

How to Set Up Email for Outlook 2003

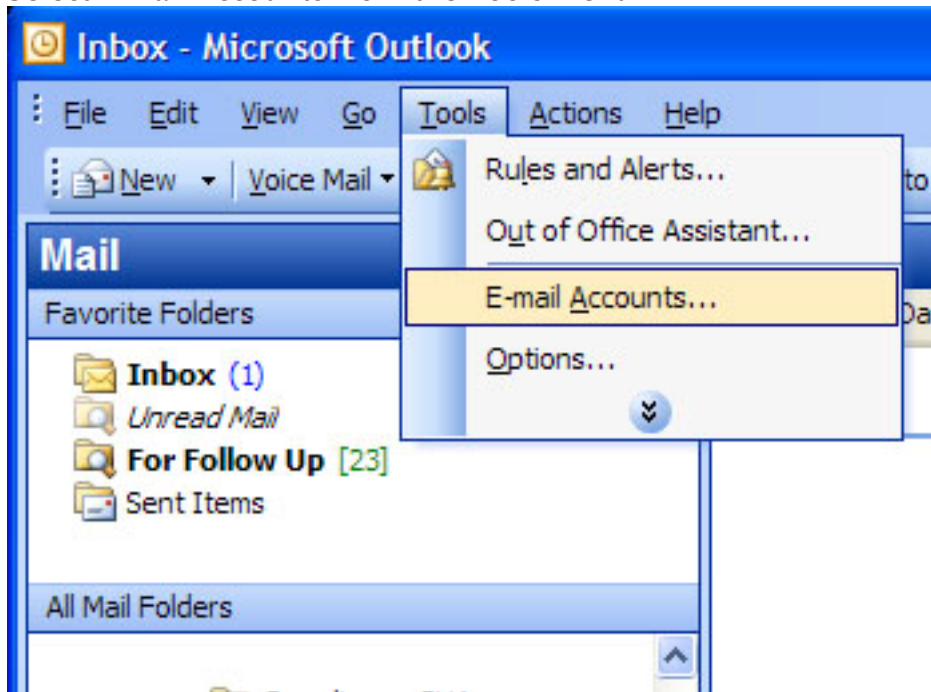
Here are some basic instructions on how to set up your email address for WESCONet Web Services Email.

Please contact your System/Network Administrator to verify these settings.

Email Address Information

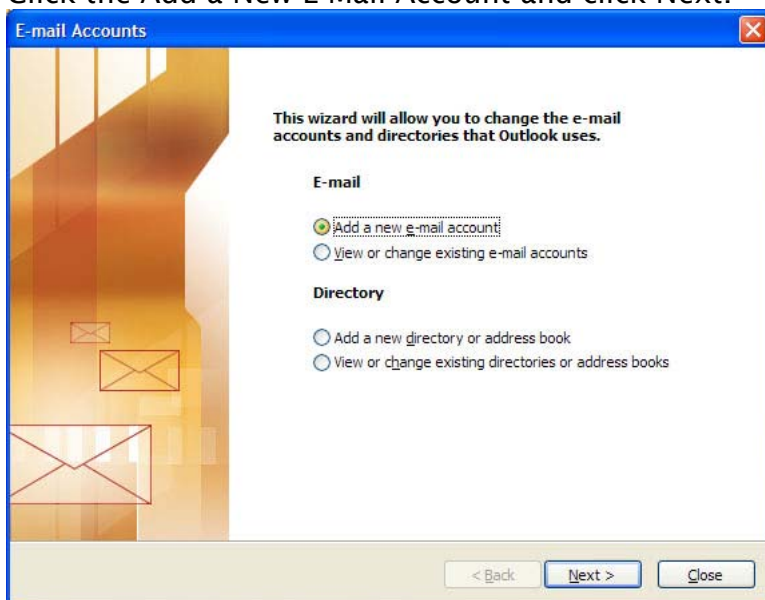
Email Address:	-----
Username:	-----
Password:	-----
Incoming Mail (POP3) Server:	-----
Outgoing Mail (SMTP) Server:	-----

1. Open Outlook 2003.
2. Select E-mail Accounts from the Tools Menu

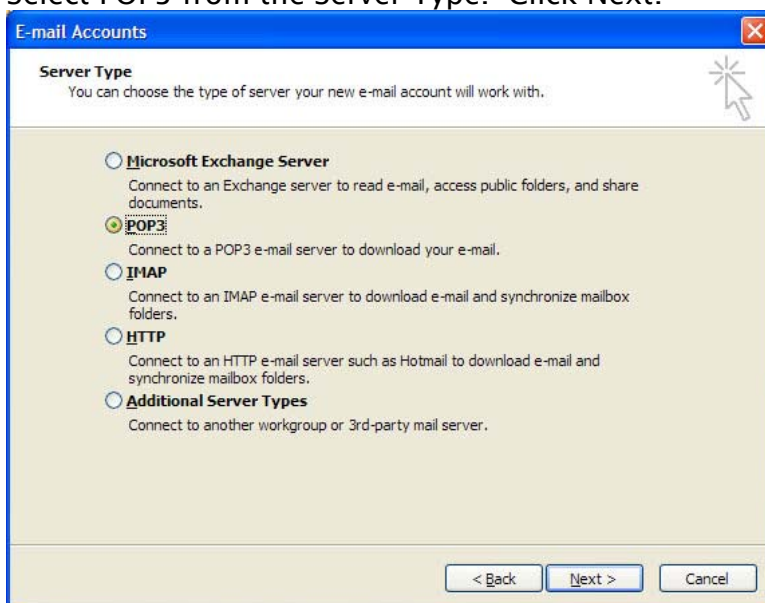


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3. Click the Add a New E-Mail Account and click Next.



4. Select POP3 from the Server Type. Click Next.



5. Enter your Full Real Name in the Your Name field. Enter your E-mail Address in the E-mail Address and User Name fields. Enter your Password in the Password Field. Enter your Incoming and Outgoing Mail Servers. Click Next.

Note: Some ISP's require you to use their Outgoing Mail (SMTP) Server. You may need to contact your ISP or Network Administrator for more information.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:
E-mail Address:

Server Information

Incoming mail server (POP3):
Outgoing mail server (SMTP):

Logon Information

User Name:
Password:
 Remember password
 Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

6. Click Finish.

E-mail Accounts

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

7. Click the Send And Receive Button to verify new settings.

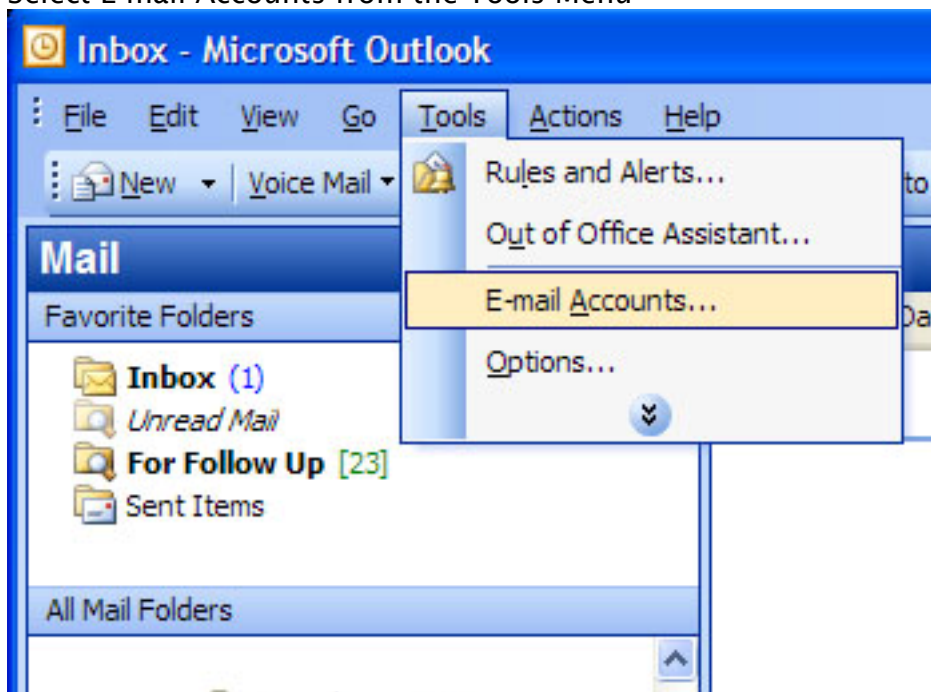
Remove Old Account

When you are ready, you may remove your old email account settings.

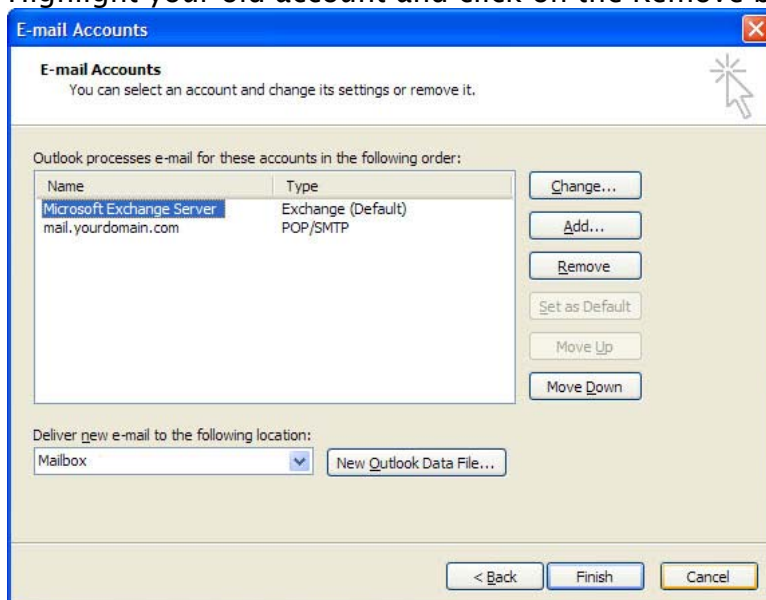
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2. Select E-mail Accounts from the Tools Menu

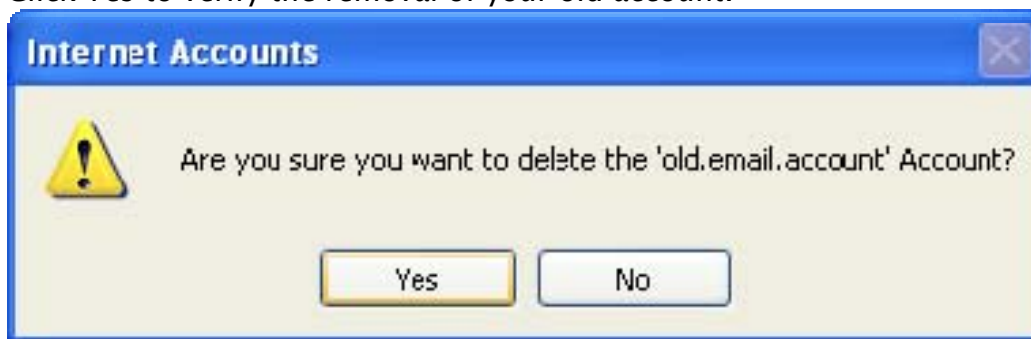


3. Select View or Change Existing Email Accounts.
4. Highlight your old account and click on the Remove button.



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5. Click Yes to verify the removal of your old account.



More Information

Please visit <http://ws.wesconet.com/> for more information.

On the WESCONet Web Services Web Page you will find

Email Control Panel Login Link

This link will allow email users to manage their email address including:

- Changing Password
- Managing Spam Tagging
- Setting Vacation/Away messages

Email Users User Guide

This Guide provides further details on setting up your email address, as well as, using the Web Hosting Control Panel.

For Further Support

If you require further assistance, please contact your Network Administrator.