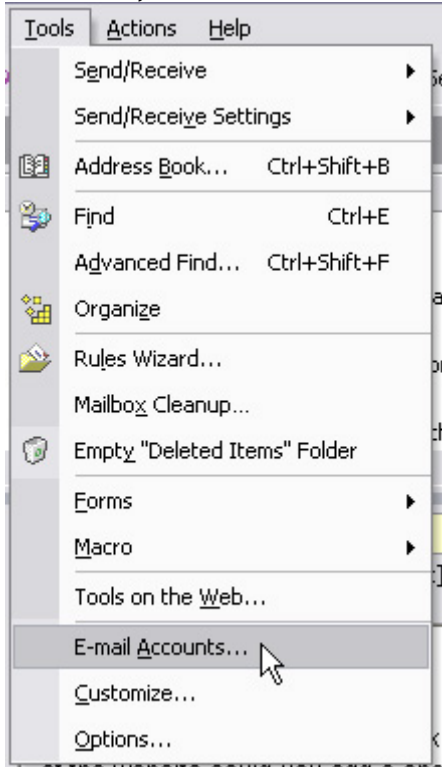


Microsoft Outlook 2002/XP Instructions

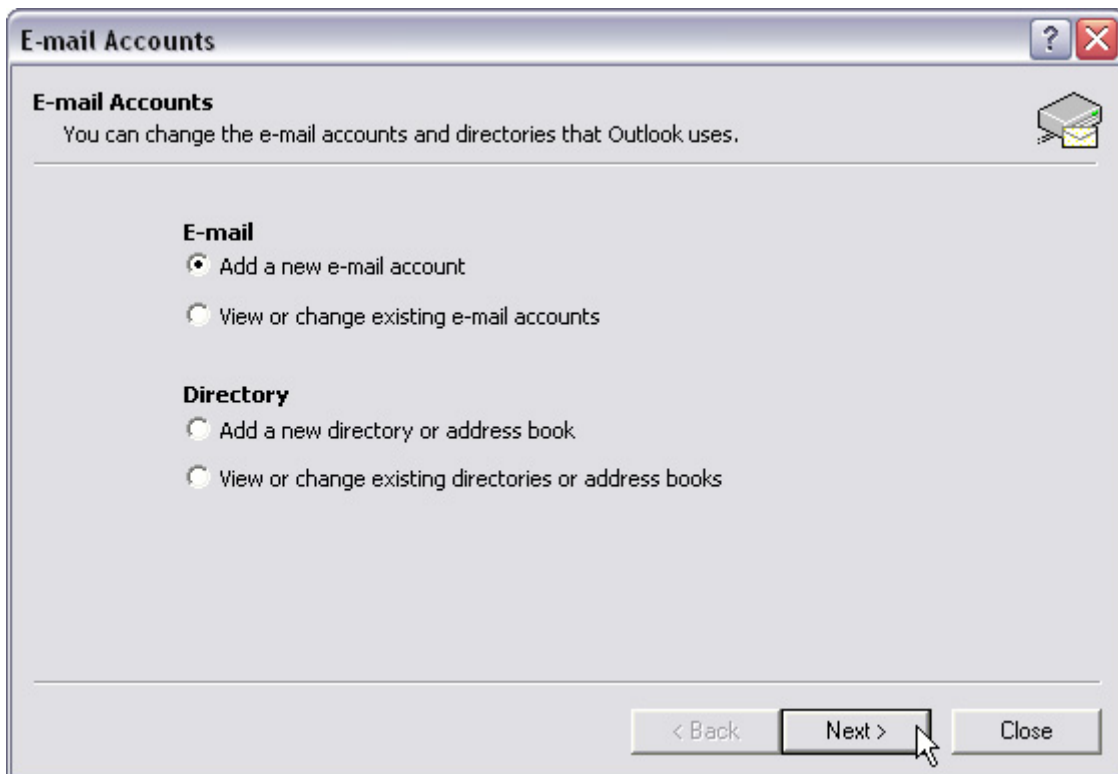
Configuring Outlook

Below is the process for adding a new e-mail account to Outlook 2002/XP. [Click here](#) to see how to change an account already entered in Outlook 2002/XP.

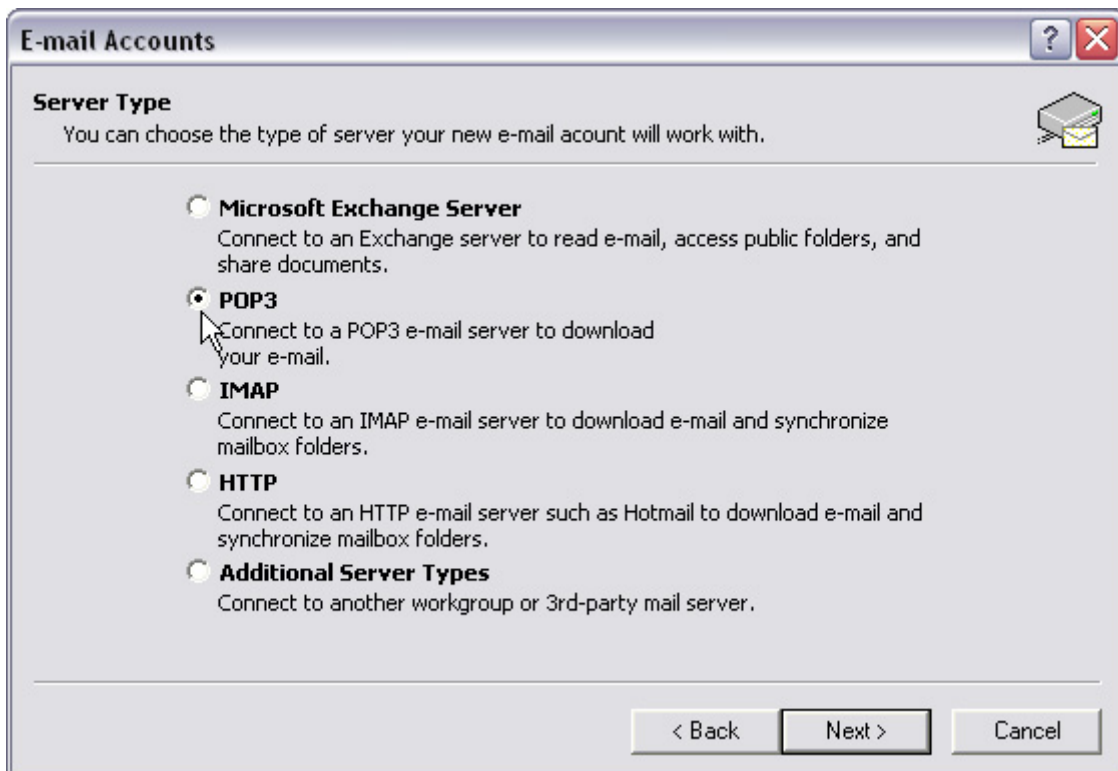
In Outlook, click on the "Tools" menu, then click on "E-Mail Accounts..."



Select "Add a new e-mail account", then click "Next"



Select "POP3" and click "Next"



Enter your name, e-mail address, and mail server information in the spaces provided, then click "Next".

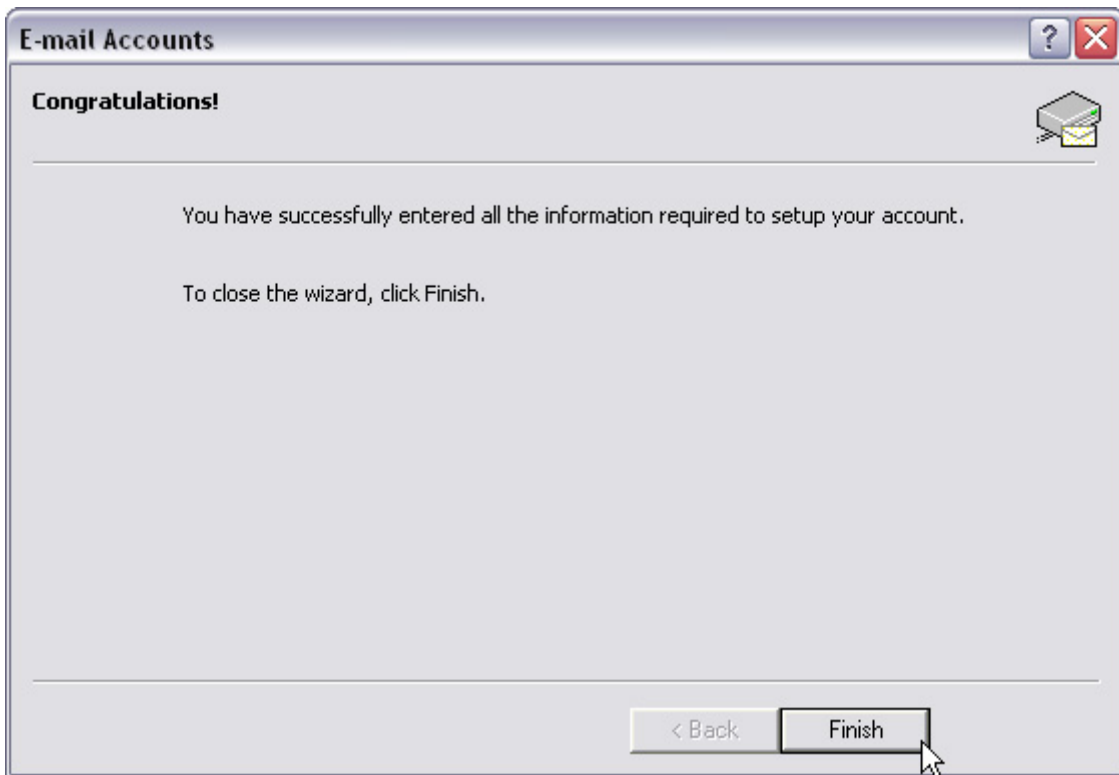
*****Please note: both incoming and outgoing servers should be entered as "mail.netexpress.net"**

The screenshot shows a Windows-style dialog box titled "E-mail Accounts". At the top right are help and close buttons. Below the title is a section "Internet E-mail Settings (POP3)" with a sub-header "Each of these settings are required to get your e-mail account working." and an envelope icon. The dialog is divided into four main sections:

- User Information:** "Your Name:" with text "John Doe" and "E-mail Address:" with text "johndoe@netexpress.net".
- Server Information:** "Incoming mail server (POP3):" and "Outgoing mail server (SMTP):" both with text "mail.netexpress.net".
- Logon Information:** "User Name:" with text "johndoe", "Password:" with masked text "*****", a checked "Remember password" checkbox, and an unchecked "Log on using Secure Password Authentication (SPA)" checkbox.
- Test Settings:** A text block stating "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)" and a "Test Account Settings ..." button.

At the bottom right is a "More Settings ..." button. At the very bottom are three buttons: "< Back", "Next >" (with a mouse cursor over it), and "Cancel".

Click "Finish" to complete the process

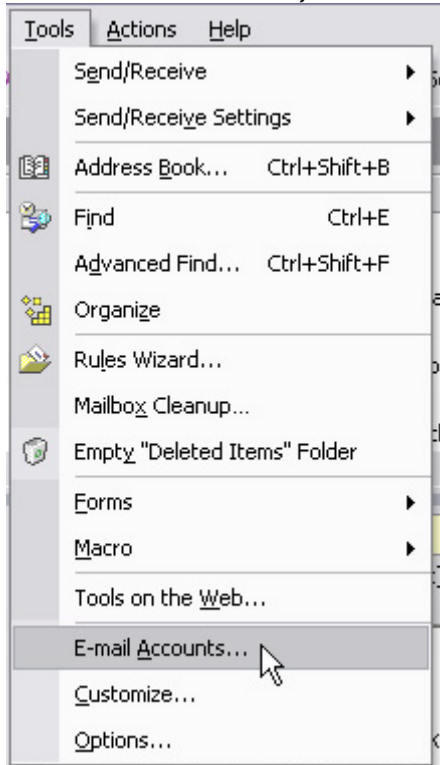


Changing an existing account in Outlook 2002/XP

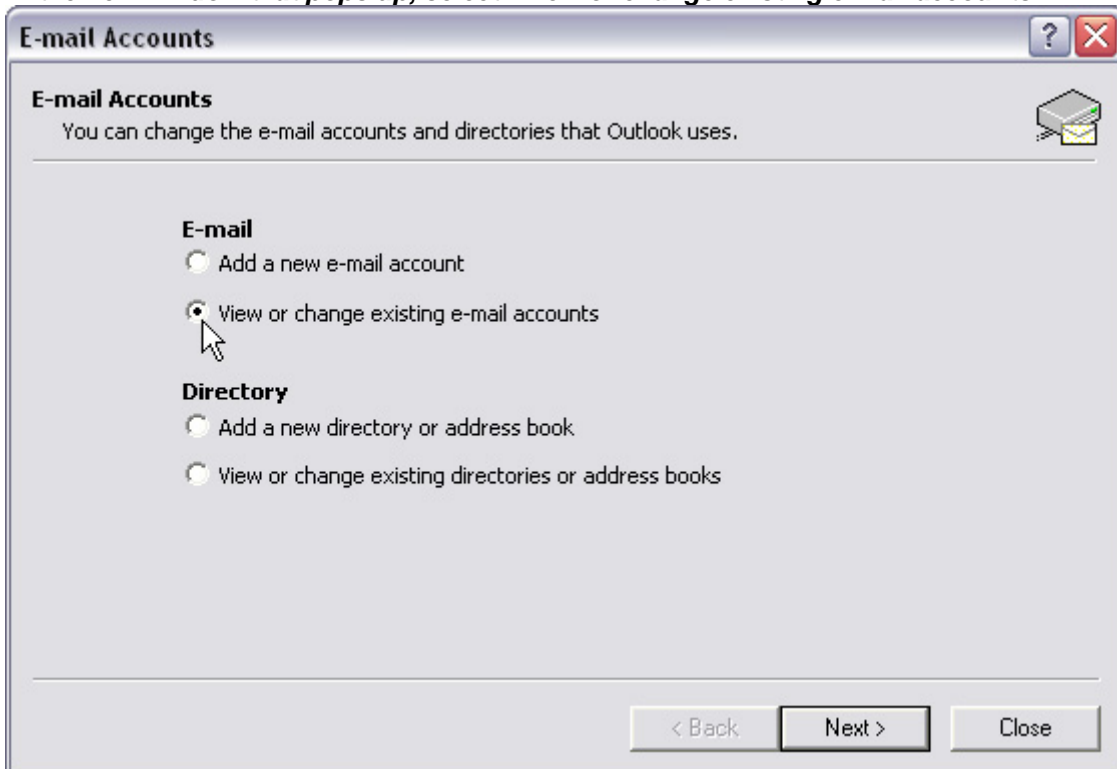
[Click here](#) to view instructions on how to change an existing account in Outlook 2002/XP.

SMTP Authentication

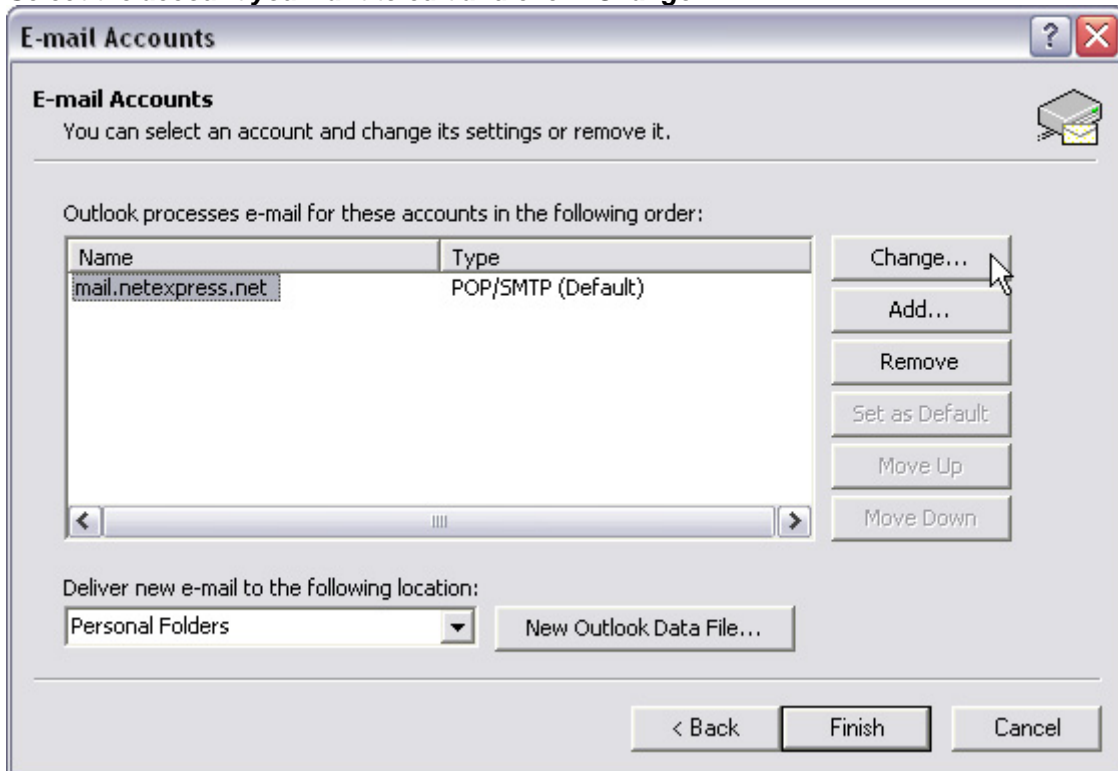
Click the "Tools" menu, then click on "Email Accounts..."



In the new window that pops up, select "View or change existing e-mail accounts"



Select the account you want to edit and click "Change..."



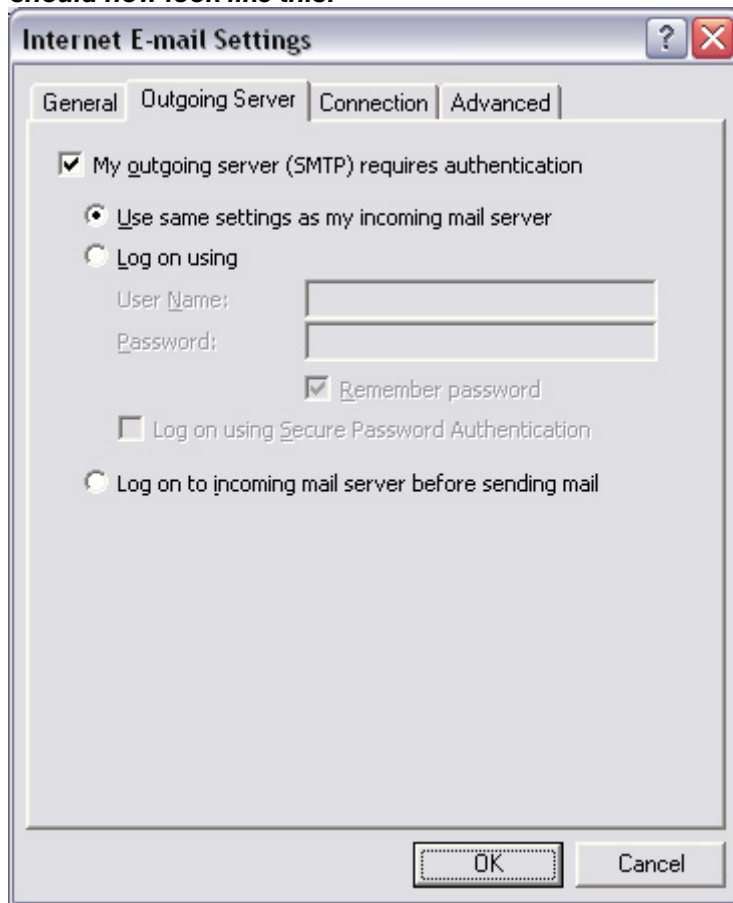
Click the "More Settings..." button



Select the "Outgoing Server" tab

Put a check in the box marked "My outgoing server (SMTP) requires authentication"

Select the option marked "Use same settings as my incoming mail server". Your screen should now look like this:



Click "OK" on this window.

Click "Next" and then click "Finish" on the "E-mail Accounts" window.

Outlook is now set up to use SMTP Authentication.