

How do I setup Microsoft Outlook 2002 to receive e-mail?

Setting Up Mail Accounts to send and receive your 1&1 e-mail.

Before you set up a mail account in Outlook you must first have your POP3 mailbox details provided to you by your Account Manager, this will be the following;

- your user name (This will normally be your e-mail address)
- your e-mail address (<u>yourname@yourdomain.com</u>)
- the incoming mail server name (pop.1and1.co.uk)
- the outgoing mail server name (auth.smtp.1and1.co.uk)
- the incoming server type (POP)
- 1. Start Outlook 2002 from the Start Menu, from the main window you will be able to set up Outlook 2002 to send and retrieve mail from the e-mail account you have hosted with OneandOne. Click on 'Tools' -> 'E-mail Accounts' to enter into this set-up process.



2. Select 'Add a new e-mail account' and then click the 'Next' Button

-mail Accounts	<u>? ×</u>
E-mail Accounts You can change the e-mail accounts and directories that Outlook uses.	Ŕ
E-mail • Add a new e-mail account	
View or change existing e-mail accounts	
Directory	
C Add a new <u>d</u> irectory or address book	
View or change existing directories or address books	
< <u>B</u> ack. <u>N</u> ext >	<u>C</u> lose

3. Select 'POP3' and then click the 'Next' Button

rver Type	6
You can choose the type of server your new e-mail acount will work with.	\geq
C Microsoft Exchange Server	
Connect to an Exchange server to read e-mail, access public folders, and share documents.	
• <u>P</u> OP3	
Connect to a POP3 e-mail server to download your e-mail.	
C <u>I</u> MAP	
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.	
С <u>н</u> ттр	
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.	
C Additional Server Types	
Connect to another workgroup or 3rd-party mail server.	
	1 822 82

4. Enter your Personal details

User Information

Your Name: This is the name that you want to appear on the e-mail E-mail Address: <u>Yourname@yourdomain.co.uk</u>

Server Information

Incoming mail server (POP3): <u>pop.1and1.co.uk</u> Outgoing mail server (SMTP): <u>auth.smtp.1and1.co.uk</u> *

Logon Information

User Name: <u>Yourname@yourdomain.co.uk</u> Password : Enter the password provided to you by your account manager.

User Informal	tion	Server Information		
Your Name:	Paul Temple	Incoming mail server (POP3):	pop.1and1.co.uk	
<u>E</u> -mail Address:	paul.temple@1and1f	Outgoing mail server (SMTP):	auth.smtp.1and1.co.uk	
Logon Inform	ation	Test Settings		
<u>U</u> ser Name:	paul.temple@1and1f	After filling out the information on this screen, we recommend you test your account by clicking the button		
Password:	****	below. (Requires network connection)		
	Remember password	Test Account Settings .		
🗖 Log on using	g Secure Password			

* Freeserve users need to use smtp.freeserve.co.uk and then finish

5. Now click the 'More Settings' button



6. Click on the 'Outgoing Server' tab and then click on 'My outgoing server (SMTP) requires authentication'

ternet E-mail Settings	?)>
General Outgoing Server Connection	Advanced
My outgoing server (SMTP) requires a	authentication
	mail server
C Log on using	
User Mame:	
Password:	
Remember	password
Log on using Secure Password	Authentication
🔿 Log on to incoming mail server befo	ore sending mail

Click 'OK'.

- 7. Click 'Next'
- 8. Click 'Finish'



- 9. Close and re-start Outlook 2002
- 10. No more steps you are ready to send and receive e-mails.