



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

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

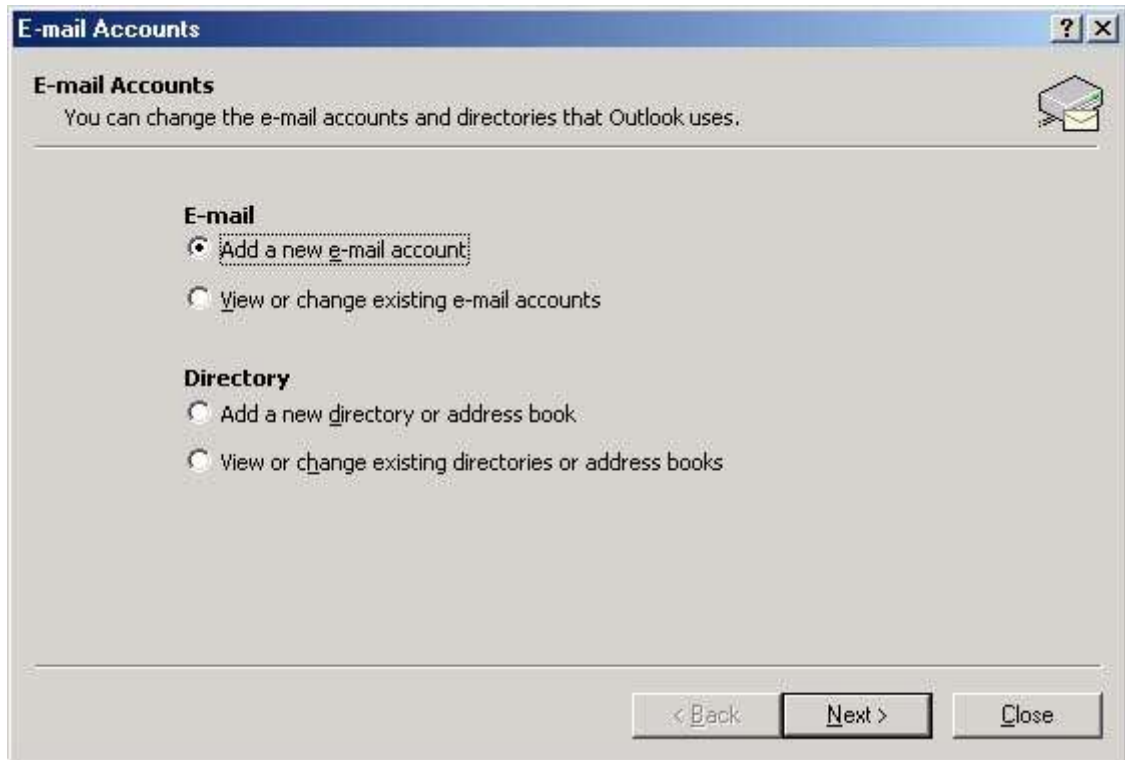
Before you set up a mail account in Outlook you must first have your POP3 mailbox details provided to you by your Account Manager, this will be the following;

- your user name (This will normally be your e-mail address)
- your e-mail address ([yourname@yourdomain.com](#))
- 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



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



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: Yourname@yourdomain.co.uk

Server Information

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

Logon Information

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

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)

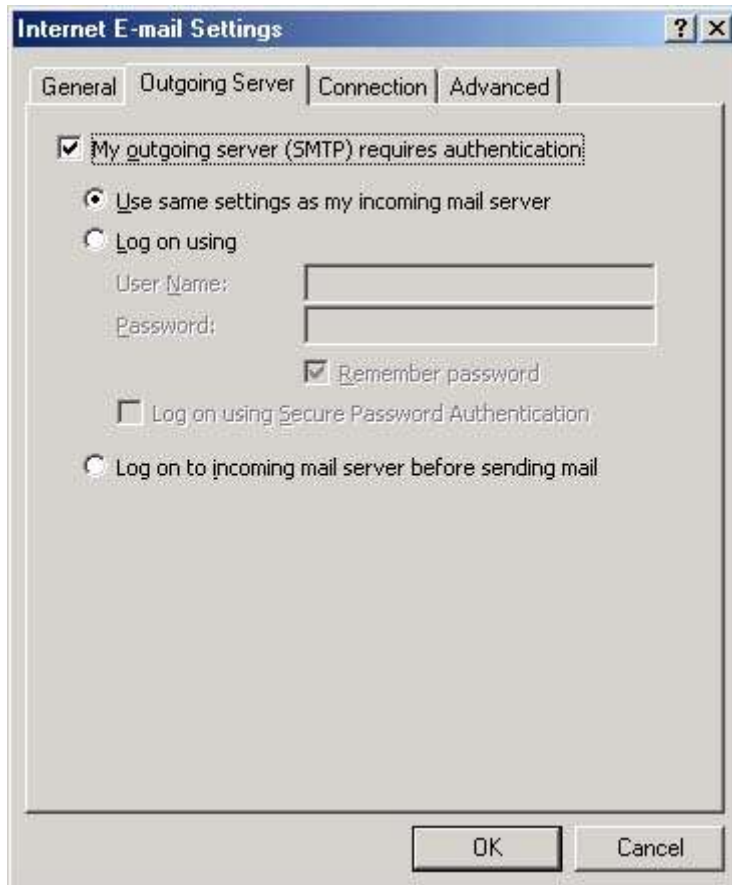
< Back Next > Cancel

* 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'**



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.