

Setup Instructions for Outlook 2003

Note: before you begin setup

- You may need to enable POP3 from within you webmail account before you can access your pop email – see further instructions at the end of this article about configuring pop.
- If you experience difficulties with your outgoing email you may need to check with your internet service provider. Some ISP's will only allow the relay of outgoing mail using their outgoing mail server e.g. Telstra Bigpond uses mail.bigpond.com for its outgoing mail address and blocks all others.

1. Open Outlook
2. Click the **Tools** menu, and select **Email Accounts**
3. Click **Add a new email account** and then click **Next**
4. Choose **POP3** as your server type by clicking the radio button and then click **NEXT**
5. Fill in all necessary fields to include the following information

User Information

Your Name: Enter your *name*

Email Address: Enter your *email address*

Server Information

Incoming mail server (POP3): Enter *pop.gmail.com*

Outgoing mail server (SMTP): Enter *smtp.gmail.com*

Login Information

User Name: Enter your *email address*

Password: Enter your *password*

E-mail Accounts

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. Click **More Settings** and then click the **Outgoing Server** tab
7. Check the box next to **My server (SMTP) requires authentication** and select **Use same settings as my Incoming mail server**



8. Click the **Advanced** tab and *check* the box next to **This server requires an encrypted connection (SSL)** under **Incoming Server (POP3)**



9. *Check* the box next to **This server requires an encrypted connection (SSL)** under **Outgoing Server (SMTP)** and enter **465** in the **Outgoing server (SMTP)** box *click* **OK**

10. Click **Test Account Settings**, after receiving **Congratulations! All tests completed successfully**, click **Close**
11. Click **Next** and then click **Finish**
12. **Congratulations** you are now done configuring your email account

Configuring POP3 in your webmail account

1. Open a web browser window
2. Load your webmail login page <http://webmail.yourdomain>
3. Login with your **email address** as the **username** and your **password**

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website solutions

Welcome to

Sign in to your account at

Username:

Password:

Remember me on this computer.

[I cannot access my account](#)

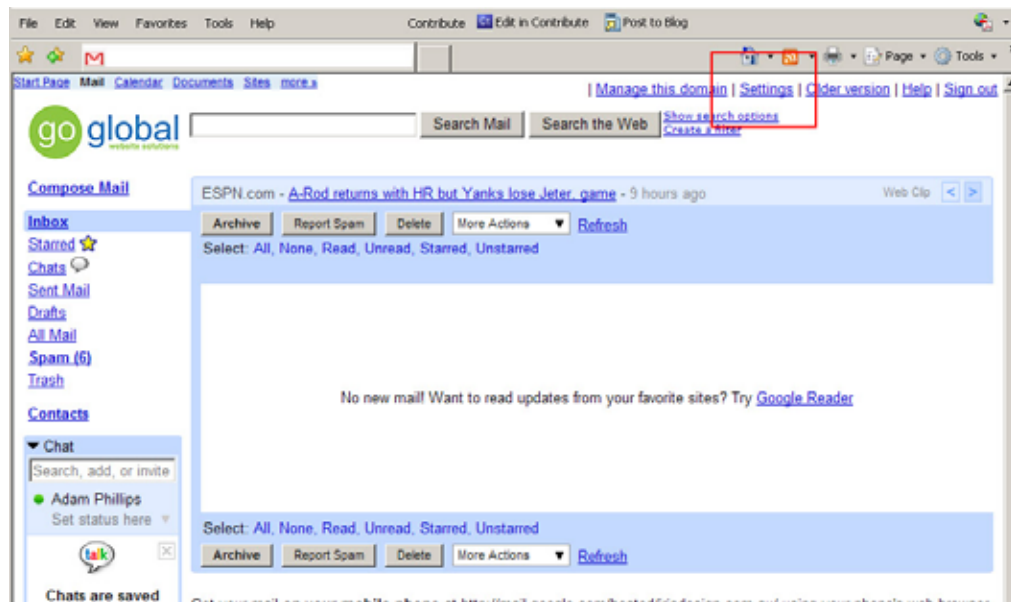
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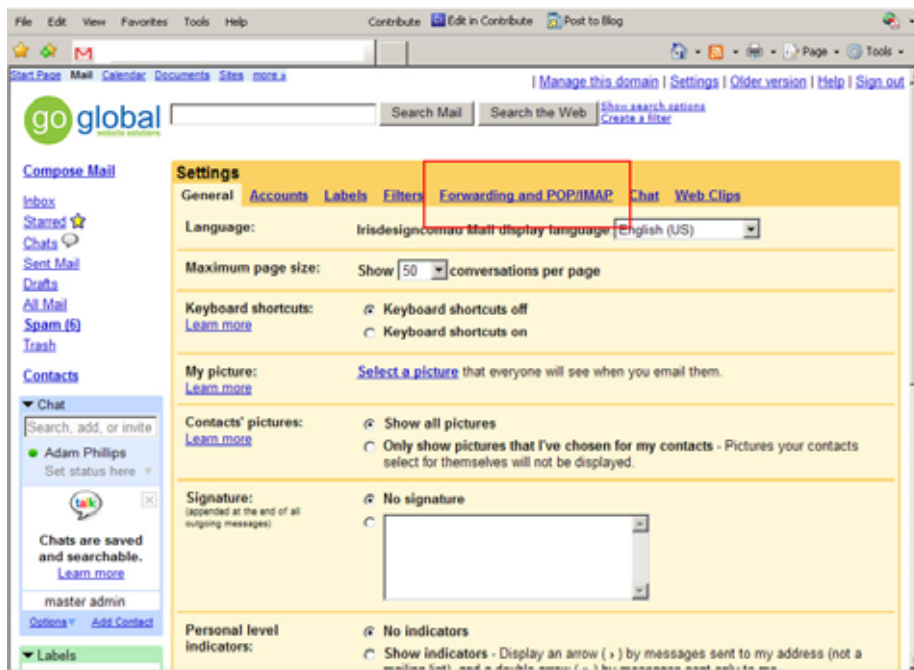
-
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New!
Buildi
Check

4. Click on the **Settings** text link top right corner of page



5. Click on the **Forwarding and POP/IMAP** text link



6. Under the **POP Download** heading *check* **Enable POP for all mail**
7. **When messages are accessed with POP** select **delete Mail's copy**



8. **Save Changes**, Sign out and close browser