



How do I setup Microsoft Outlook 2003 to receive e-mail 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 (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)

Step 1 Start Outlook 2003 from the Windows Start Menu.

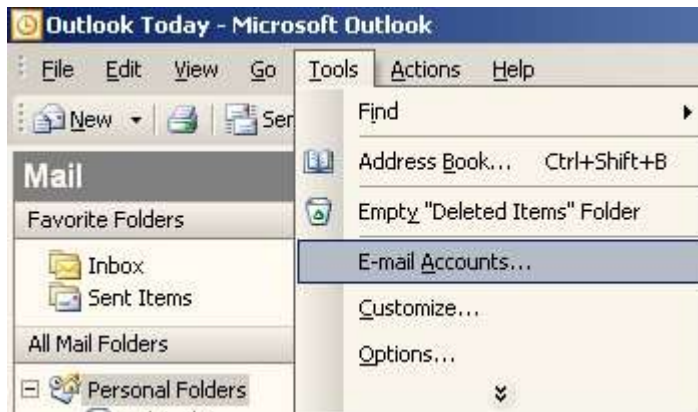


Once open you will be able to setup Outlook 2003 to send and retrieve mail from the e-mail account with 1&1.

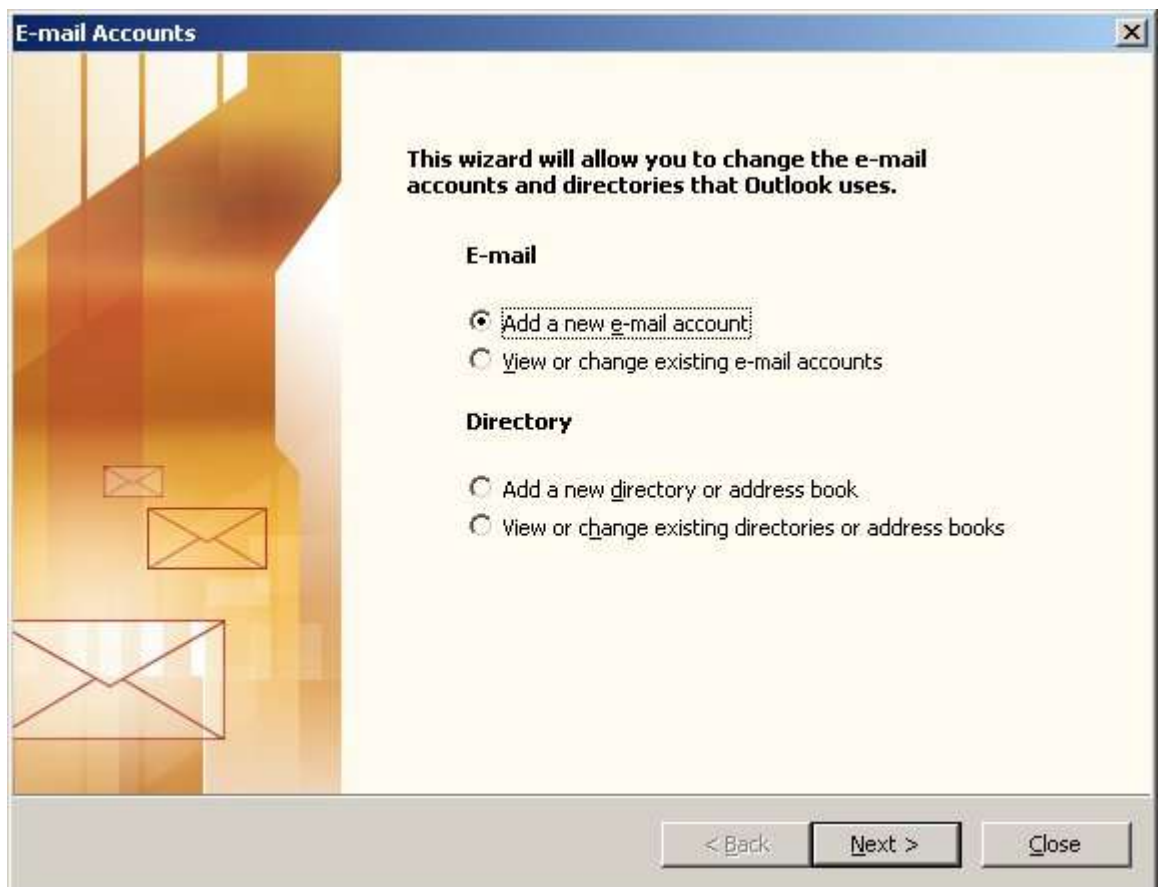
! Please note


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.

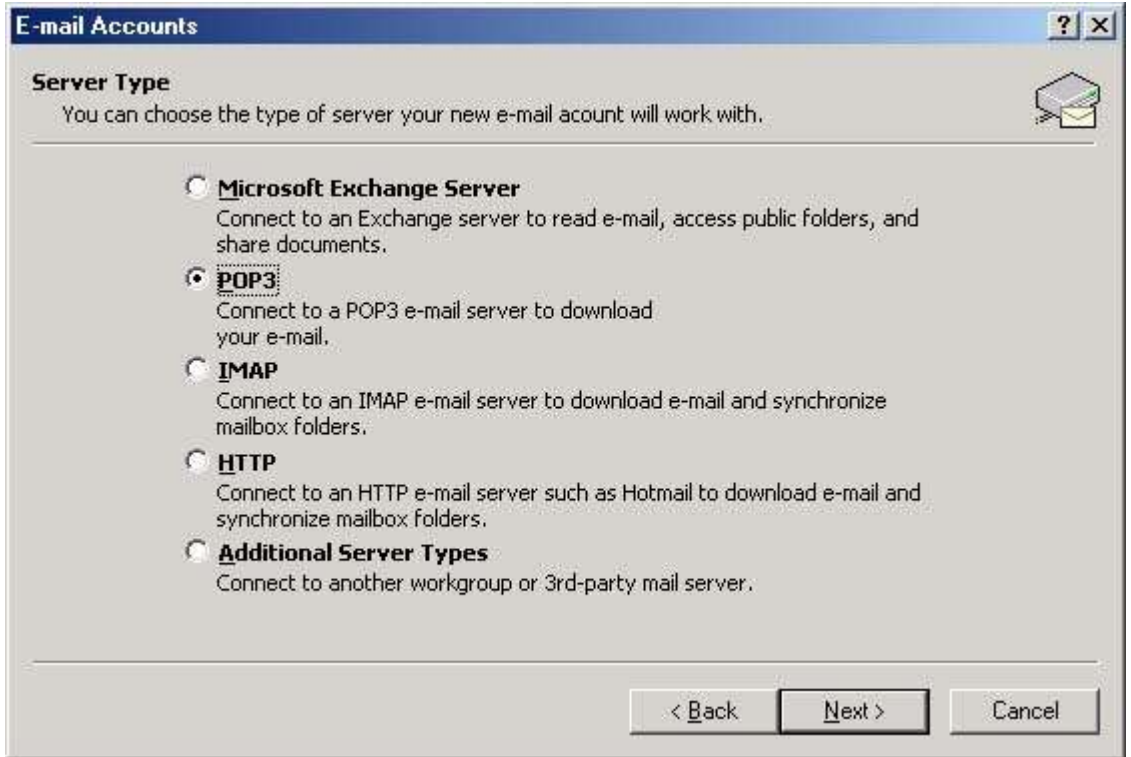



Step 3



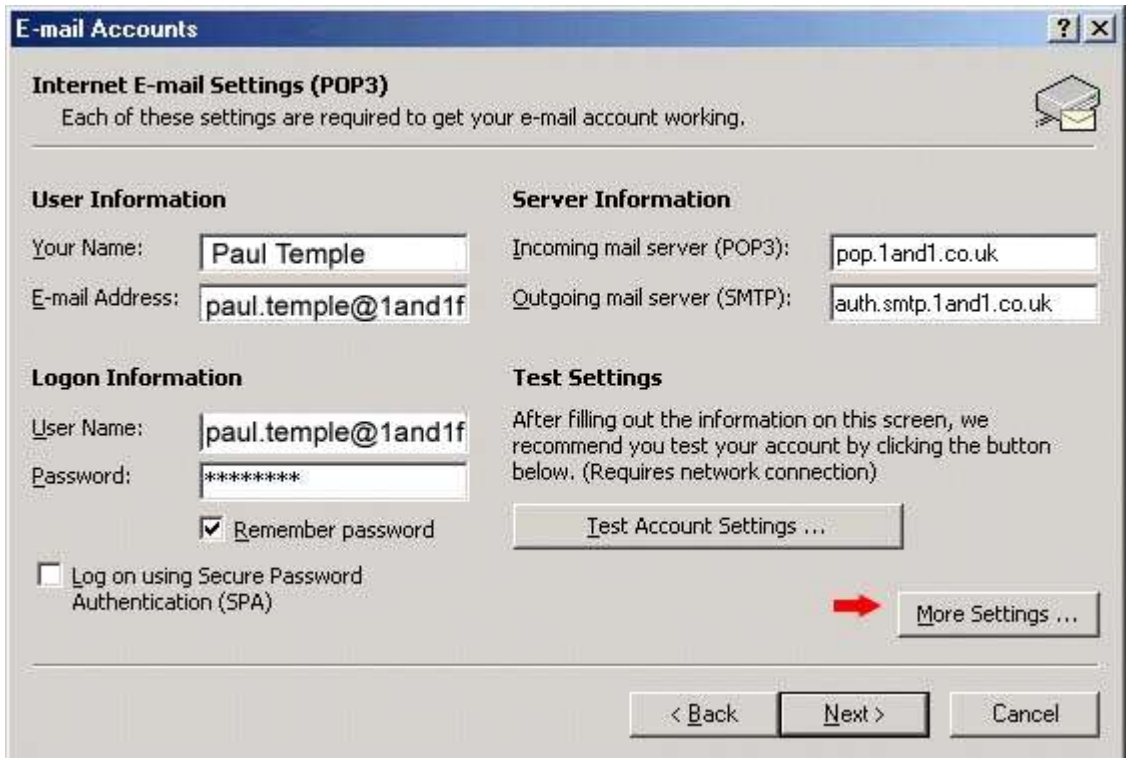
Select Add a new e-mail account and then click the  Button

Step 4



Select POP and then click the  Button

Step 5 Enter your personal details



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

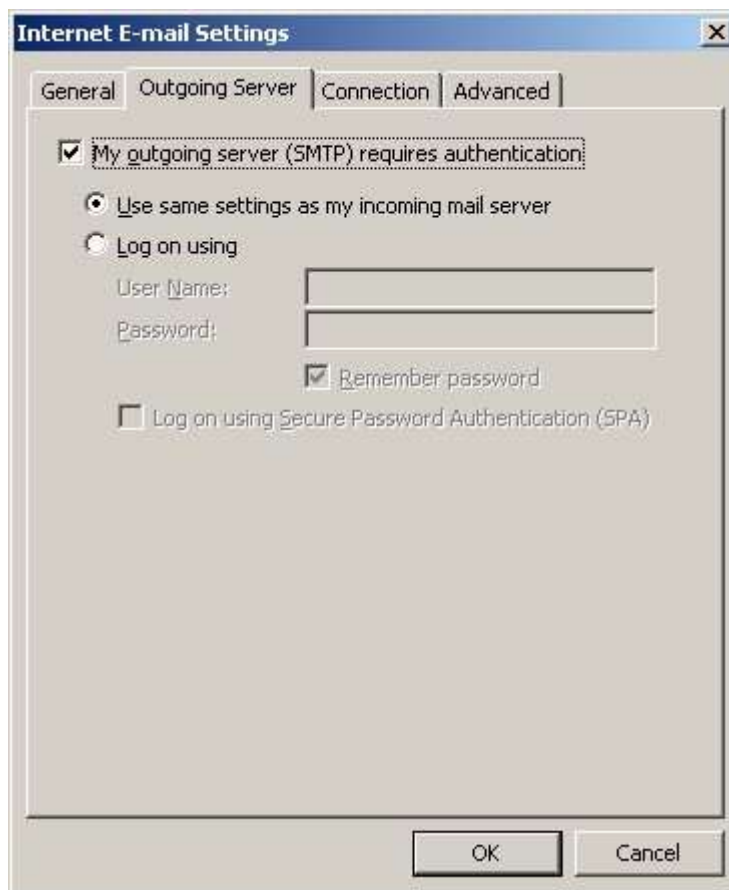
User Name: this is the same as your e-mail address

Password : Enter the password provided by your account.

Step 6

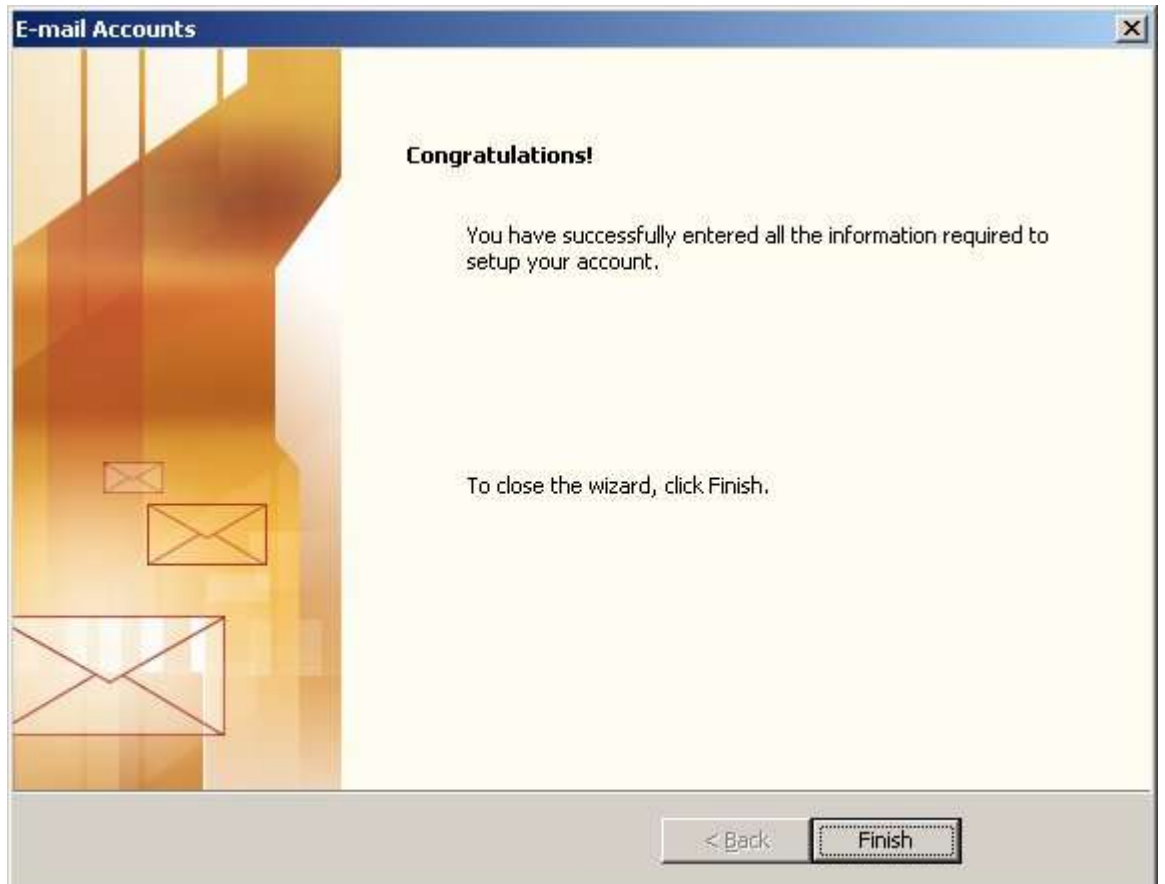
Click the  button

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



Step 7

Click the  button.



Step 8 Click Finish

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