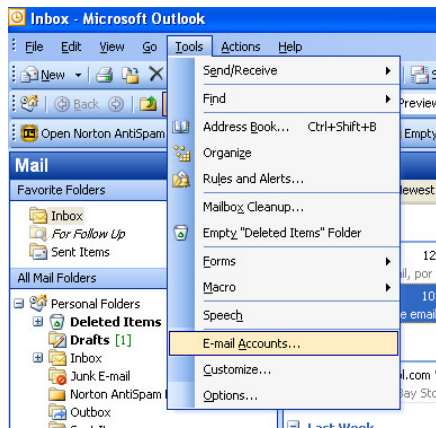


Instructions for setting up Outlook2003

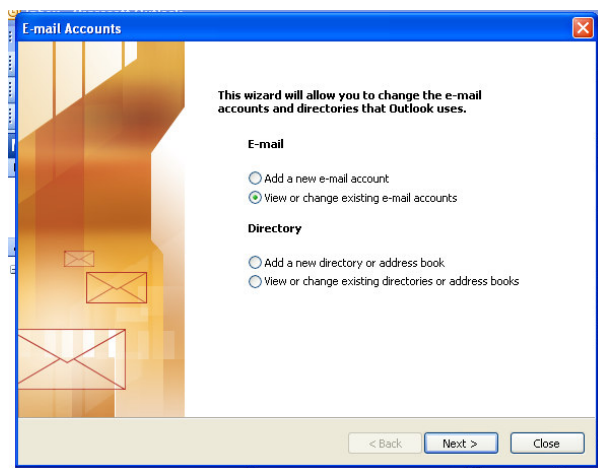
Your email has been set up. The username is **youremail@yourdomain.com** (**yourpassword**).

To set up Outlook or Outlook express to receive your email, here is a generic list:

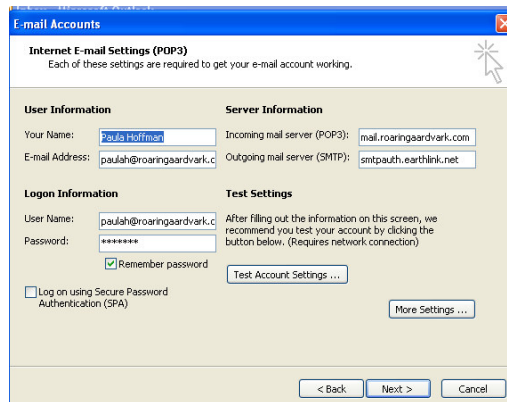
- Click on **Tools** on the menu bar.



- In the dialog box that opens, under **E-mail** tab click on **Add a new e-mail** or **View or change existing e-mail accounts**. Click **next**.

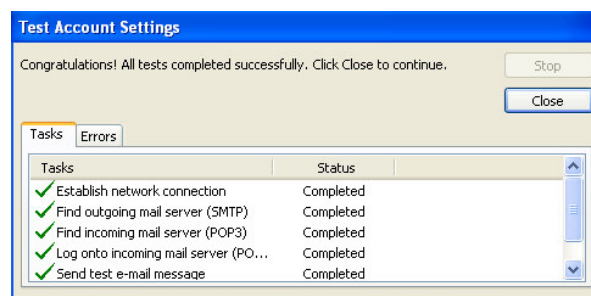


- In the email set-up wizard that opens, click **change** or **add**, then click **next**. You should have this screen.



- Under **User Information:**
Name: type in the name for the account
Email address: **Full email address**
- Under **Logon Information:**
User name: **Full email address**
Password
- Under **Server Information:**
Incoming mail server (POP3): **mail.yourdomain.com/org**

Outgoing mail server (SMTP): For the SMTP server, type in what your ISP (Roadrunner, Sprint, hotmail, Bellsouth, etc) has specified as your email sending server (SMTP).
- Click **Test:** When complete your screen should look like this.



- Close **test**
- Click **Next**, then **Finish**

And there you have it; you've set up your email. You can delete the test email from your Outlook In-box.