

Adding a New E-Mail Account to Outlook 2002 (XP)

1. Start Outlook 2002/XP.
2. Choose "E-mail Accounts" from the "Tools" menu. The "E-mail Accounts" window will open.
3. Choose "Add a new e-mail account" (you can choose "View or change an existing e-mail account" if you already have one setup on your computer), then click NEXT (Outlook does allow you to have more than one email account on a computer. If any current accounts are present and are no longer active, they will need to be edited, deactivated or removed from the listing to avoid receiving error messages).
4. Choose "POP3 Account", click NEXT
5. Type in your name, email address, and POP and SMTP server information

incoming server name: mail.domainName.com

outgoing server name: mail.domainName.com

Then type in your email ID (this is your full email address) and password (Please Note - You MAY need to use your ISP's SMTP server in this field. Some ISP's, Earthlink, Mindspring, MSN, etc. do not allow SMTP relay to another mail server. Please contact them for the proper SMTP information, or call us for assistance).

6. Click on "More Settings" and choose "Outgoing Server" Make sure to check the "My outgoing server requires authentication" option and the "use same settings as my incoming mail server" option
7. You are all set! If you want to add another e-mail account to Outlook repeat the above procedure. If not, click "Close".