Setup your Outlook 2002 Client

* Replace yourdomain.com with your actual domain name in all instructions below

1. Open Outlook 2002.
2. Click the **Tools** menu and select **Accounts...**
3. Click **Add** and then click **Mail...**
4. Enter your name in the **Display name:** field and click **Next**.
5. Enter your full Mail email address (username@yourdomain.com) in the **Email address:** field and click **Next**.
6. Enter 'mail.yourdomain.com' in the **Incoming mail (POP3, IMAP or HTTP) server:** field. Enter mail.yourdomain.com in the **Outgoing mail (SMTP) server:** field.
7. Click **Next**.
8. Enter your Mail username (including '@yourdomain.com') in the **Account name:** field. Enter your Mail password in the **Password:** field and click **Next**.
9. Click **Finish**.
10. Highlight mail.yourdomain.com under **Account** and click **Properties**.
11. Click the **Servers** tab and tick the box next to **My server requires authentication.**
12. Click **OK.**
13. Don't forget to click **Save Changes** when you've finished.
14. Download the latest updates for Outlook from Microsoft. This will help prevent the most common Outlook errors.

Congratulations! You've finished configuring your client to send and retrieve Mail messages.