Setup your Outlook 2003 client

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

1. Open Outlook 2003.
2. Click the **Tools** menu and select **Email Accounts...**
3. Click **Add a new email account** and click **Next**.
4. Choose **POP3** as your server type by clicking the radio button and click **Next**.
5. Fill in all necessary fields to include the following information:

   ### User Information
   Your Name: Enter your name as you would like it to appear in the
   From: field of outgoing messages.
   Email Address: Enter your full Mail email address
   (*username@yourdomain.com*)

   ### Server Information
   Incoming mail server (POP3): mail.yourdomain.com
   Outgoing mail server (SMTP): mail.yourdomain.com

   ### Login Information
   Username: Enter your Mail username (including *@yourdomain.com*)
   Password: Enter your Mail password

6. Click **More Settings...** and then click the **Outgoing Server** tab.
7. Click the **Servers** tab and tick the box next to **My server requires authentication.**
8. Click **OK**.
9. Click **Next** and then click **Finish**.
10. Don't forget to click **Save Changes** when you've finished.
11. 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.