

## How do I setup Outlook 2003

Problem:

How do I setup Outlook 2003 for my domain?Solution:

REGULAR CONFIG FOR OUTLOOK

- 1) run Outlook
- 2) open the Tools menu, and select "Email Accounts" (on some version of OE, it's called: Email Accounts)
- 3) if you've already got an account setup in there select "edit an existing account" [otherwise make your way through the add account screens using the info below, and then edit the account to match steps 11-17]
- 4) from the list, click on the account you want to edit, then click CHANGE
- 5) top blank is a friendly name, something like "BlueHost yourdomain.com" should do fine
- 6) Name = Your full name, with proper case (people will see this)
- 7) email address = your FULL address (user@domain.ext)
- 8) put the password in, and check the box to remember it
- 9) incoming server = mail.yourdomain.com
- 10) outgoing server = mail.yourdomain.com
- 11) click "more settings"
- 12) enter a reply-to address (user@domain.ext)
- 13) click the tab: Outgoing server, and put a check in the box "My outgoing (SMTP) server requires authentication"
- 14) select the radio-button "Log on using", set the username to your email address (user@domain.ext)
- 15) password = whatever you set it to be, when you made the email account
- 16) check the box to remember the password, for your sanity sake
- 17) select the Advanced tab, next & change the number 25 to 26 for the outgoing port
- 18) click "ok"
- 19) click "next"
- 20) click "finish"
- 27) send a message to yourself to test it, if you have trouble call in for additional help, you may be experiencing a blocking issue