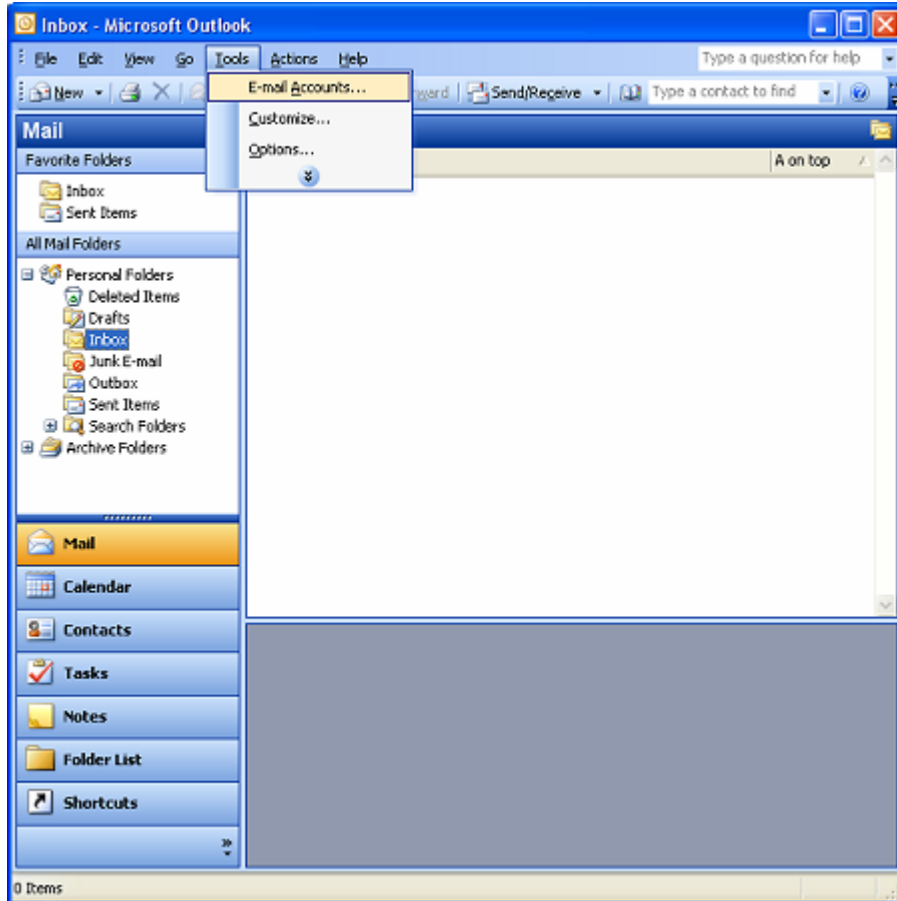
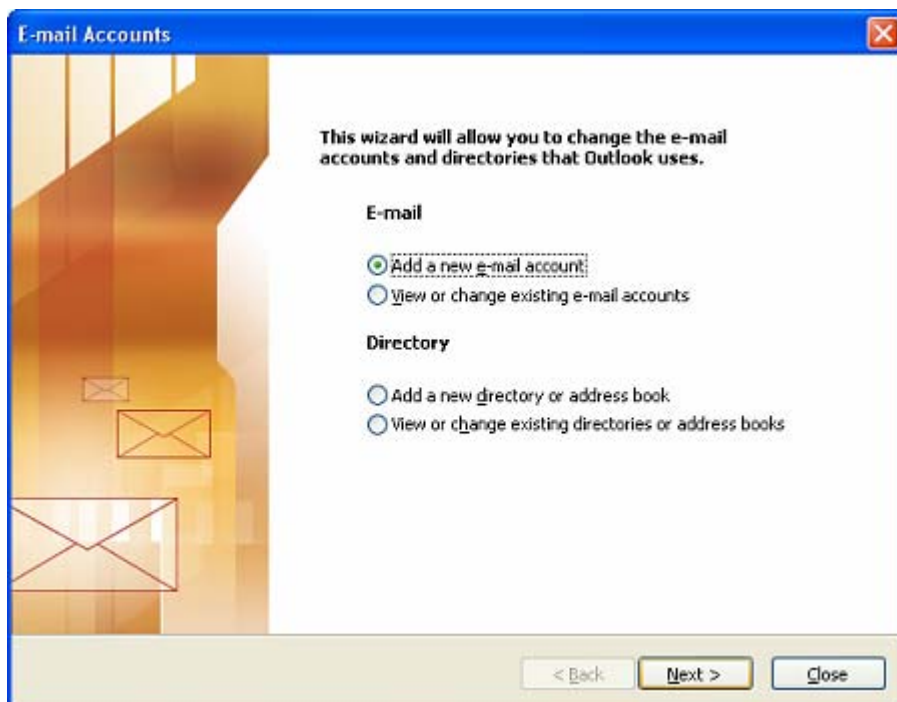


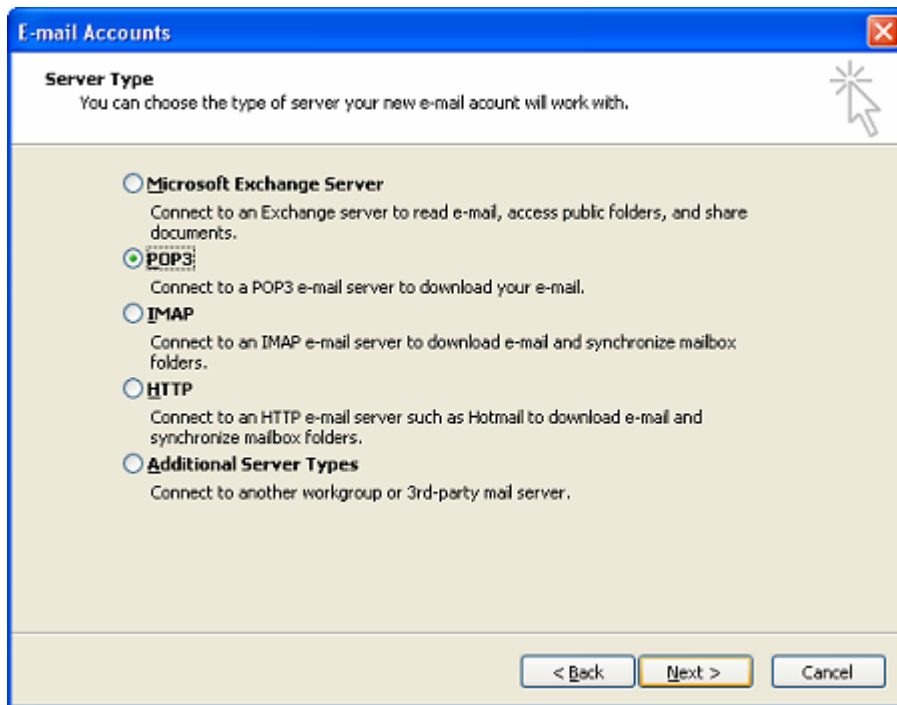
Outlook 2003 Instructions



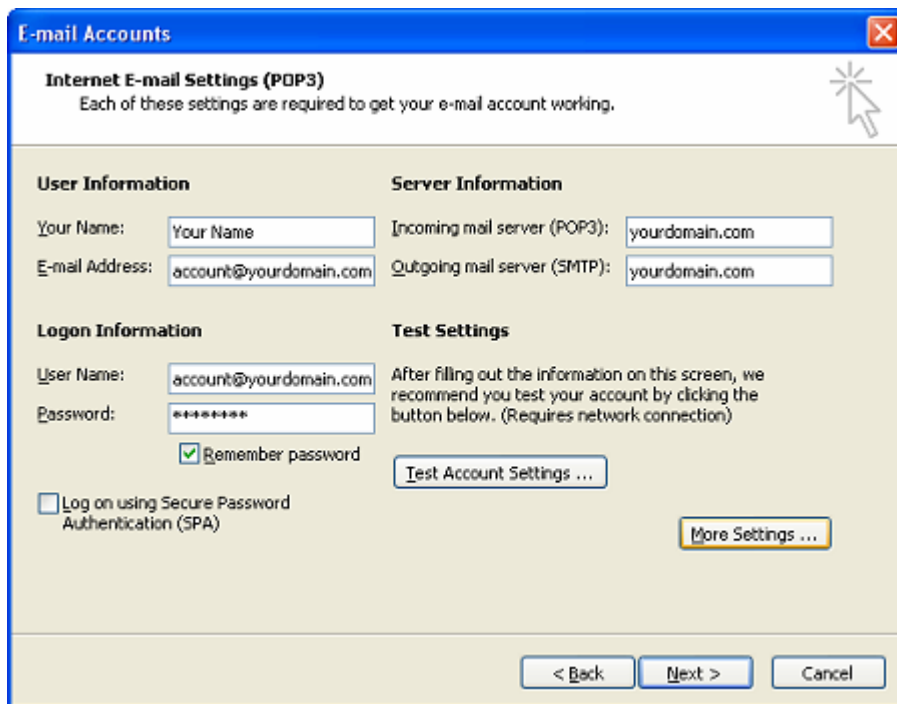
After Outlook 2003 is open, select **E-mail Accounts** from the **Tools** menu option at the top of the window.



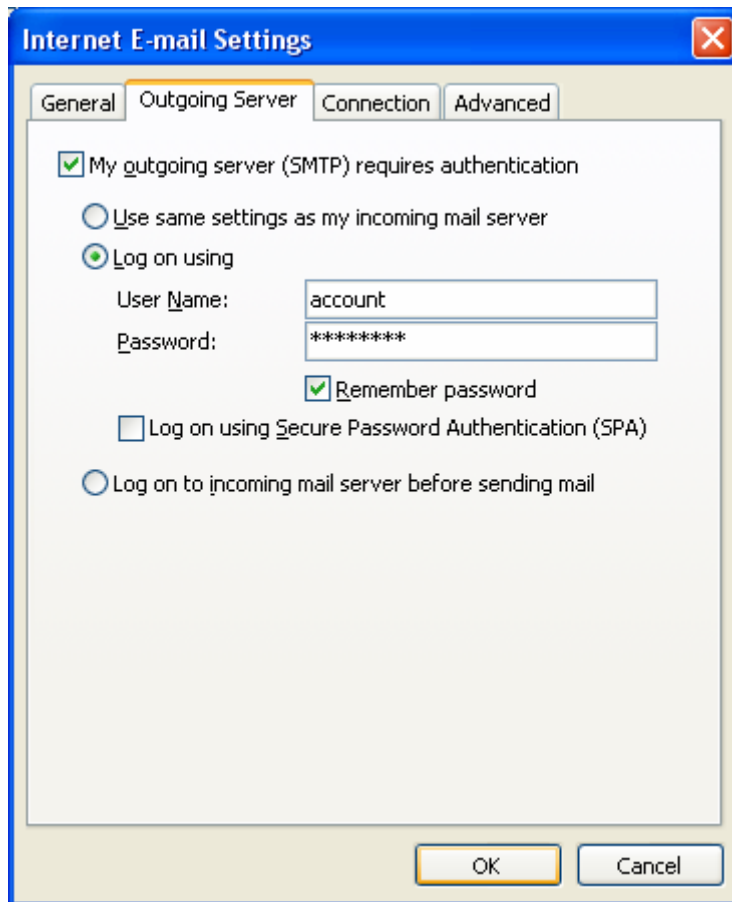
Next, select **Add a new e-mail account** and click the **Next** button.



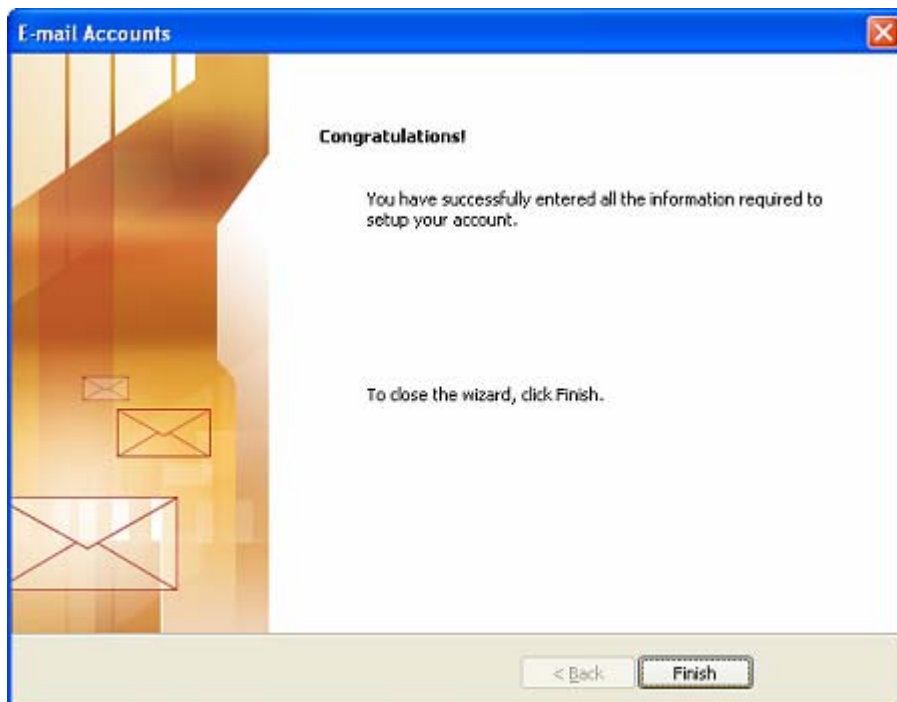
Next, select **POP3** and click the **Next** button.



Next, enter all the information that we have provided you with. After you have done that, click the **More Settings** button.



Click the **Outgoing Server** tab at the top of this window. Click the check box **saying My outgoing server (SMTP) requires authentication**. Select **Log on using** and enter your e-mail account name without the @yourdomain.com. Enter your password and then click **OK**. You should now see the previous window. Click **Next** and the following window should appear.



Click **Finish** and you should be setup.