

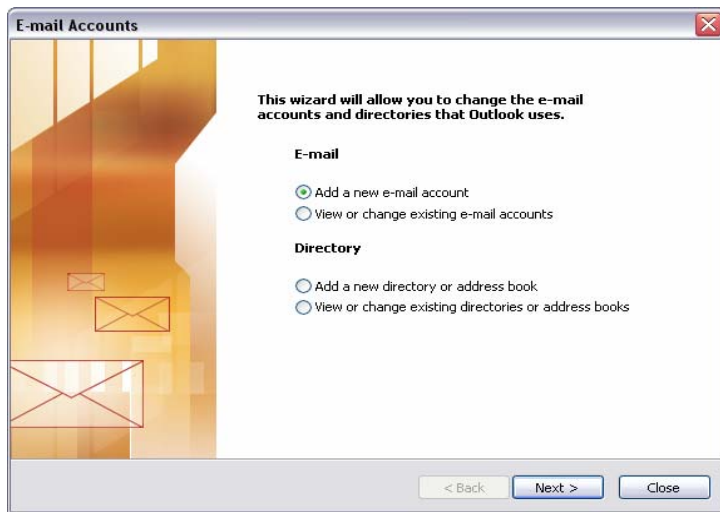
# Setting Up Microsoft Outlook 2003

## Configuration and setup

Microsoft Outlook is a more complex version of Windows Outlook Express or now known as Windows Mail in Microsoft's Windows Vista.

### Setting up Microsoft Outlook 2003

1. To setup your mail account, select **Tools / Accounts**.
2. Add a new e-mail account will be highlighted if you are doing this for the first time. Click **Next** to begin.



Once you've clicked **Next** you will need to select your server type. Select **POP3** and click next.



In the next window you will need to put in your account details.

In the **Your Name** field, enter the name you want to display as the sender, which may include your real name or company name.

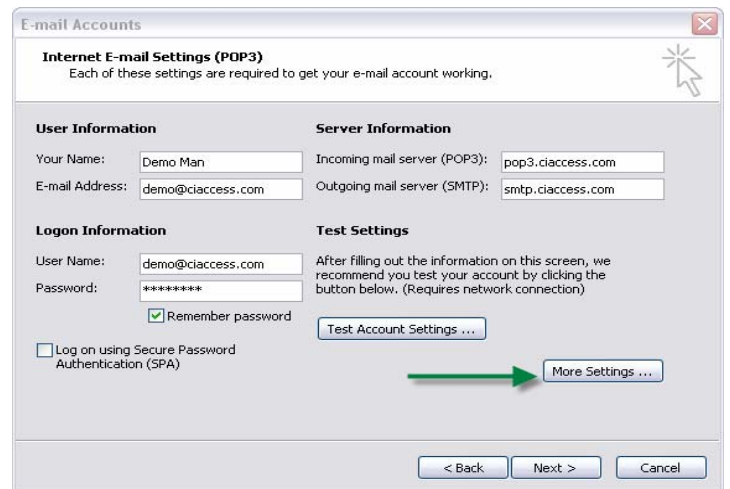
In the internet **E-mail Address** field, please specify your valid e-mail address.

Incoming Mail Server – **pop3.ciaccess.com**

Outgoing Mail Server – **smtp.ciaccess.com**

Your **username** will be your whole email address as entered in the e-mail address field.

Enter your **password** (if you do not select the Remember password box, you will be prompted to manually enter your email password whenever you access your mailbox).



After filling in the information, click on the **More Settings...** box. This will open a window where you will need to select the **outgoing server** tab. Then place a checkmark in the box that reads "My outgoing server (SMTP) requires authentication". Under that it should read "Use same settings as my incoming mail server".

Press **OK**, then **Next**. You will be taken to a screen showing the account now setup. Click **Finish**.

To test this account you can hit the Send/Receive button.