

How do I setup Microsoft Outlook 2003 to receive email using POP?

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 (<u>auth.smtp.1and1.co.uk</u>)
- the incoming server type (POP)

Step 1 Start Outlook 2003 from the Windows Start Menu.



Once open you will be able to setup Outlook 2003 to send and retrieve mail from the e-mail account with 1&1.

Please note

When you start MS Outlook 2003 for the first time, it will automatically start a wizard which will guide you through setting up your e-mail accounts, skip it to step 2.

Step 2 Click on Tools then E-mail Accounts from the drop-down menu to start this set-up process.

🕒 Outlook Today - Micro	soft	Outlook
Eile Edit View Go	Too	ls Actions Help
		Find >
Mail		Address <u>B</u> ook Ctrl+Shift+B
Favorite Folders	0	Empty "Deleted Items" Folder
🣴 Inbox		E-mail <u>A</u> ccounts
Sent Items	2	<u>C</u> ustomize
All Mail Folders		Options
🖃 🧐 Personal Folders		*

Step 3	E-mail Accounts	×
	This wizard will allow you to change the e-mail accounts and directories that Outlook uses.	
	E-mail	
	 Add a new <u>e-mail account</u> View or change existing e-mail accounts 	
	Directory	
	Add a new <u>directory or address book</u> View or c <u>h</u> ange existing directories or address books	
	<back next=""> ⊆lose</back>	
	No. 4 A	

Select Add a new e-mail account and then click the _____Button

Server Typ)e				
You can	thoose the type of serve	er your new e-mail aco	unt will work with.		
	C Microsoft Exch	ange Server			
	Connect to an Ex share documents	change server to read	l e-mail, access pub	blic folders, and	
	• POP3				
	Connect to a POF your e-mail.	23 e-mail server to dow	vnload		
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	Connect to an IM mailbox folders.	AP e-mail server to do	wnload e-mail and	synchronize	
	С НТТР				
	Connect to an HT synchronize mailb	TP e-mail server such lox folders.	as Hotmail to dowr	load e-mail and	
	C Additional Ser	ver Types			
	Connect to anoth	er workgroup or 3rd-p	arty mail server.		
				91. W	
			< Back	Next >	Can

Step 5 Enter your personal details

Your Name: Paul Temple Incoming mail server (POP3): pop E-mail Address: paul temple@1and1f Outgoing mail server (SMTP): auth	1and1 co.uk
E-mail Address: paul temple@1and1f Outgoing mail server (SMTP): auth	and a count
participie (grand in	.smtp.1and1.co.uk
Logon Information Test Settings	
Liser Name: paul.temple@1and1f After filling out the information on this recommend you test your account by	screen, we dicking the button
Password: ******** below. (Requires network connection)	
Remember password Iest Account Settings	

Your Name: This is the name that you want to appear on the e-mail

E-mail Address: you@yourdomain.co.uk

Server Information Incoming mail server (IMAP): pop.1and1.co.uk Outgoing mail server (SMTP): auth.smtp.1and1.co.uk

Login Information User Name: this is the same as your e-mail address Password : Enter the password provided by your account.

button

Settings

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

General	Outgoing Server	Connection Advanced	
🔽 Му	outgoing server (:	SMTP) requires authentication	
ΘĻ	lse same settings	as my incoming mail server	
ΟĻ	og on using		
L	Iser <u>N</u> ame:		
E	2assword:		
		Remember password	
	tog on osng 26		(SPA)
	20g on baing <u>2</u> 6	score Password Addrendcadom	(384)

Step 7 Click the OK button.



Step 8 Click Finish

No more steps you are ready to send and receive e-mails.