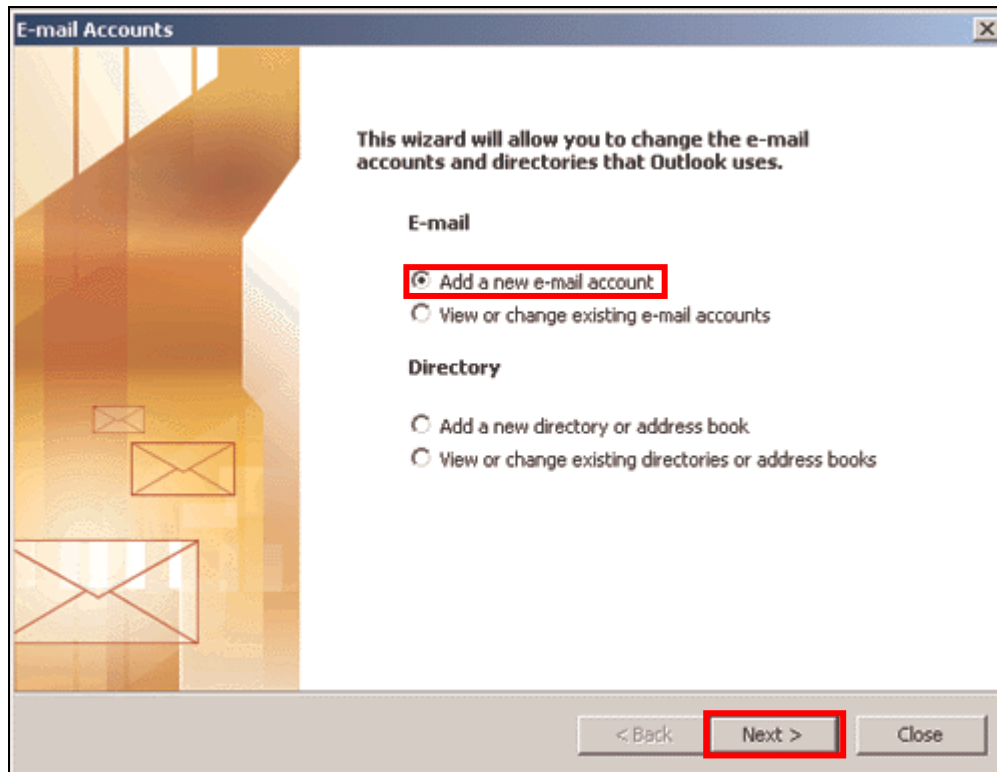
Step 2

Go to the "**T**ools" menu and click on "**E**-mail **A**ccounts..."



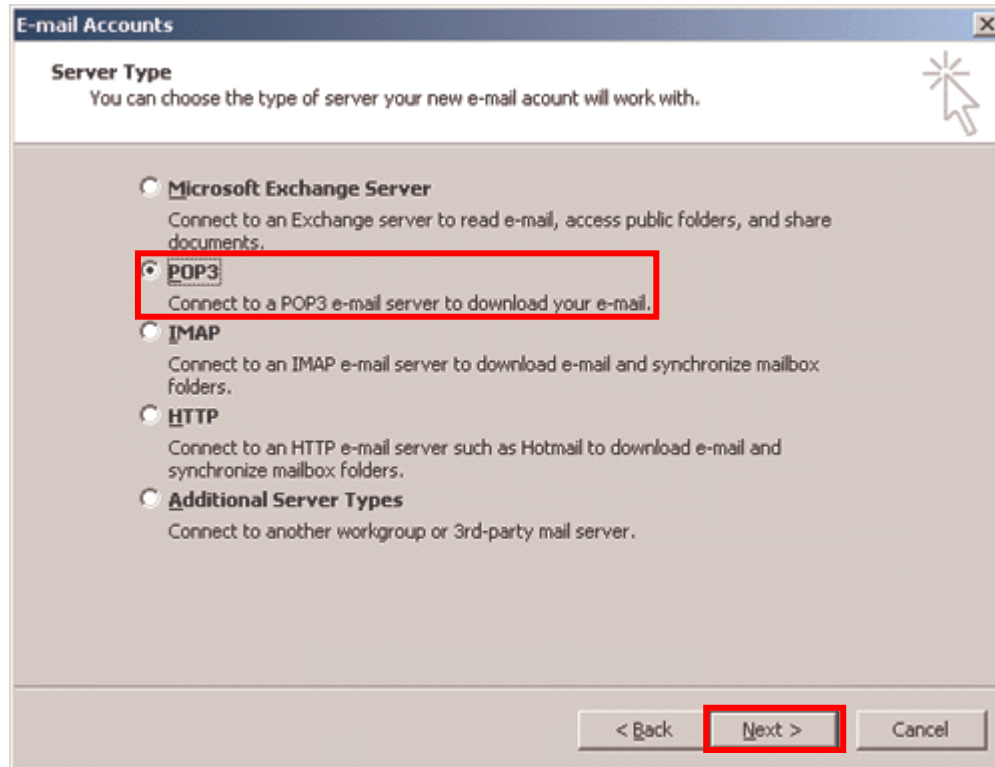
Step 2

When the "**E-mail Accounts**" window appears, Select "**Add a new e-mail account**" then click "**Next**".



Step 3

On the "choose a server type" screen select "**POP3**" and then click "**Next**".



Step 4

The Internet e-mail settings windows requires you to enter all your e-mail account information (you have all this information available in the welcome email sent to you during order processing)

Your Name: The name you want to appear on all e-mails you send out

E-mail Address: The e-mail address you wish to configure (i.e. test@yourdomain.com)

User Name: your complete email id (i.e. test@yourdomain.com) (note: you must enter your complete email id here along with your web site / domain name)

Password: enter your email account password here

Incoming Mail server (POP3): <your web site domain name or IP address> (i.e. yourdomain.com)

Outgoing mail server (SMTP): <your web site domain name or IP address> (i.e. yourdomain.com)

Once you have filled out the details, please click on "**More Settings...**"

The screenshot shows the 'E-mail Accounts' dialog box with the following fields and options:

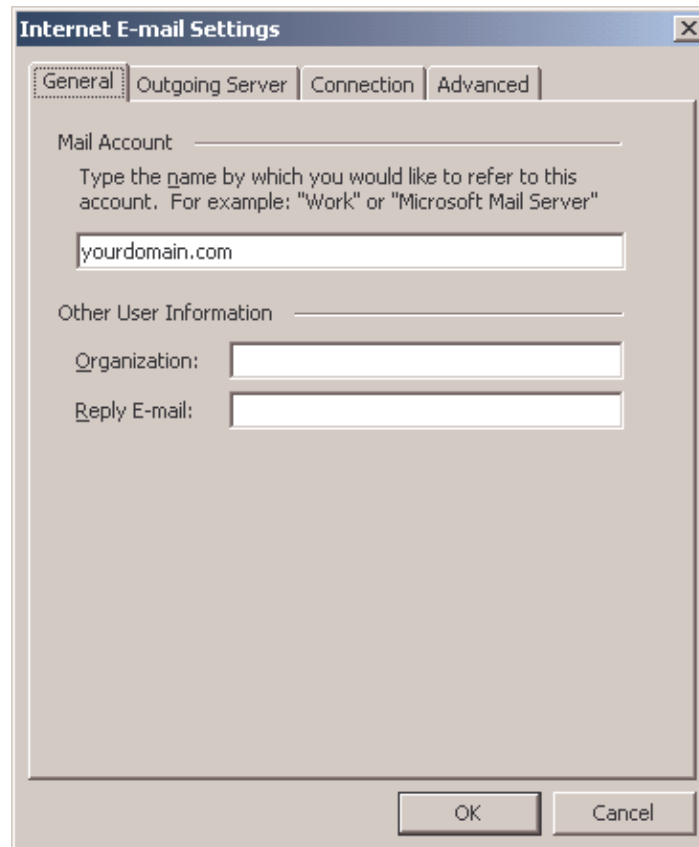
- User Information:**
 - Your Name: [Your Name]
 - E-mail Address: [name@yourdomain.com]
- Server Information:**
 - Incoming mail server (POP3): [yourdomain.com]
 - Outgoing mail server (SMTP): [yourdomain.com]
- Logon Information:**
 - User Name: [name@yourdomain.com]
 - Password: [*****]
 - Remember 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)
 - [Test Account Settings ...]
 - [More Settings ...] (highlighted with a red box)

At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.



Step 5

In this window, click on the "**General**" tab and type the name into first blank field which you would like to refer to this account. This name is displayed in the "from email id" field when you send an email.



The screenshot shows the "Internet E-mail Settings" dialog box with the "General" tab selected. The "Mail Account" field is empty, and the "Other User Information" section contains two empty text boxes for "Organization" and "Reply E-mail". The "OK" and "Cancel" buttons are visible at the bottom.

Internet E-mail Settings

General | Outgoing Server | Connection | Advanced

Mail Account _____
Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

yourdomain.com

Other User Information _____

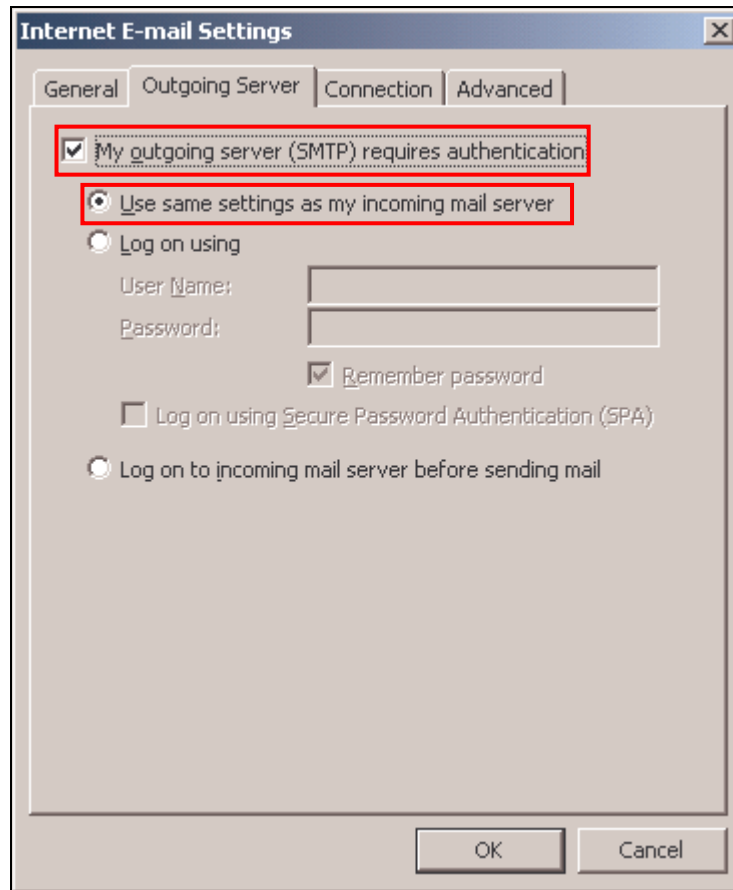
Organization: _____

Reply E-mail: _____

OK Cancel

Step 6

Next click on the "outgoing server" tab and ensure that the checkbox "**my outgoing server (SMTP) requires authentication**" is selected. You also need to select the option "**Use same settings as my incoming mail server**".

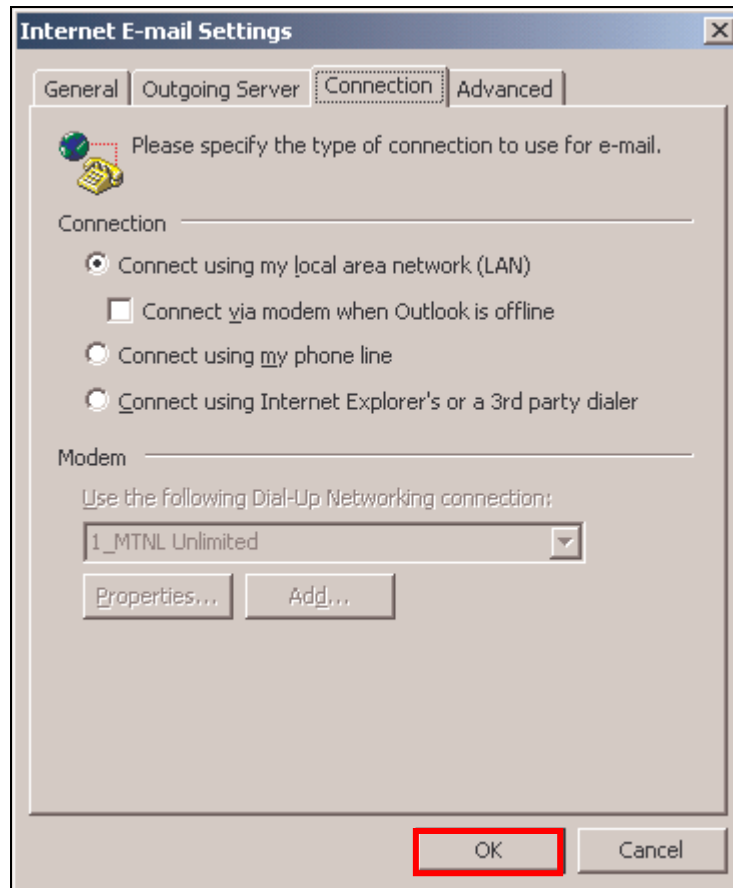


Next click on the "**Connection**" tab

Configuring Microsoft Outlook 2003

Step 7

On the "**Connection**" tab, select the type of your Internet connection



Click on the "**OK**" button

Step 8

Click "**Next**" to Proceed

E-mail Accounts

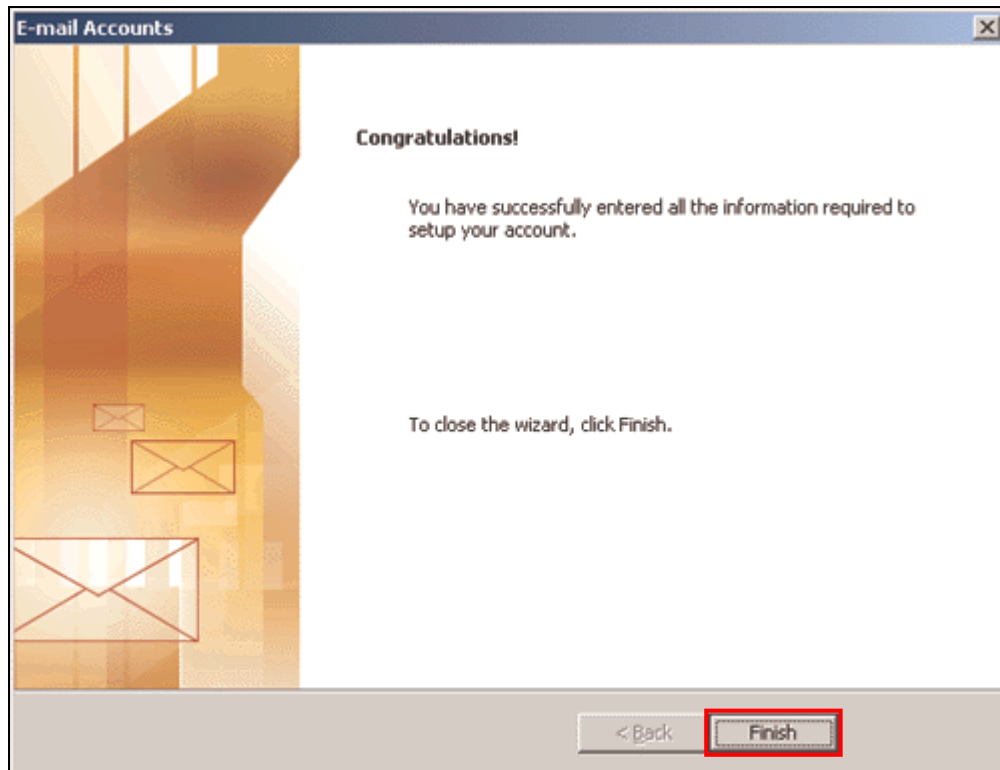
Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="Your Name"/>	Incoming mail server (POP3): <input type="text" value="yourdomain.com"/>
E-mail Address: <input type="text" value="name@yourdomain.com"/>	Outgoing mail server (SMTP): <input type="text" value="yourdomain.com"/>

Logon Information	Test Settings
User Name: <input type="text" value="name@yourdomain.com"/>	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="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>
<input type="button" value="More Settings ..."/>	

Step 9

You should end up at this window, Congratulations! you have successfully configured your email account under Microsoft Outlook 2003. Please click "**Finish**" to proceed.



Configuring Microsoft Outlook 2003

Outlook 2003 is now configured to access and download email onto your pc, you should now make sure you are connected to the internet and then click the send/Receive button or press the "F9" key on the keyboard to check your e-mail

