## Setup Procedure for MS Outlook 2003

From the menu select **Tools** and then **Email Accounts.** 

When you do, the window shown below is displayed. Make sure you select the same as below and then click on Next.

E-mail Accounts		X
	This wizard will allow you to change the e-mail accounts and directories that Outlook uses.	
and the second se	E-mail	
	Add a new g-mail account	
	<ul> <li>Wew or change existing e-mail accounts</li> </ul>	
	Directory	
	Add a new directory or address book.	
	<ul> <li>Wew or change existing directories or address books</li> </ul>	
	< gack Newt > Close	

Once you have press the next button the window shown below will be displayed.

utiook processes e-mail for Name	these accounts in the following order:	Change
mail.tpg.com.au	POP/SMTP (Default)	Site ge
		Featore
		Set as Default
		Move Up
		Move <u>D</u> own
eliver <u>n</u> ew e-mail to the fol	lowing location:	
Personal Folders	Mew Qutlook Data Fil	le

Next, highlight the email account by clicking on it and then press the change button.

Once you've pressed the Change button, the following window will be displayed.

lser Informa	tion	Server Information	
jour Name:	YourLogin	Incoming mail server (POP3):	mail.yourdomain.com.au
-mail Address:	YourLogin@gourdomain.co	Outgoing mail server (SMTP):	mail.yourdomain.com.au
.ogon Inform	ation	Test Settings	
jser Name:	YourLogin	After filling out the information	on this screen, we
Password:	******	button below. (Requires netwo	ork.connection)
	Remember password	Test Account Settings	
Log on using Authenticati	Secure Password on (SPA)		More Settings

On the window press on the **More Settings** ... to revile the window shown below. In this window make the setting the same and then press **OK** to complete the action.

Internet E-mail Settings	$\mathbf{X}$				
General Outgoing Server Connection Advanced					
Mu outgoing cerver (SMTR) requires authentication					
O Log on using					
User <u>N</u> ame:					
Password:					
Remember password					
Log on using Secure Password Authentication	(SPA)				
Log on to incoming mail server before sending mail					
ОК	Cancel				