

Configuring Outlook 2003 for your email account hosted by EIS

The following instructions provide an easy to follow procedure that will empower you to configure Outlook 2003 to send and receive email. If you are unsure of which version of outlook you are using you can check select help from the tools menu and choose the "About Microsoft Outlook" option.

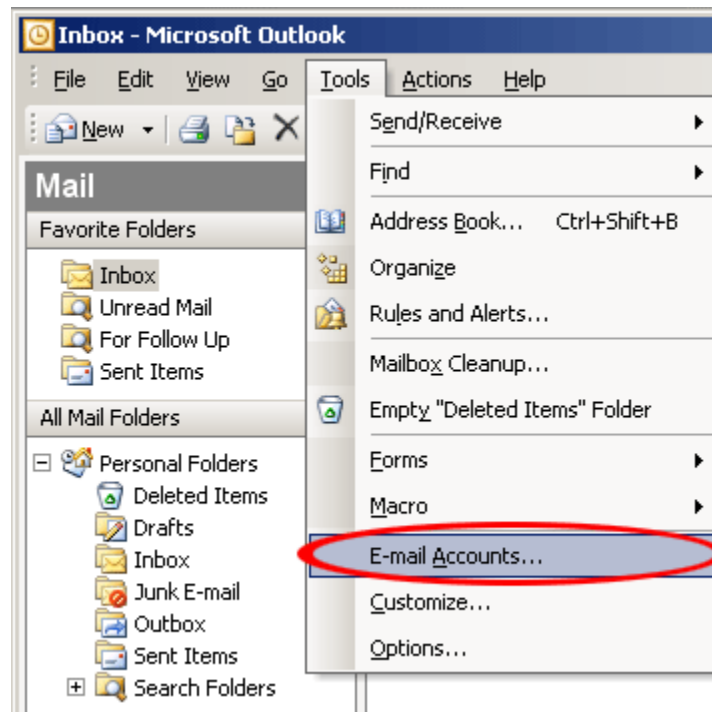
To setup your account you will first need to be furnished with the following information.

Mail Server – for this example we will use *mail.mydomain.com*

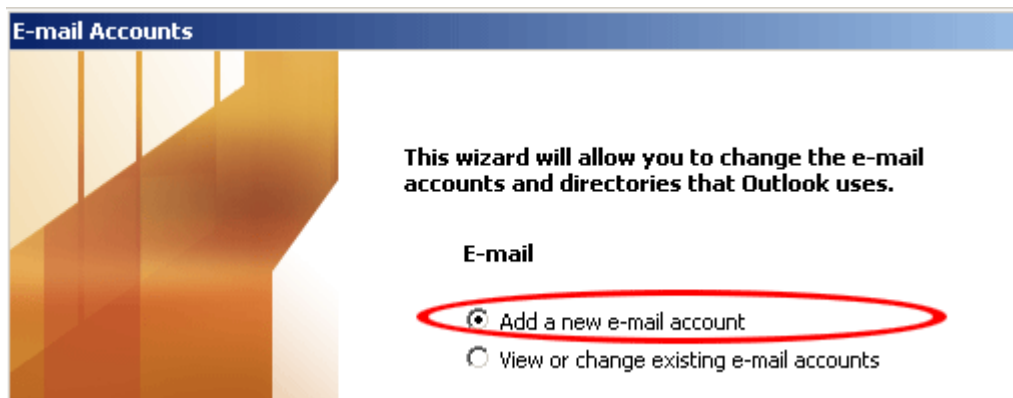
Email Address – for this example we will use jdoe@mydomain.com

Password – for this example we will use *Pass789*

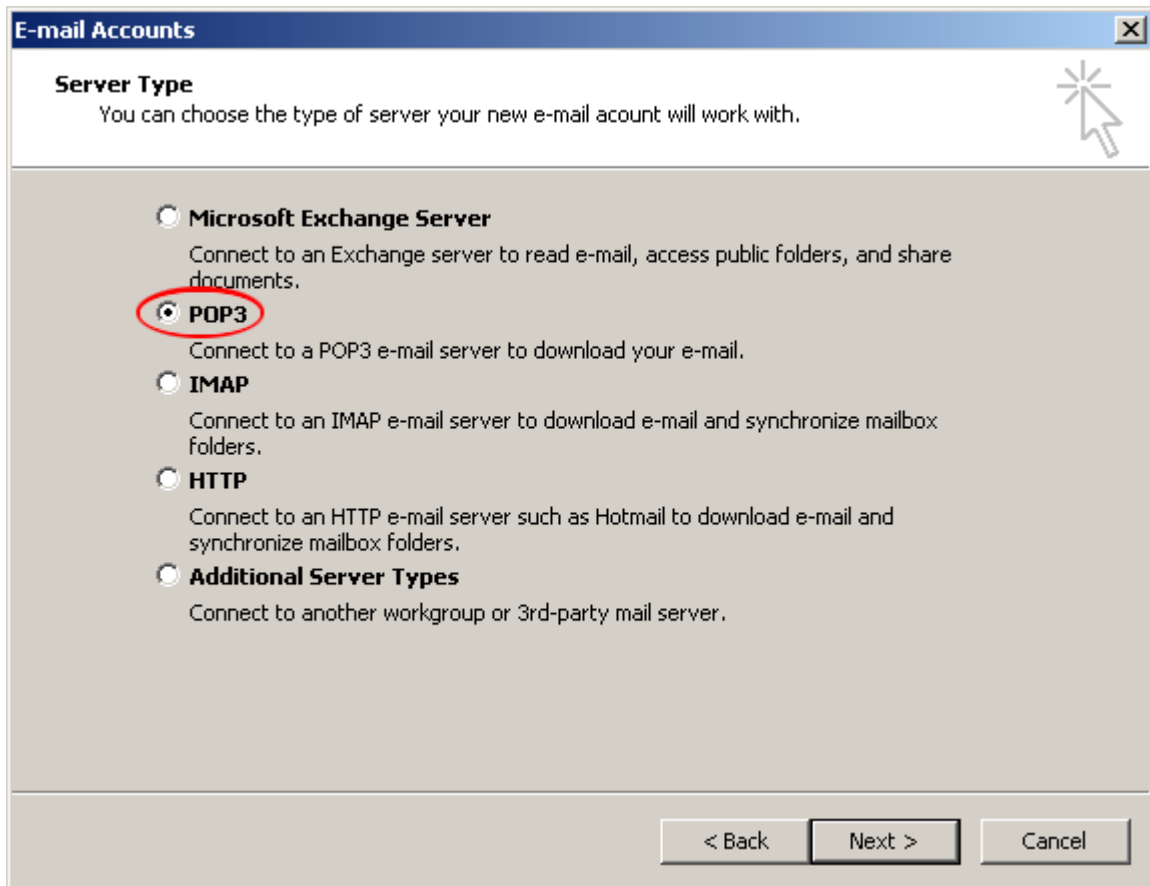
1. Open Outlook.
2. From the **Tools** menu select **E-mail Accounts...**



3. Select the radiobutton next to **Add a new e-mail account** and click **Next**.



4. In the next window select **POP3** as the type of server the e-mail account will work with.



5. Enter the following information:
 1. Your Name: Enter the name you wish recipients to see when they receive your message
 2. E-mail Address: *jdoe@mydomain.com*
 3. User Name: *jdoe@mydomain.com* - enter your email address again.
 4. Password: *Pass789*
 5. Incoming mail server (POP3): *mail.mydomain.com*
 6. Outgoing mail server (SMTP): *mail.mydomain.com*

Next select **More Settings...**

E-mail Accounts [X]

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

User Information
Your Name:
E-mail Address:

Server Information
Incoming mail server (POP3):
Outgoing mail server (SMTP):

Logon Information
User Name:
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)

< Back Next > Cancel

6. A new window called *Internet E-mail Settings* opens. Select the **Outgoing Server** tab. Check **My outgoing server (SMTP) requires authentication** and by default **Use same settings as my incoming mail server** should also be checked.

Internet E-mail Settings [X]

General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication
 Use same settings as my incoming mail server
 Log on using
 User Name:
 Password:
 Remember password
 Log on using Secure Password Authentication (SPA)

7. Select the **Advanced** tab. Make the following changes:
8. The box to the left of **Leave mail on server** should be left **unchecked**.

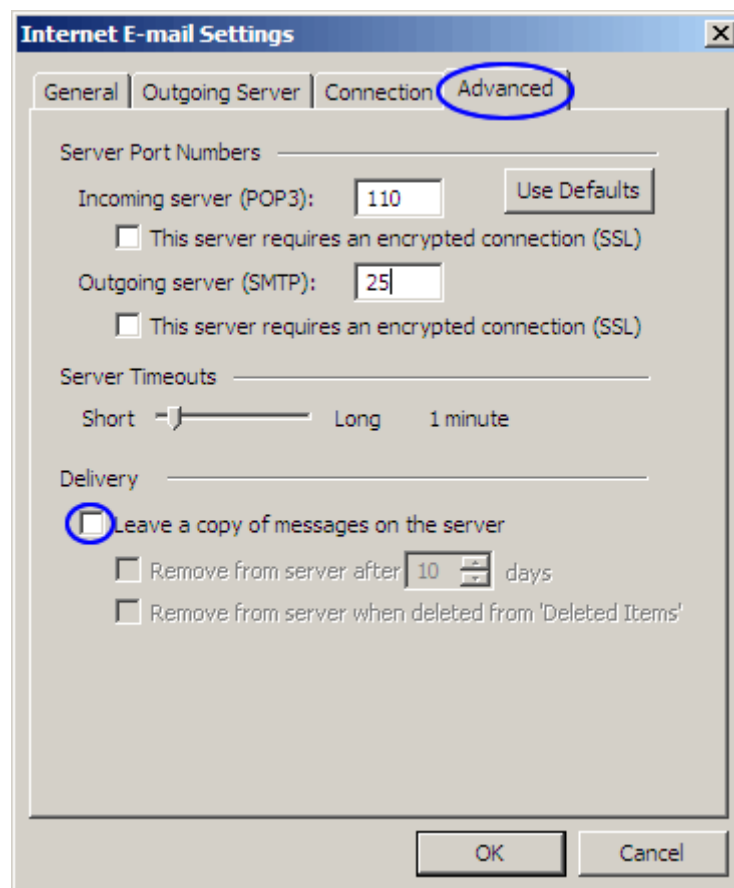
Option:

Unchecking the **Leave a copy of messages on the server** box allows Outlook to download the inbox from the server to your local drive.

If you **check** this box your incoming mail messages remain on the server, the result is that each time you check your mail, all messages in your inbox are downloaded from the server. For those users who have large inboxes, you are impacting the mail server while increasing your wait time for these messages.

If you decide to leave mail on the server, make sure that you **check** the box to the left of **Remove from server after X days**. In place of the 'X', put the number of days you wish to leave the email on the server. Specifying a value of 5 will keep messages on the server for 5 days. After that period of time, the message will be removed from the server.

If you read your mail from multiple locations this may be a good solution for you.



9. Click **OK** to exit this window back to the **E-mail Accounts** window. In this window click **Next >** to finish setup.