

Setting up your e-mail in Outlook 2003

You will need

These details will be provided with you by beachshore.

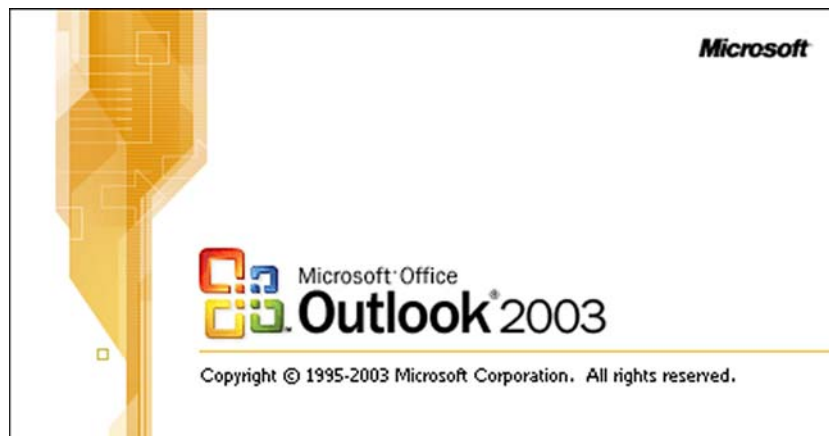
Email address : this is normally in the format **yourname@yourdomain.com**

Password : a series of numbers and letters

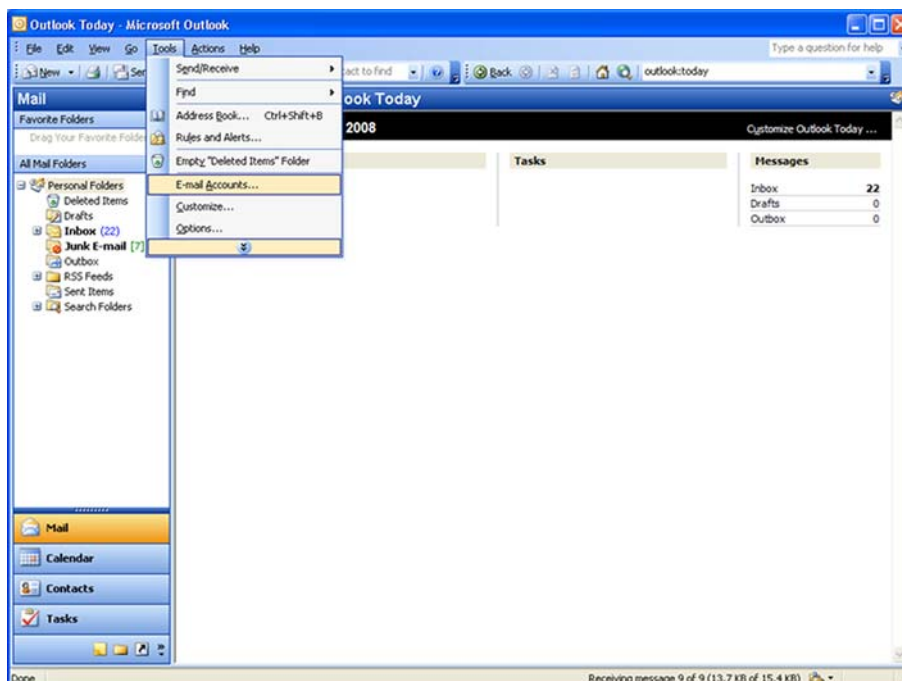
POP3 server : this is normally in the format **mail.yourdomain.com**

SMTP server : this is normally in the format **mail.yourdomain.com**

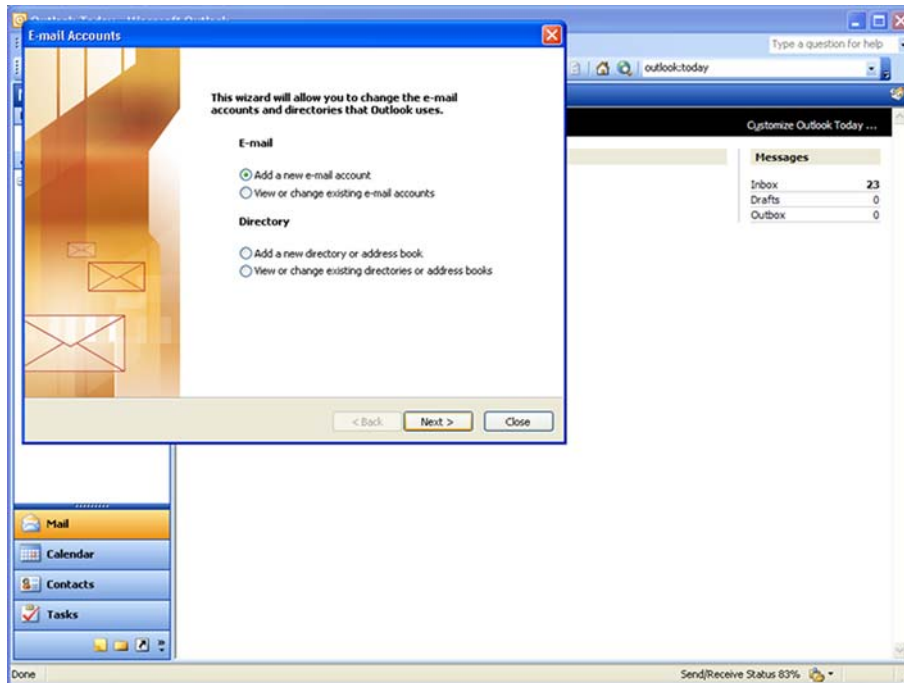
1. Start Outlook 2003



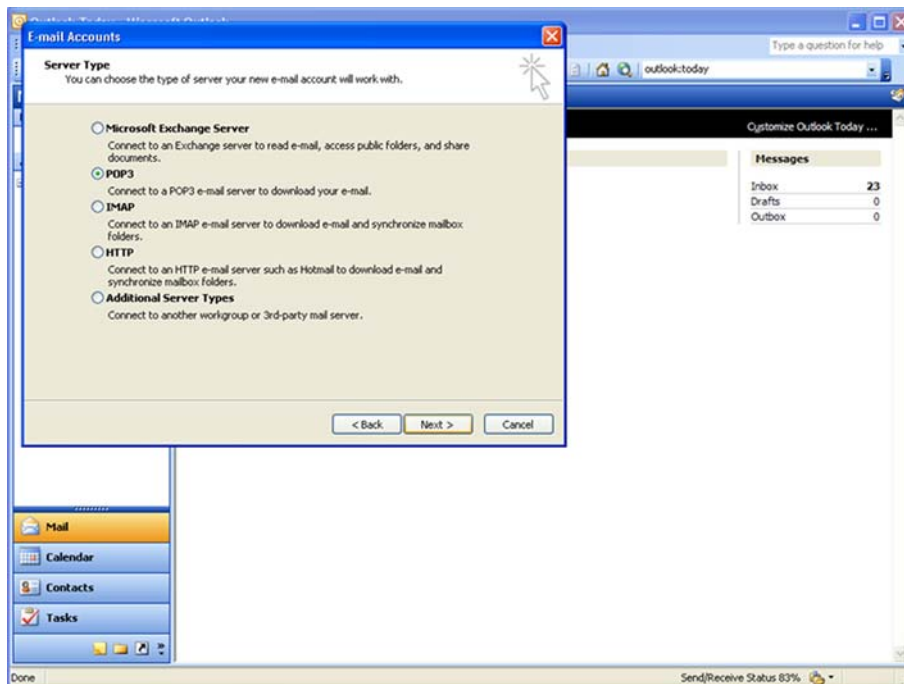
2. Adding a new account



From the **Tools** menu, select **Email Accounts**.

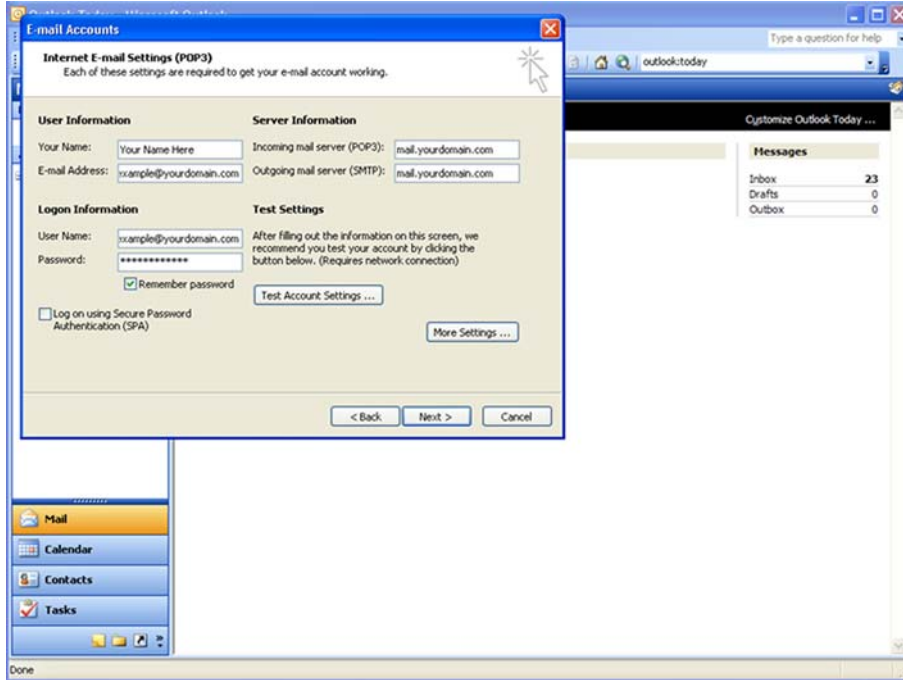


Click on the button next to **Add a new e-mail account**. Click **Next >**.

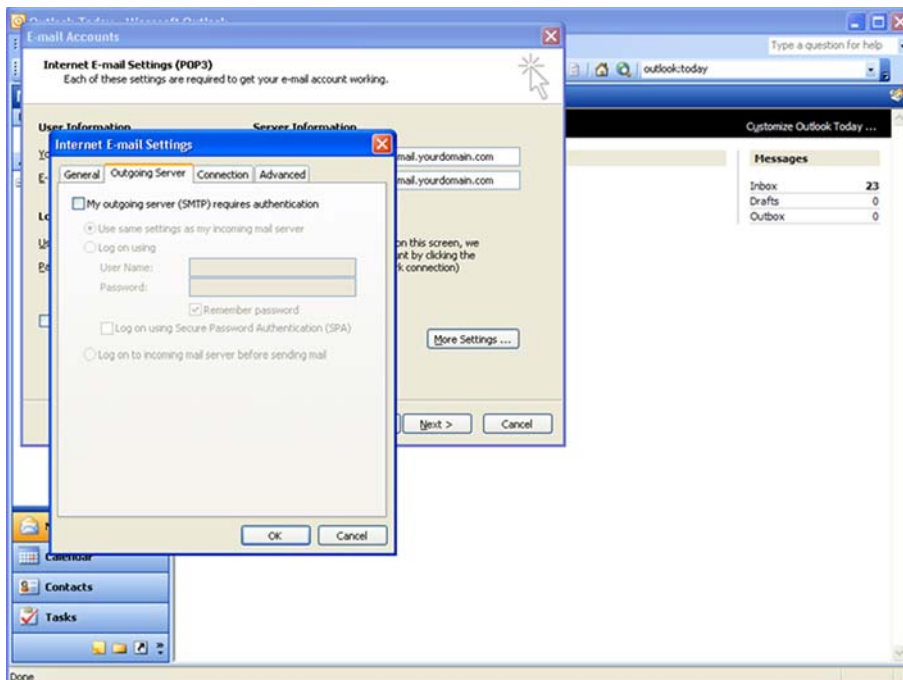


Click on the button next to **POP3**. Click **Next >**.

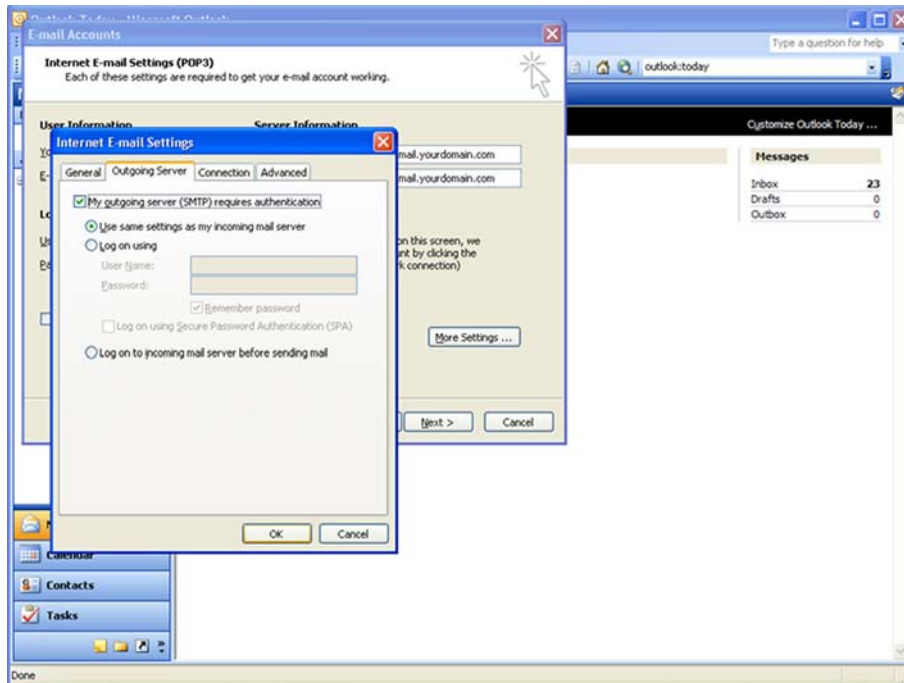
3. Add your details



- Your Name: enter your name
- E-mail Address: as supplied by beachshore
- User Name: your e-mail address as supplied by beachshore
- Password: your password as supplied by beachshore
- Remember password: tick this only if you are using a secure computer and not sharing with colleagues
- Incoming mail server (POP3): as supplied by beachshore
- Outgoing mail server (SMTP): as supplied by beachshore

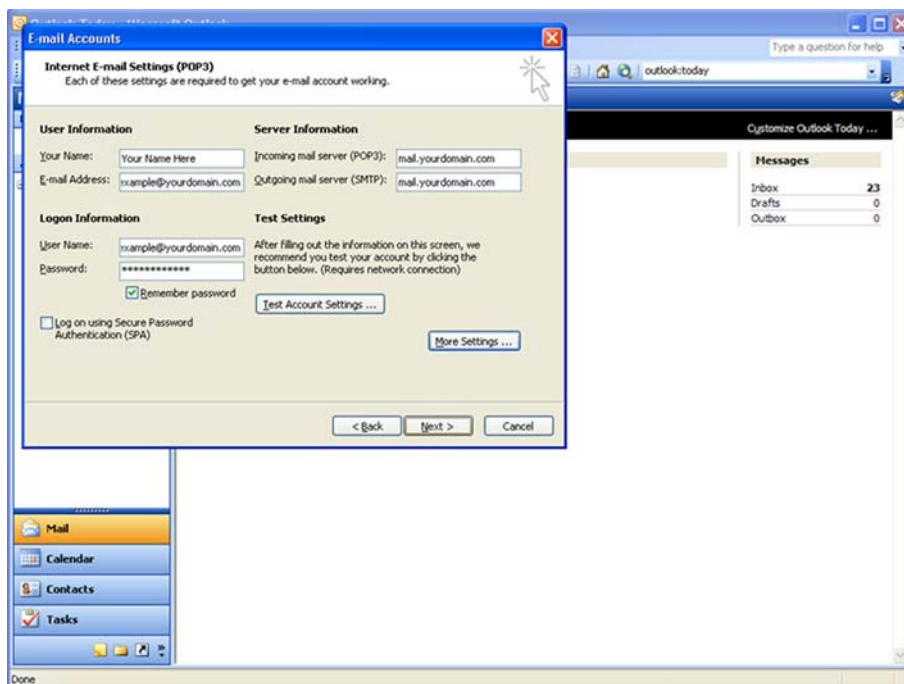


Click the **More Settings** button and then click on the **Outgoing Server** tab.

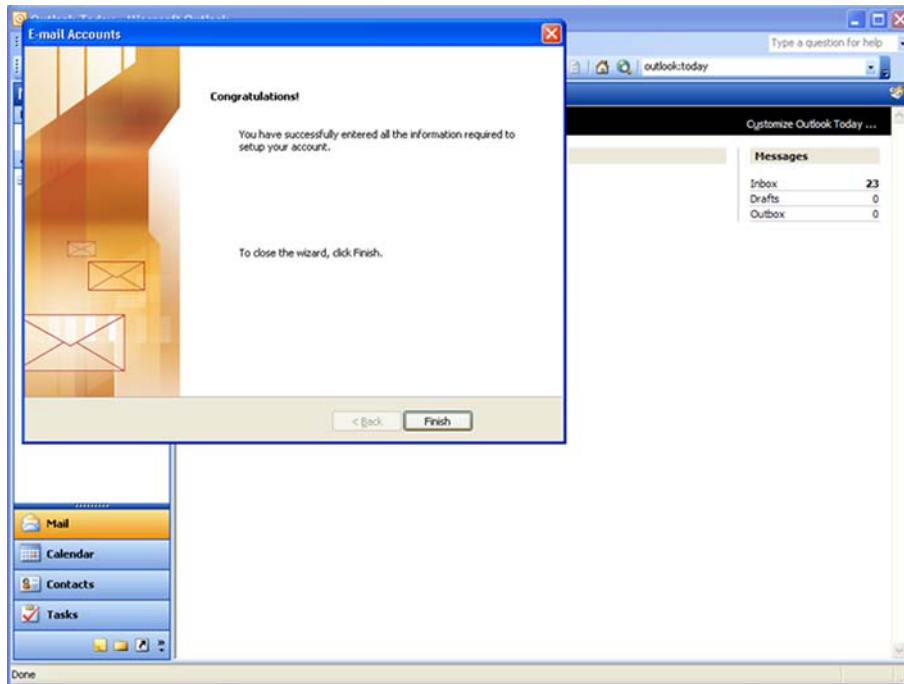


Tick the option **My outgoing server (SMTP) requires authentication**. Click the button **Use same settings as my incoming server**.

Click the **OK** button



Back on the previous window, now click the **Next >** button



Click the **Finish** button. That's it! Your e-mail account has now been added to Outlook 2003 and you can start sending and receiving your e-mail.

Please note some Internet Service Providers (ISPs) restrict your ability to send e-mail using these settings. In those situations you may need to use the SMTP settings supplied by your ISP. Contact beachshore for help in setting this up.