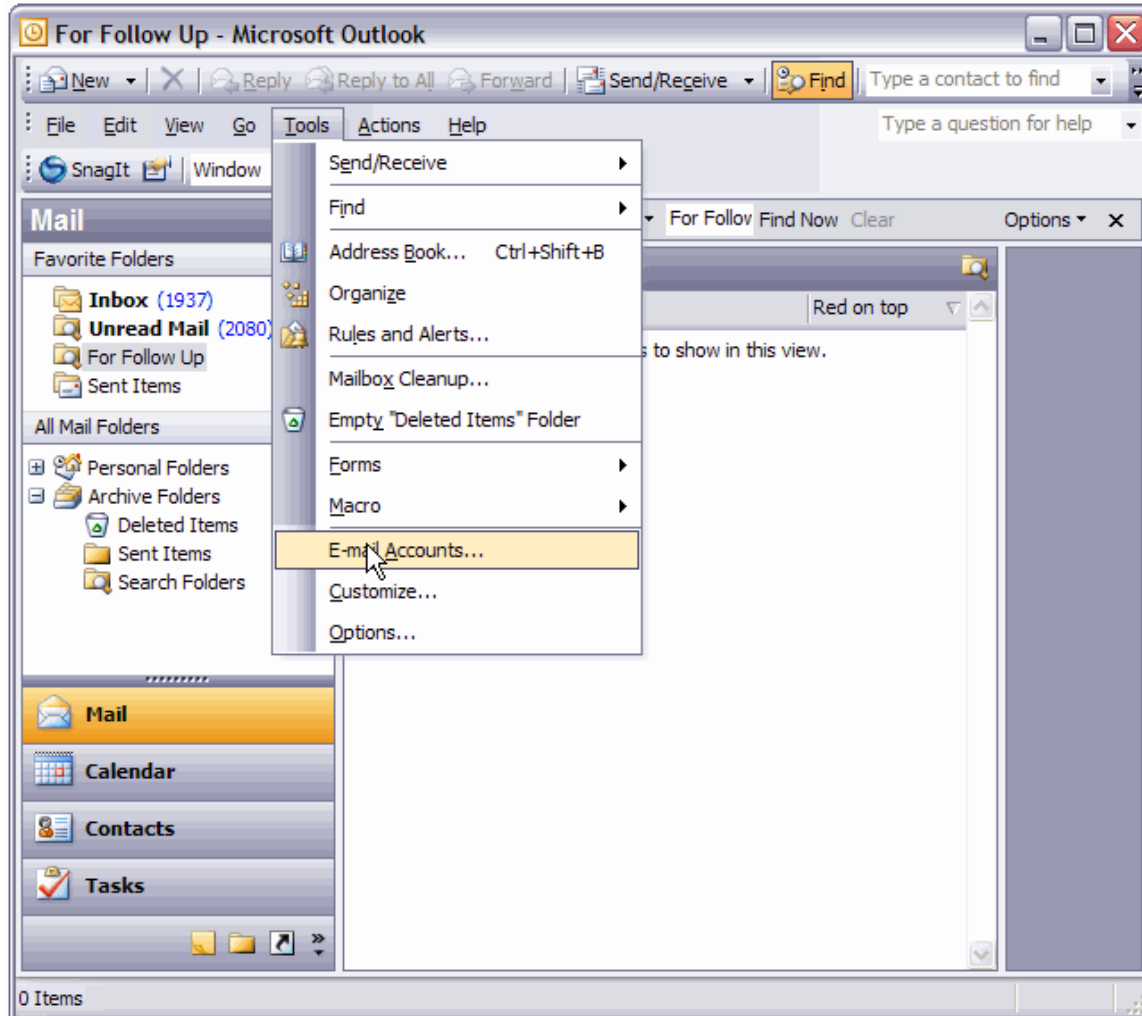


# Outlook 2003 POP3 account setup procedure

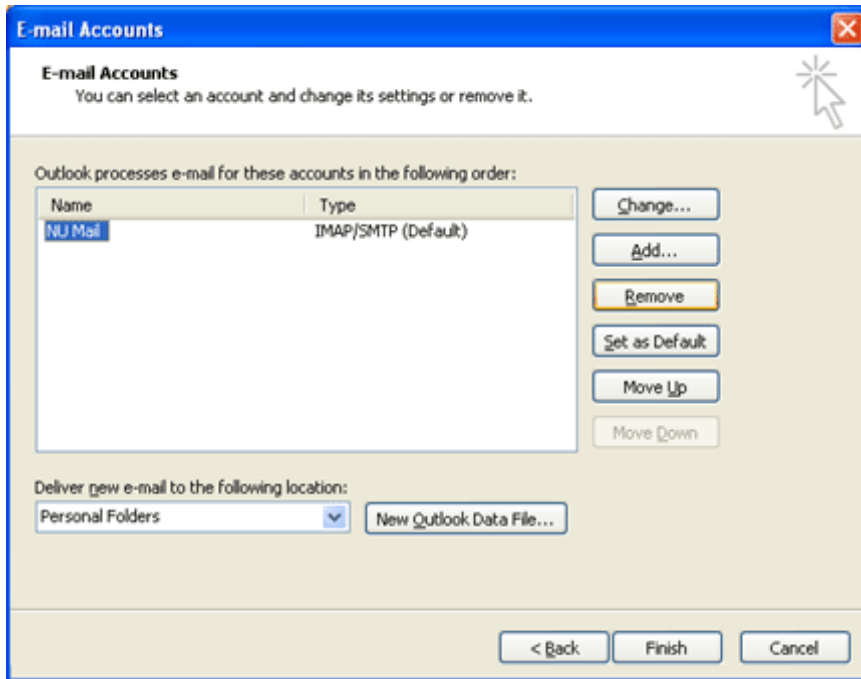
## Step 1:

From the "Tools" menu, select "Email Accounts"

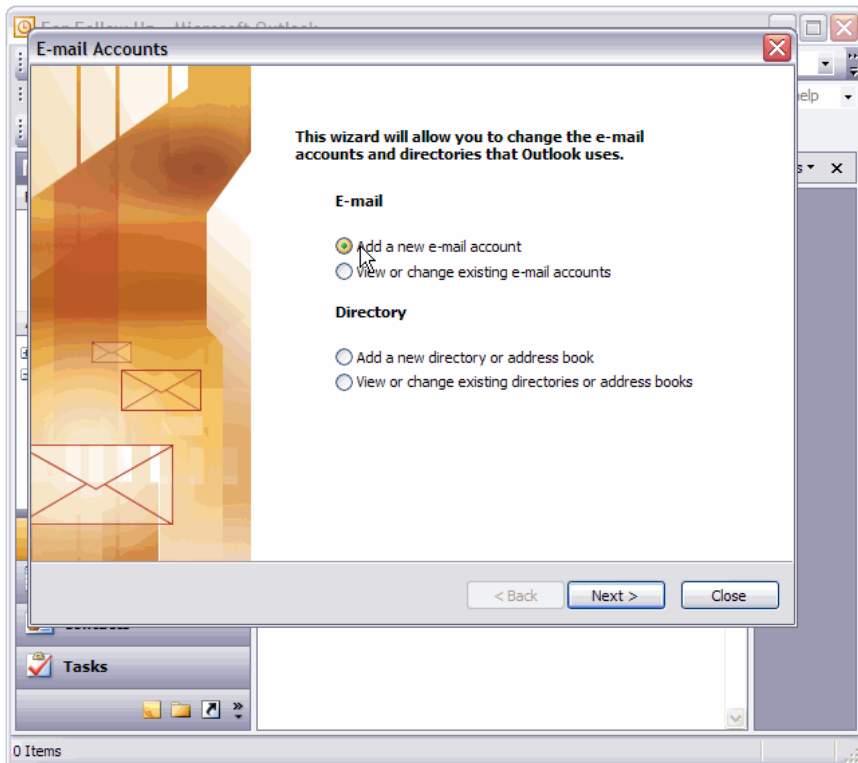


## Step 2:

2A: If you are modifying an existing account you must **select the account** in the list and then choose "Change"

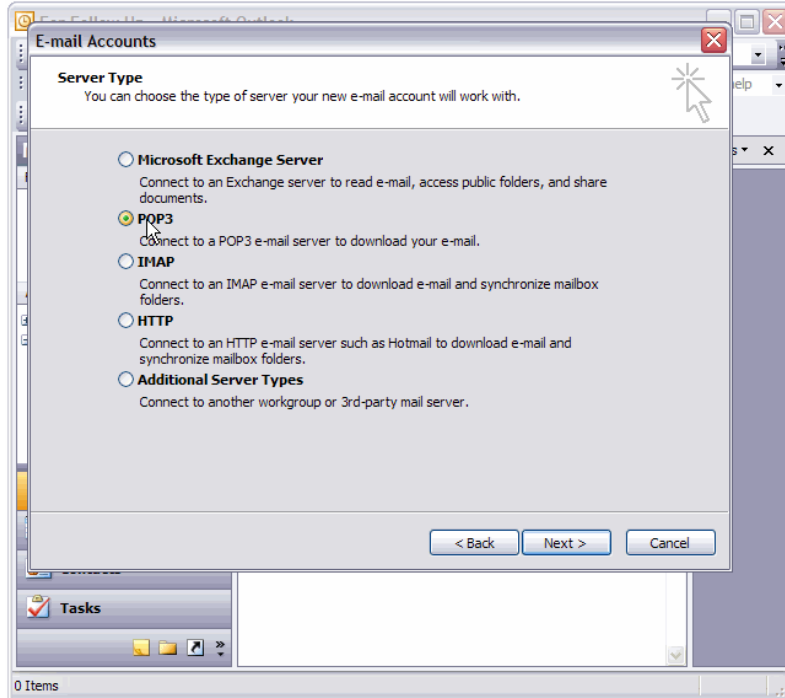


2B: If you are **adding a new account**, select "Add a new email account", and click "Next".



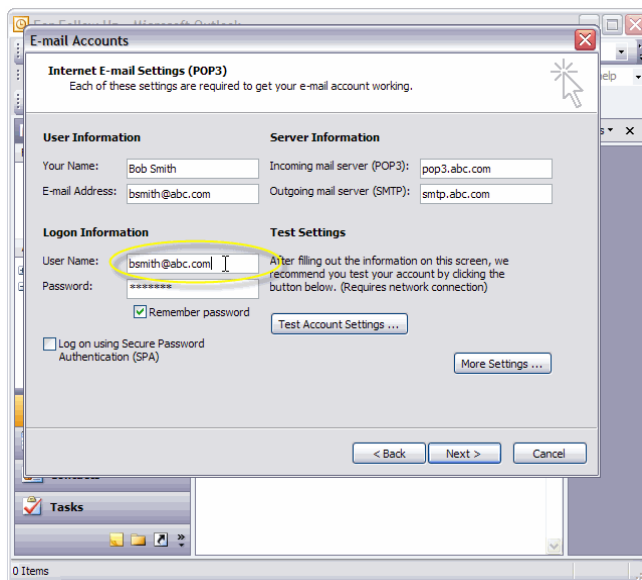
### Step 3:

Select "POP3", and click "Next". Note that we also support IMAP connections, but this tutorial is for POP3.



### Step 3:

All text boxes on this screen must be completed.



1. **Your Name:** Enter the name you want displayed with your emails.
2. **Email Address:** A valid email address on your domain.
3. **POP3 Server:** The format is "mail. or pop3." + your domain (ie: "mail.abc.com").
4. **SMTP Server:** The format is "mail. or smtp." + your domain (ie: "mail.abc.com").

5. **User name:** Your user name is your **full email address** (ie: "bsmith@abc.com" ).

After completing the boxes, click "More Settings".

Choose next to complete and save your settings.