

Email Accounts in Outlook XP

To set up an email account in Outlook XP (also called Outlook 2002), follow these simple steps:

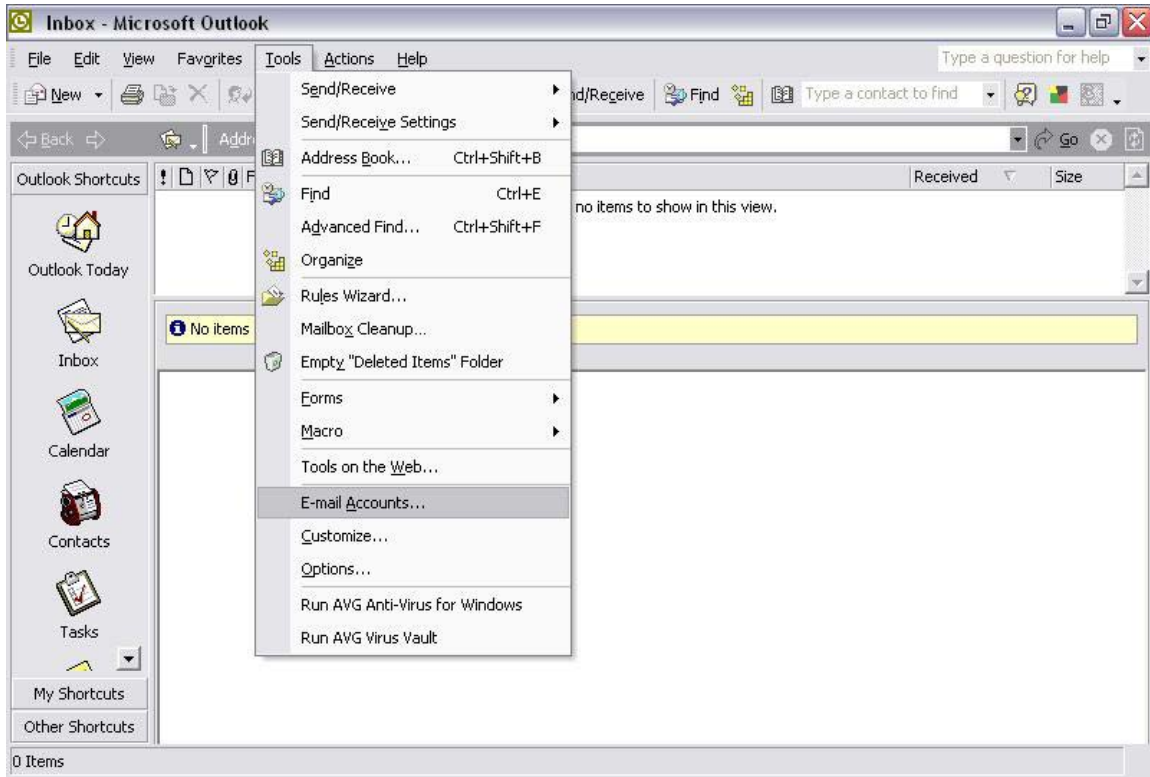


Figure 1

- 1) Start Outlook.
- 2) Click on the Tools → E-mail Accounts... as shown in Figure 1 above.

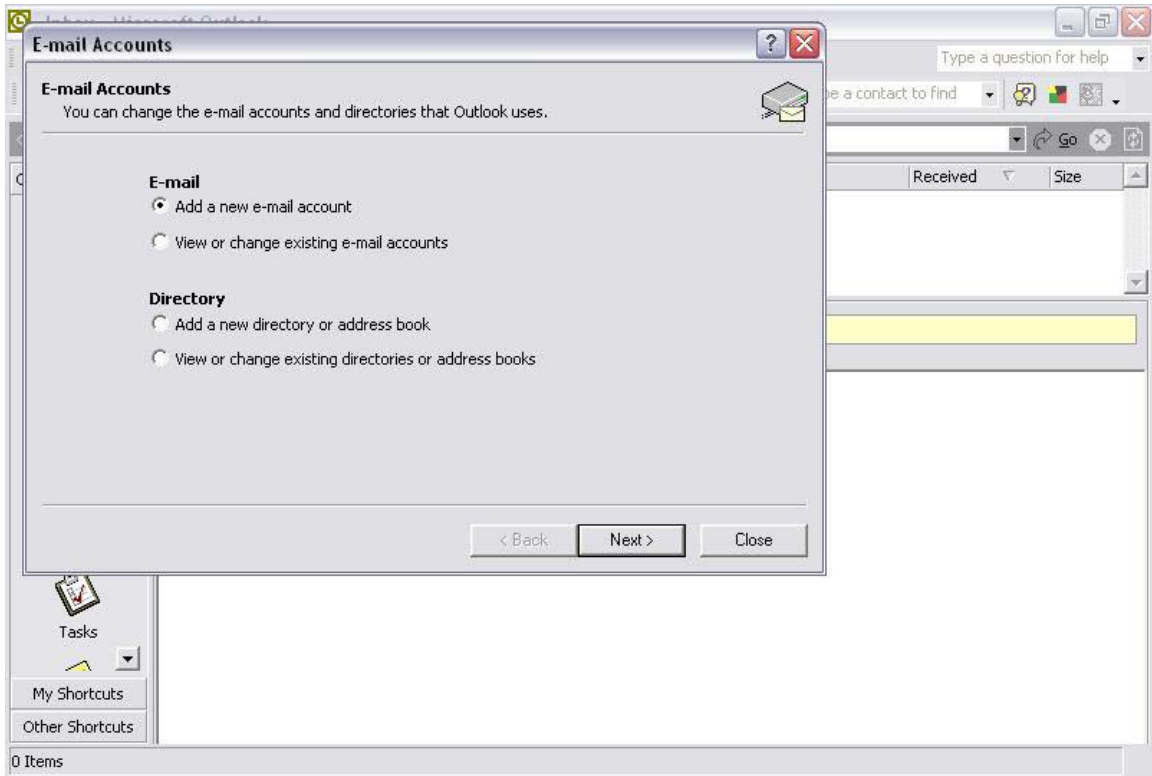


Figure 2

- 3) On the next screen, select “Add a new e-mail account” as shown in figure 2.
- 4) Click Next.

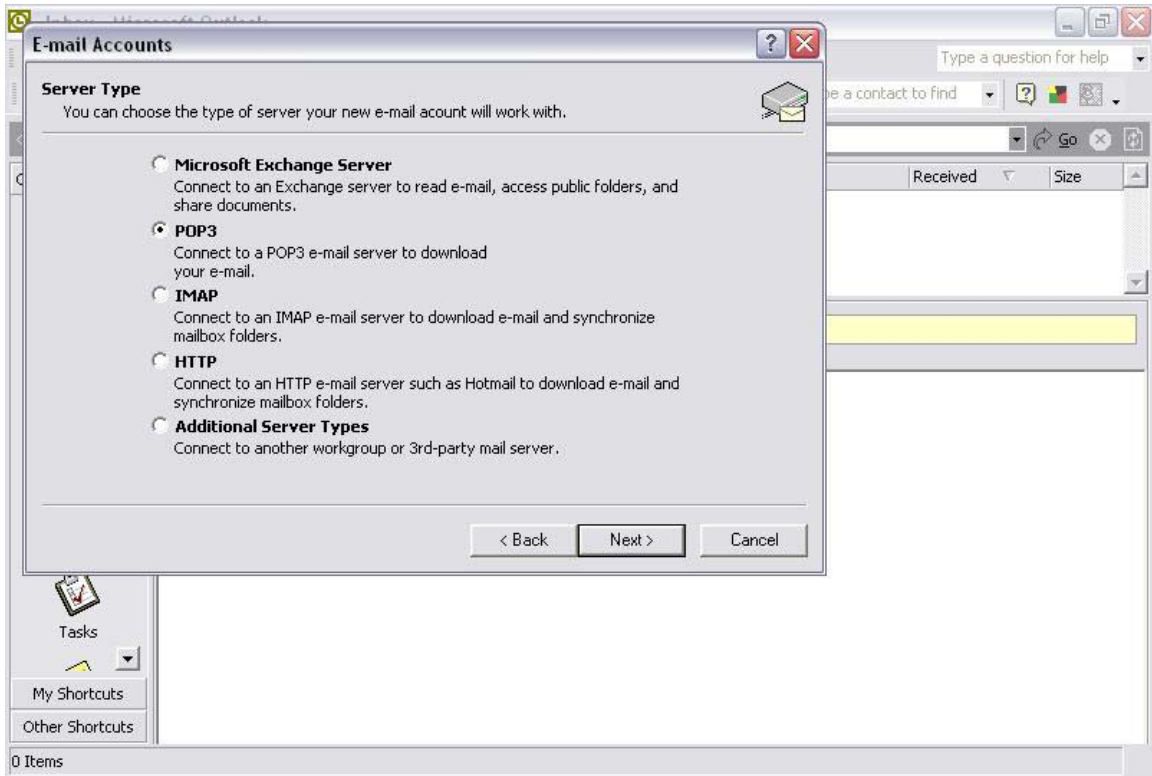


Figure 3

- 5) On the next screen, select "POP3" for the type of server as shown in figure 3.
- 6) Click Next.

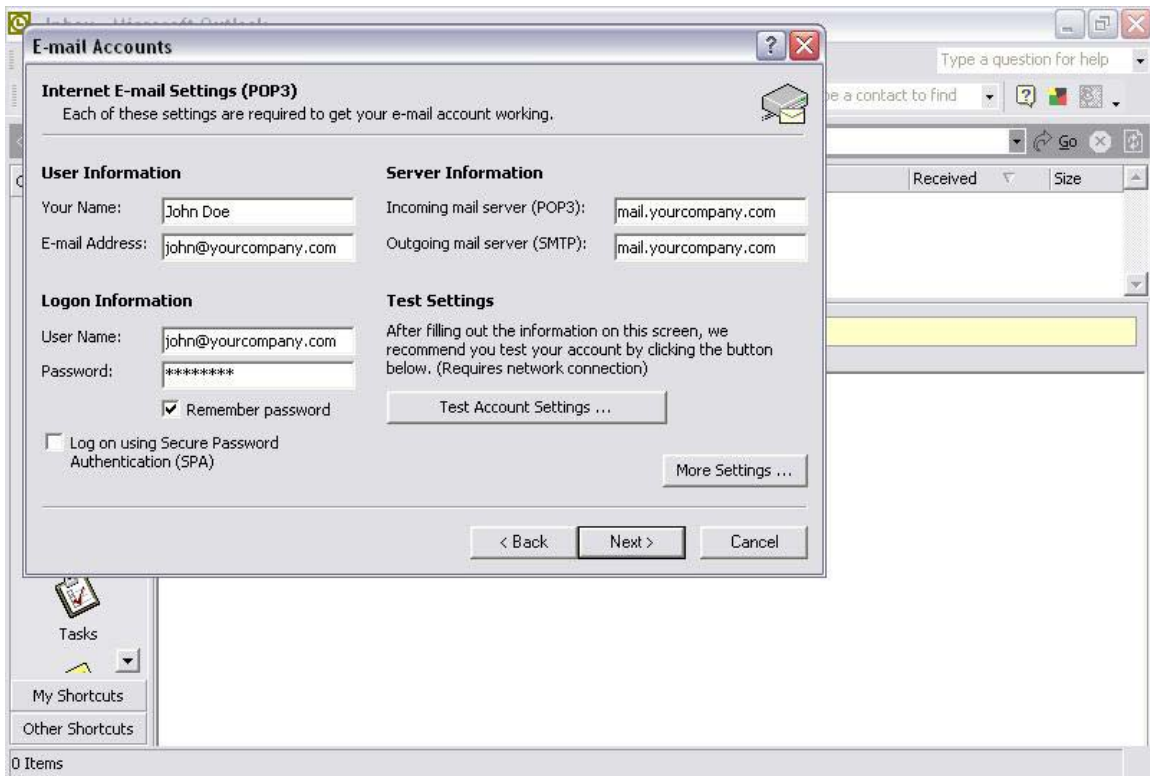


Figure 4

- 7) At the next screen, enter the information in the appropriate fields. The incoming and outgoing mail server fields will be the same value. Be sure to enter your complete email address in both the E-mail Address field and the User Name field.
- 8) In the password field, be sure to type your password exactly including capitalization. CAUTION: If you leave your computer on without being present frequently, anyone can read your email or send email as you by simply sitting down at your computer. As a security precaution, you may want to leave the password field blank. Outlook will then ask you for the password each time you send or receive your email.
- 9) Click on the button labeled “More Settings...”

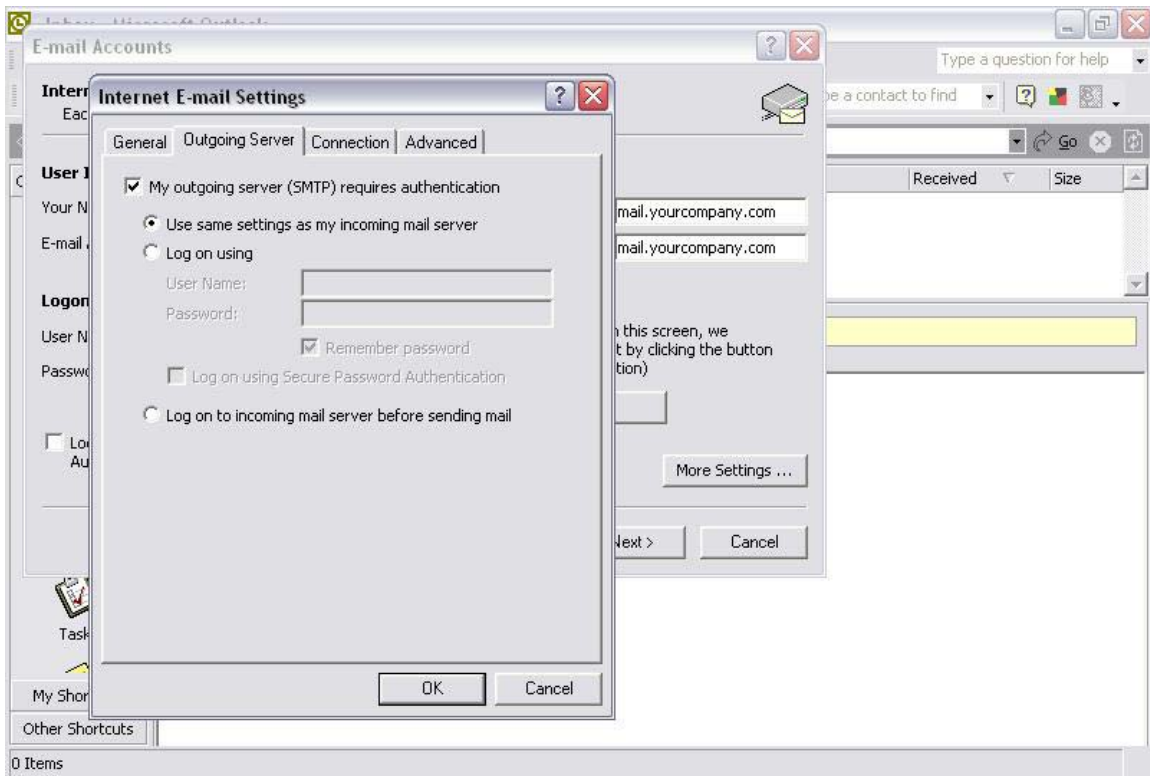


Figure 5

- 10) Click on the tab labeled "Outgoing Server."
- 11) Place a checkmark in the box next to "My outgoing server (SMTP) requires authentication" (see Figure 5 above).
- 12) Ensure that "Use same settings as my incoming mail server" is selected. Outlook should have selected it as soon as you placed the checkmark in Step 10.
- 13) Click OK.

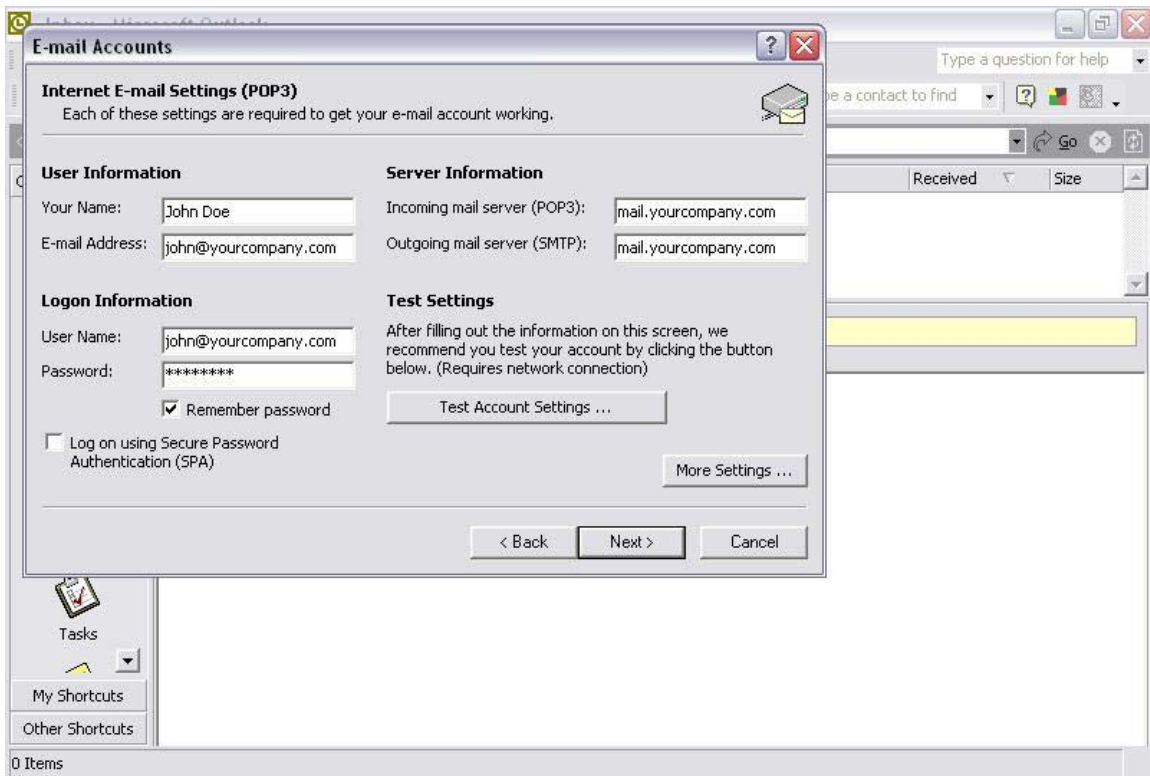


Figure 6

- 14) After clicking OK in step 13, your screen should look like Figure 6.
- 15) To test the settings you have entered, click “Test Account Settings...”
- 16) If you have entered all your information correctly, you should see the message shown in Figure 7 on the next page.

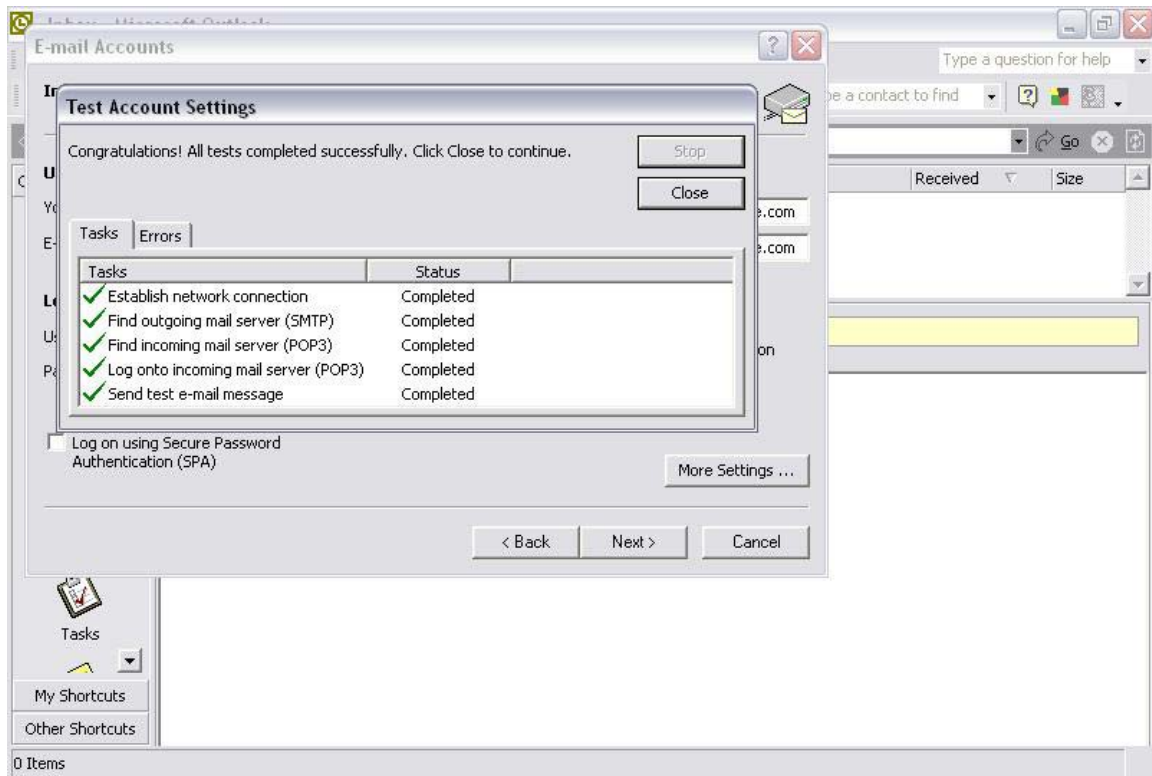


Figure 7

- 17) If all the tasks show “Completed”, your email account is correctly set up. Congratulations! Please skip ahead to step 20.
- 18) If the status for any one of the task listed reads “Failed” rather than “Completed” or if you see a red X instead of a green checkmark, click on the Close button. Carefully look over each field on the screen shown in Figure 6. Some common mistakes that occur are:
 - a. Typographical mistakes.
 - b. Be sure to include your full email address in the User Name field.
 - c. Be careful typing your password in. (Check that the Caps Lock key is off)
 - d. Make sure you checked the server authentication as shown in Figure 5.
- 19) After you have made your corrections, return to step 15 above.
- 20) Click on the Close button shown in Figure 7 to return to the screen shown in Figure 6.
- 21) Click Next.

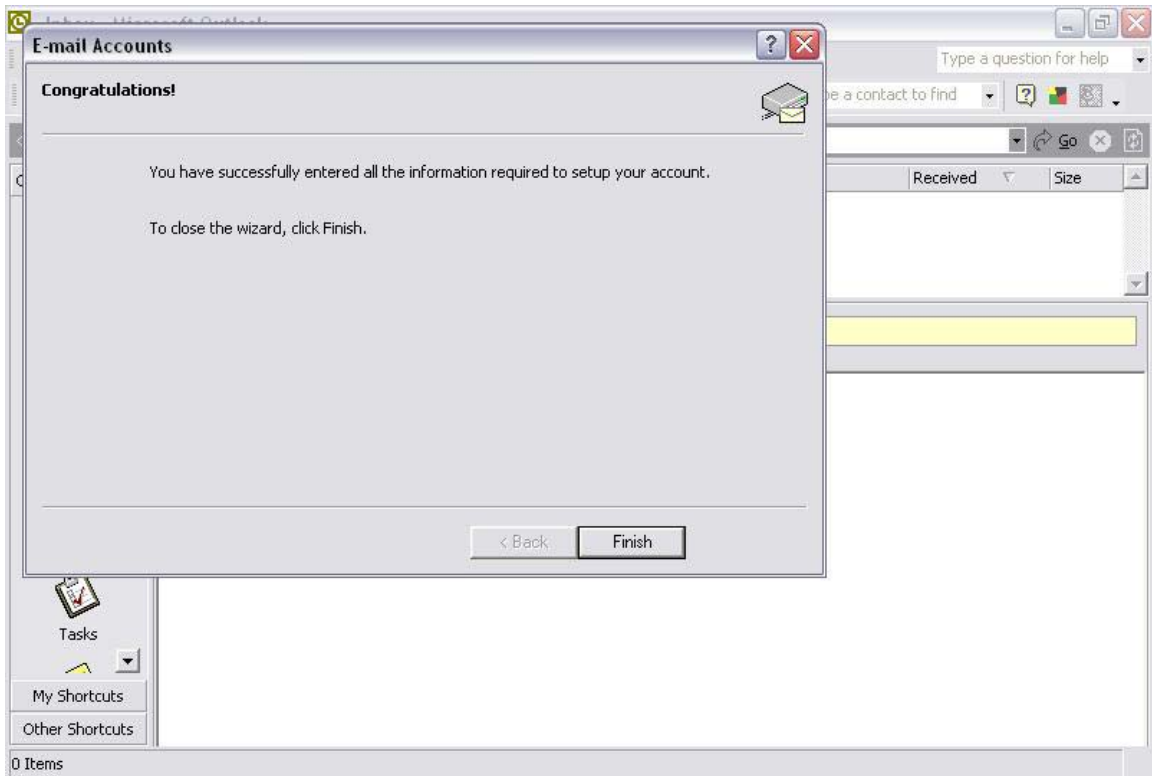


Figure 8

- 22) Click Finish on the screen shown in Figure 8 to complete your email account setup.
- 23) This will take you to the Outlook inbox. You can now click on Send/Receive near the top/middle of the screen to check your email account for any email.
- 24) You are now ready to use Outlook XP. Enjoy.