Guide to Email Setup using Microsoft Outlook 2003

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-: Prepared by :-

Cybersitesindia

INTRODUCTION

Email Setup Instructions for Microsoft Outlook 2003

These instructions will assist you in getting Cybersites India's email service configured under Microsoft Outlook 2003. Before you begin please make sure that you have your new email address, password, and server details ready with you. These details can be found in the welcome mail sent to you at the time of order processing and are required to complete the process.

If you encounter problems or have additional questions, you may please contact our support team at techsupport@cybersitesindia.com.

CONFIGURING MICROSOFT OUTLOOK 2003

Open Microsoft Outlook by following any of the below mentioned methods:

- Double-click the **Outlook icon** on the Windows desktop.

   OR

- Single-click the **Outlook button** on the **Quick Launch bar** in the lower left corner of the Windows desktop.

   OR

- Click the **Start** button in the lower left corner of the screen.
- Select **All Programs**. >> **Microsoft Office >> Microsoft Office Outlook 2003**.
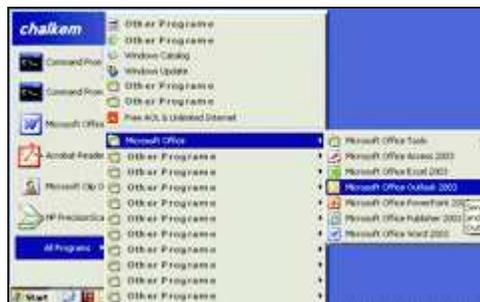
Configuring Microsoft Outlook 2003

Step 1

When you open Microsoft Outlook 2003 a screen similar to the one shown below should appear (your screen settings may differ depending on your settings).

The main components / screen areas are marked below for your reference
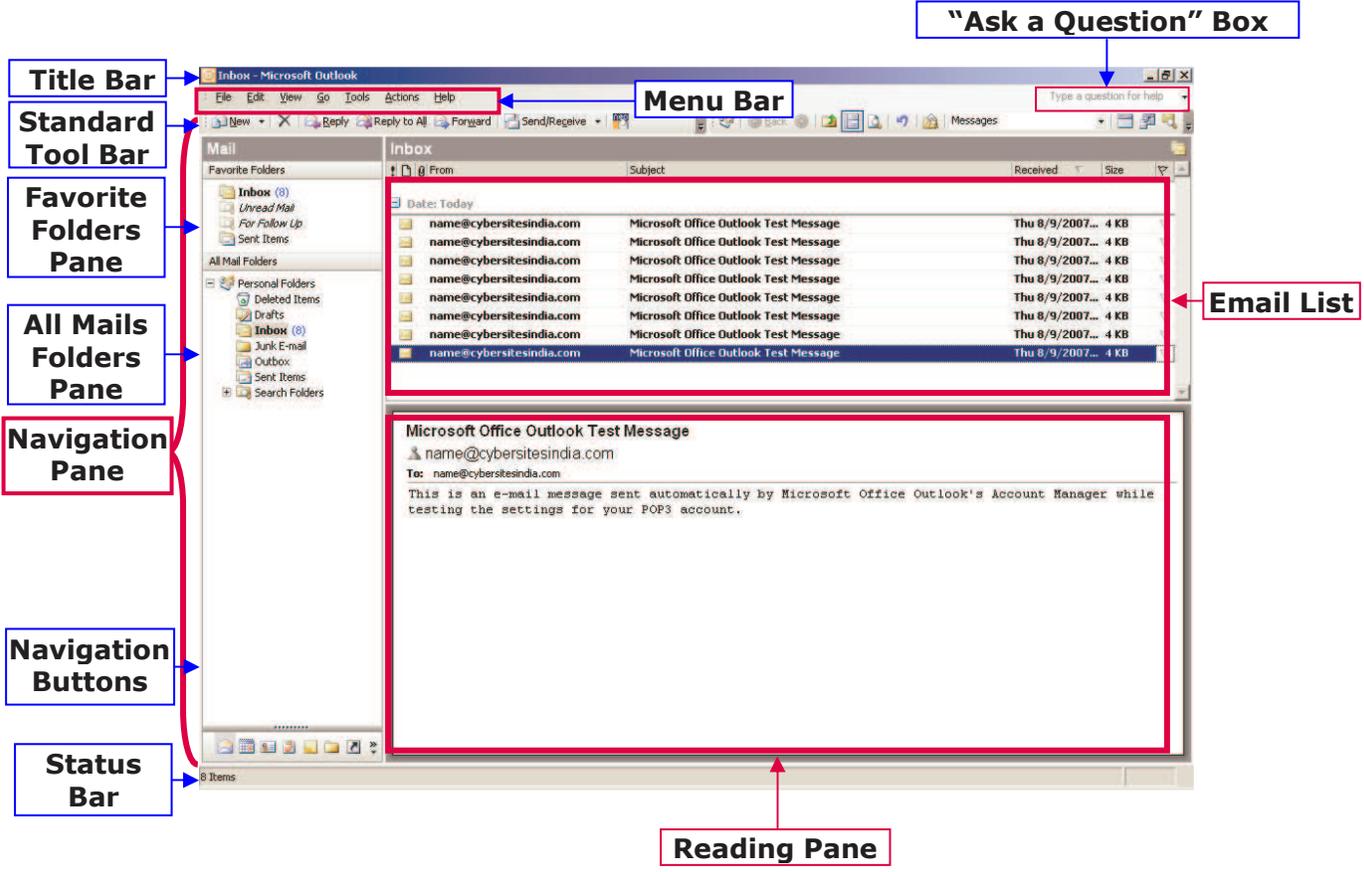
Step 2

Go to the "**Tools**" menu and click on "**E-mail Accounts...**"
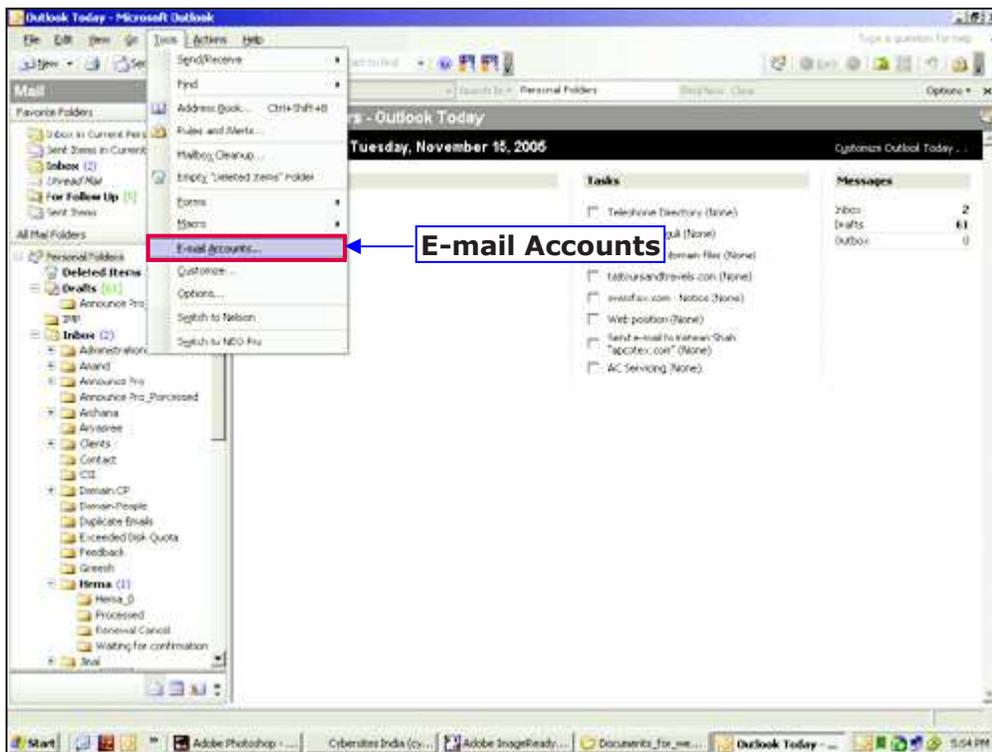
Step 2

When the "**E-mail Accounts**" window appears, Select "**Add a new e-mail account**" then click "**Next**".
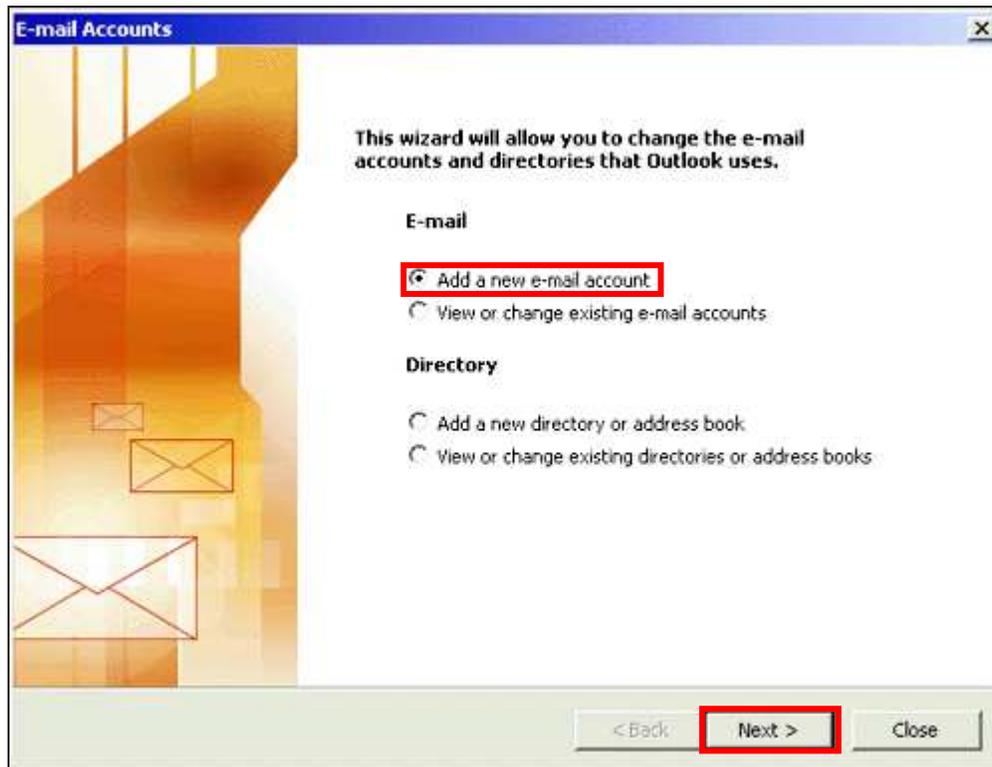
Step 3

On the "choose a server type" screen select "**POP3**" and then click "**Next**".
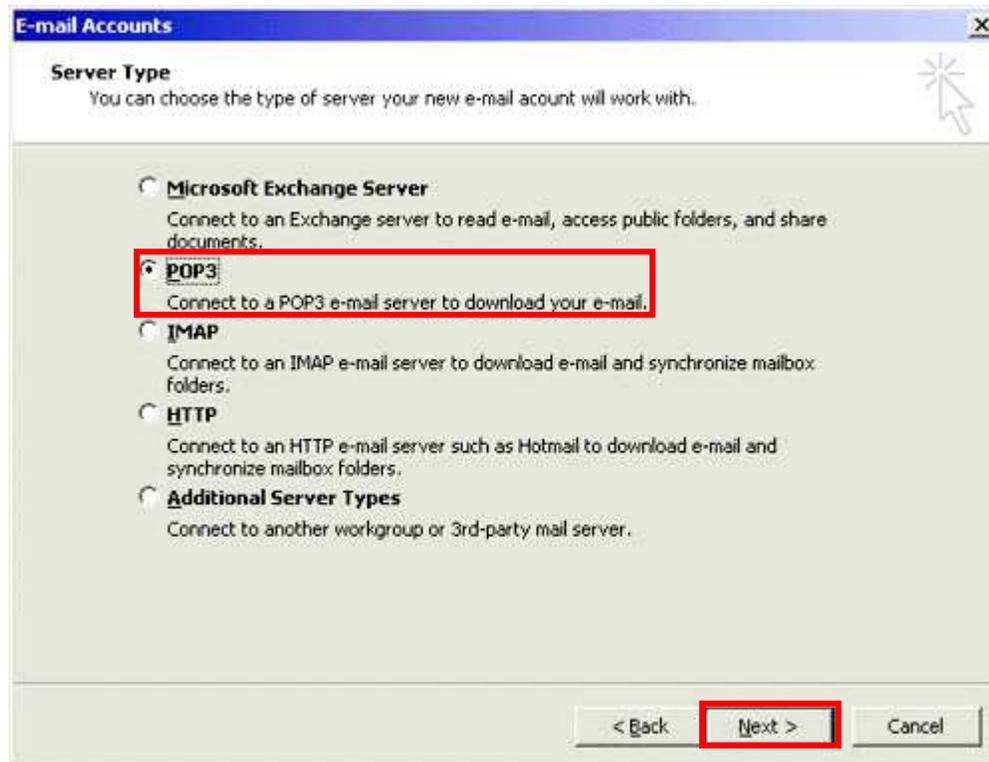
Step 4

The Internet e-mail settings windows requires you to enter all your e-mail account information (you have all this information available in the welcome email sent to you during order processing)

Your Name: The name you want to appear on all e-mails you send out

E-mail Address: The e-mail address you wish to configure (i.e. test@yourdomain.com)

User Name: your complete email id (i.e. test@yourdomain.com) (note: you must enter your complete email id here along with your web site / domain name)

Password: enter your email account password here

Incoming Mail server (POP3): <your web site domain name or IP address> (i.e. yourdomain.com)

Outgoing mail server (SMTP): <your web site domain name or IP address> (i.e. yourdomain.com)

Once you have filled out the details, please click on "**More Settings...**"

Step 5

In this window, click on the "**General**" tab and type the name into first blank field which you would like to refer to this account. This name is displayed in the "from email id" field when you send an email.
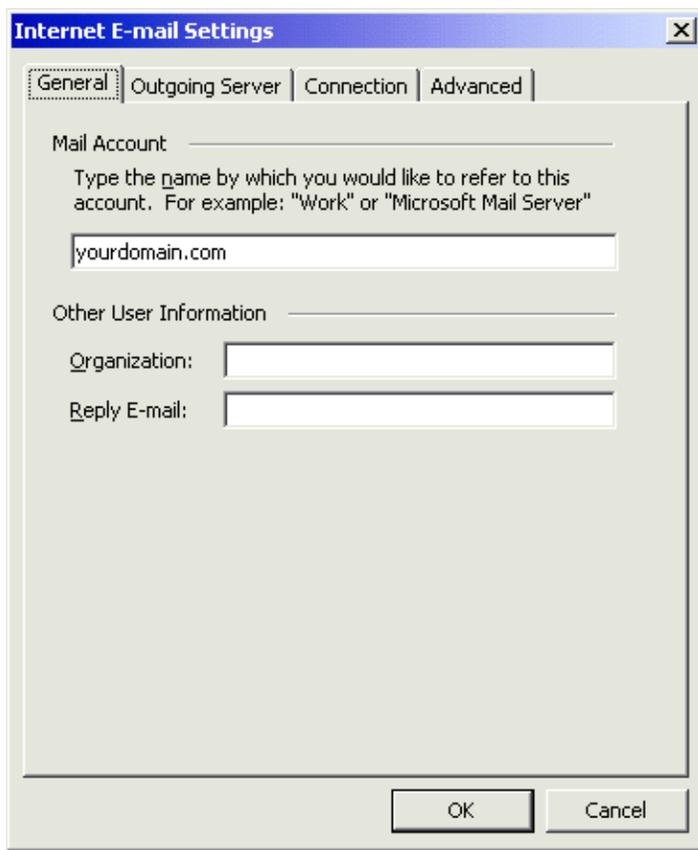
Step 6

Next click on the "outgoing server" tab and ensure that the checkbox "**my outgoing server (SMTP) requires authentication**" is selected. You also need to select the option "**Use same settings as my incoming mail server**".
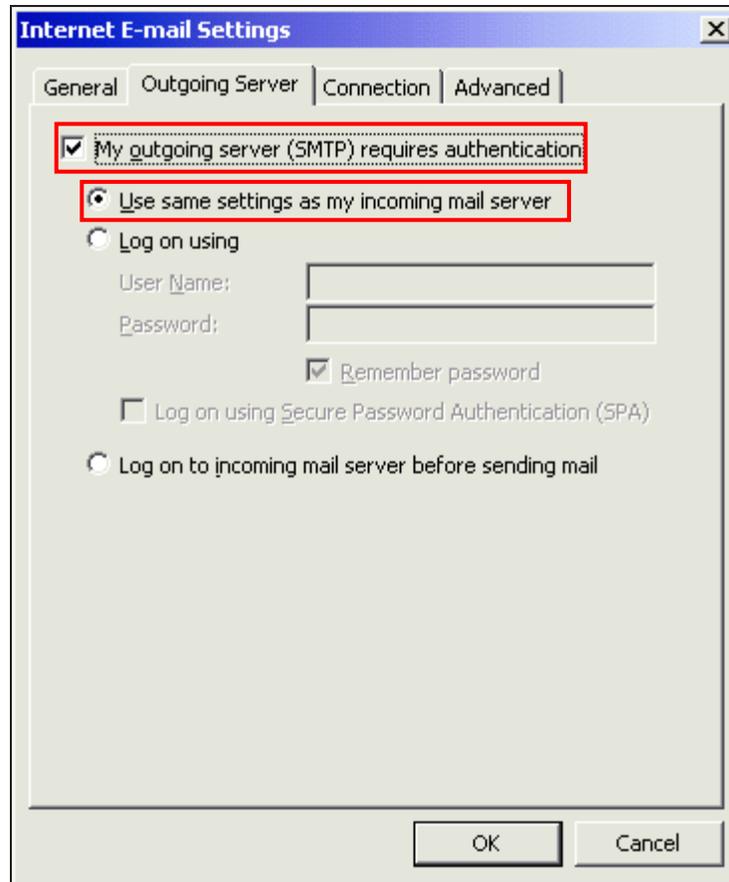
Next click on the "**Connection**" tab

Step 7

On the "**Connection**" tab, select the type of your Internet connection
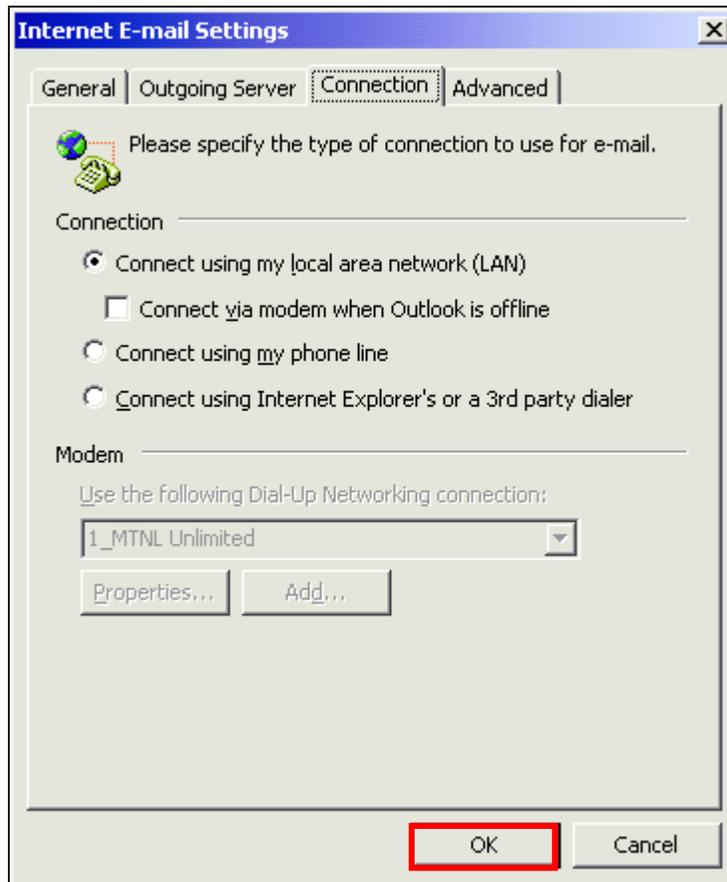
Click on the "**OK**" button

Step 8

Click "**Next"** to Proceed

Step 9

You should end up at this window, Congratulations! you have successfully configured your email account under Microsoft Outlook 2003. Please click "**Finish**" to proceed.
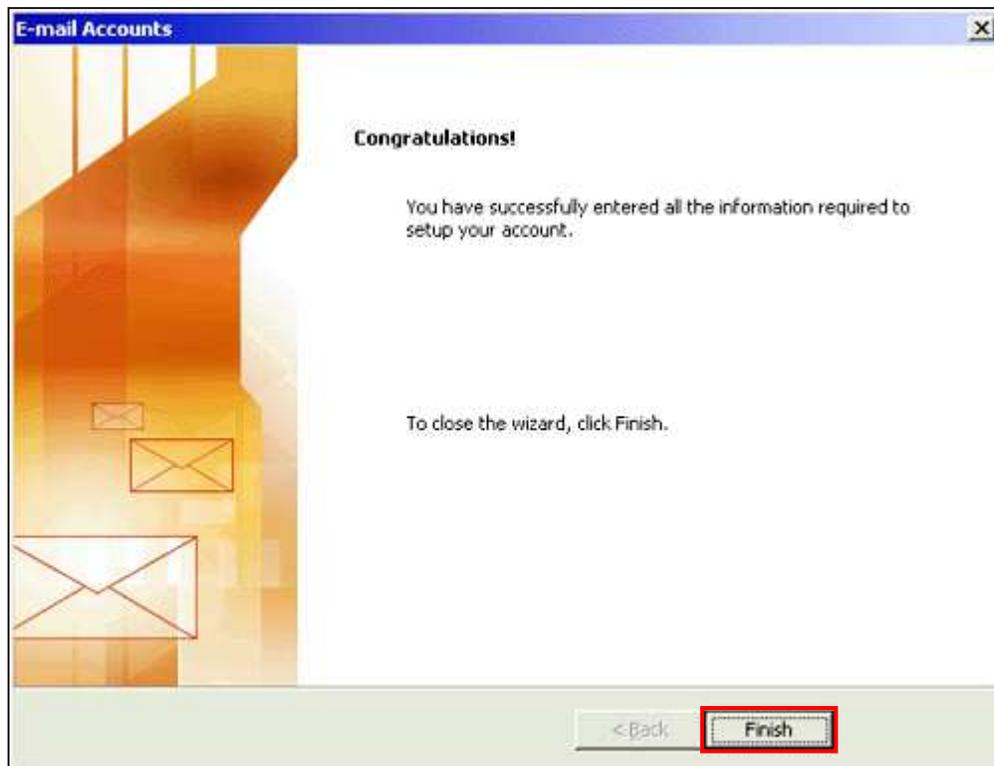
Configuring Microsoft Outlook 2003

Outlook 2003 is now configured to access and download email onto your pc, your should now make sure you are connected to the internet and then click the send/Receive button or press the "**F9**" key on the keyboard to check your e-mail

Send/Receive Button

Message Headers

Send/Receive Status