

Setting Up Your E-mail in Microsoft Outlook

This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

To Set Up Your E-mail Account in Microsoft Outlook

1. In Microsoft Outlook, select Tools > E-mail Accounts.
2. On the E-mail Accounts wizard window, select "Add a new e-mail account" and click next.
3. For your server type, select "POP3" and click next.
4. On the Internet E-mail Settings (POP3) window, enter your information as follows:

Your Name

Enter your first and last name.

E-mail Address

Enter your e-mail address.

User Name

Enter your e-mail address, again.

Password

Enter the password you were given for your e-mail account.

Incoming mail server (POP3)

Your incoming server is *mail.domain-name.com*

Outgoing mail server (SMTP)

Your outgoing mail server is *mail.domain-name.com*

5. Click "More Settings."
6. Select the "Advanced" tab and put a check in "Leave a copy of all messages on server".
7. Put a check in "Remove from server after", and enter "10" days.
8. Put a check in "Remove from server when deleted from 'Deleted Items'".
9. Click OK.
10. Click Next.
11. Click Finish.