



Outlook 2003

The following instructions will help you set up your email account if you use Outlook 2003.

Instructions to Add an Account

1. Click on "Tools Menu"
2. Click on "E-mail Accounts"
3. Click on "Add a new e-mail account" and click "Next"
4. Here you have the option to pick a server type. Your options include "IMAP" and "POP3". "IMAP" leaves all emails on one server. "POP3" will allow you to delete an email from the server if you are the same PC. Click either "IMAP" or "POP3" and click "Next"
5. Enter the User Information, fill in the name and e-mail address (for example, user-idname@yourdomainname.com).
6. Enter the Server Information. Both Incoming Server and Outgoing Server is mail.yourdomainname.com.
7. Enter your Username (for example, user-idname@yourdomainname.com) and your password. Remember to click the box that says "Remember password" DO NOT check the box that says "SBA Authentication" because your email will not work.
8. Click on "More Settings"
9. Click on "Outgoing Server Tab", and check the box that says "My outgoing server (SMTP) requires authentication" and click "Okay"
10. This will return you to the previous screen and click "Next"
11. Click "Finish"

You should now have set up multiple accounts setting up your email. If you still require assistance please call 717-975-1926.