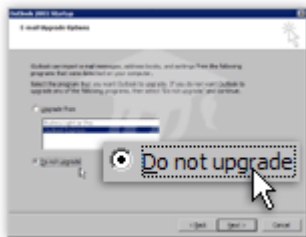


SETUP AN EMAIL ACCOUNT



The **Outlook 2003 Startup** wizard will guide you through the steps of configuring Outlook and setting up an email account.

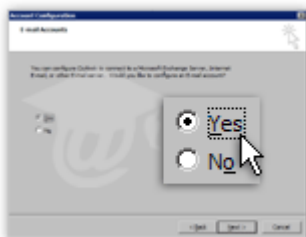
You may see a slightly different screen, depending on Outlook 2003's previous configuration, if any. You should see the Startup wizard if an email account was never added in Outlook 2003, or if you are using an Outlook profile for the first time.



In the **E-mail Upgrade Options** step, Outlook 2003 now gives you the option to import old emails, contacts and email accounts settings from Eudora or Outlook Express.

We choose not to import anything at this stage.

Click **Next**.



In the **E-mail Accounts** step, Outlook offers you the possibility to setup an email account right away. We choose to keep the default option, and click **Next** to setup an email account.

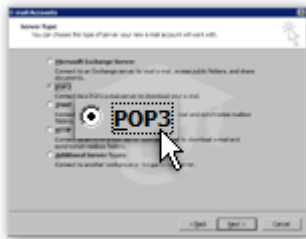
Note that you can always choose to skip this step and create an email account later, by going to **Tools > E-mail Accounts**.

Click **Next**.

EMAIL ACCOUNT TYPES

In the **Server Type** step of Outlook's Startup wizard, you are given the choice between five different types of email accounts:

- **Microsoft Exchange Server** — Exchange is Microsoft's mail server software. If you are using Outlook on the College of Optical Sciences network, this would be your best choice.
- **POP3** — POP3 is an email protocol, the most widely used for Internet mail. When using this protocol mail is pulled/downloaded from the exchange server directly to your local machine.
- **IMAP** — Like POP3, IMAP is an Internet mail protocol. IMAP provides more advanced features, i.e. IMAP allows users to browse their email without requiring a full download of messages.
- **HTTP** — In this case, by HTTP, Outlook means Hotmail or MSN; if you are not trying to setup an email account with a Hotmail or MSN email address, you should probably use POP3/IMAP.
- **Additional Server Types** — Additional Server Types allow you to pick a custom mail server, (like a groupware server or even to send faxes from Outlook).



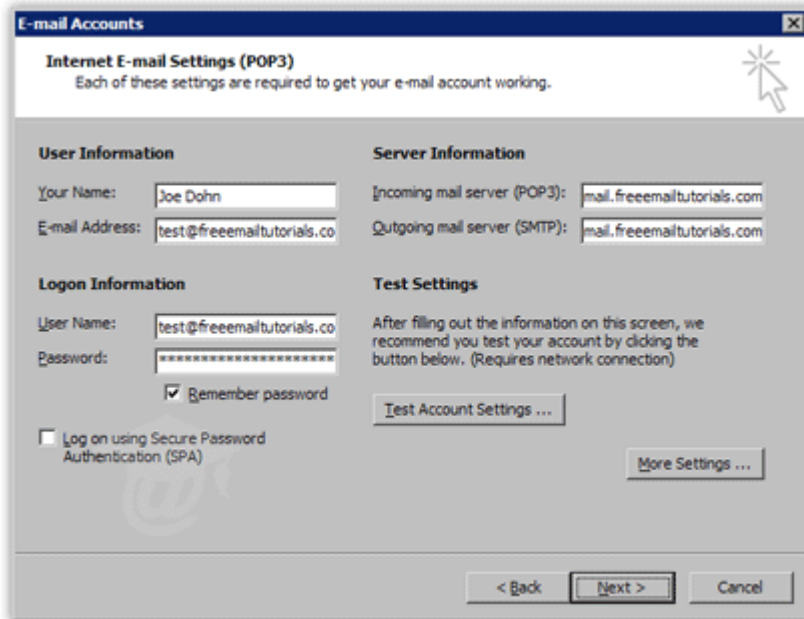
In our case, we will setup a POP3 email account, using the most common configuration settings.

(The procedure to add an IMAP email account in Outlook is basically the same. Simply use the information provided below.)

Select **IMAP** and click **Next**.

EMAIL ACCOUNT INFORMATION

In the **Internet E-mail Settings** screen of Outlook's wizard, you will enter all the information it needs to interact (or "talk") with the mail server.

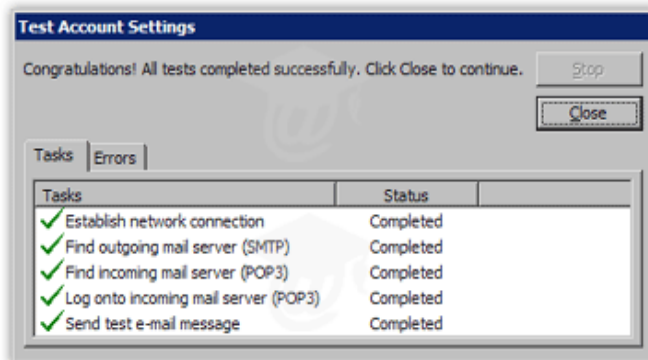


- **Your Name** — This is where you enter your name as you want it to appear when people receive emails from you. Left blank, your email address will show instead.
- **E-mail Address** — Enter your full email address, in the format user@optics.arizona.edu.
 - **Incoming Mail Server (POP3)** — Enter the address of your mail server for incoming emails. For POP3 email accounts, it is **mail.optics.arizona.edu**.
 - **Incoming Mail Server (IMAP)** — Enter the address of your mail server for incoming emails. For IMAP email accounts, it is **mail.optics.arizona.edu**.
- **Outgoing Mail Server (SMTP)** — Enter your mail server's address for outgoing emails. It is **mail.optics.arizona.edu (SSL Port 587)**.
- **User Name** — This could be your full email address (frequent), or the email user name (the part of your email address that comes before the "@" symbol, less frequent).
- **Log on using Secure Password Authentication (SPA)** — Select check box.

TESTING YOUR EMAIL ACCOUNT

After you have entered all your email account's information, Outlook 2003 lets you test the validity of these settings with the **Test Account Settings** button. Clicking it generates a test

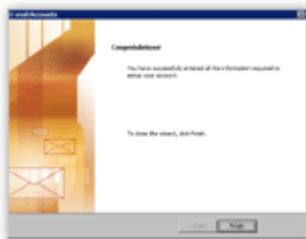
email from yourself to yourself; if successful, the test confirms that your email account settings are indeed correct.



A successful email setup should give you the same screenshot as above. In case one of the tasks did not complete successfully, Outlook will give you an error code and explanation under the **Error** tab.

If Outlook 2003 was not able to send out an email, make sure that you have properly spelled the incoming and outgoing mail server name as well as your user name and password.

WRAPPING UP YOUR EMAIL ACCOUNT SETUP



The current **Internet E-mail Settings** screen is the last step (in the wizard) that allows you to go back and change information you entered previously.

To complete your email account setup process, click the **Next** button. Outlook 2003's wizard will confirm that all settings were entered properly, and that it is happy. Click **Finish**.