How to setup email in Outlook 2003

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Configuring your email client: Outlook 2003

1. Open Outlook 2003.
2. Click the 'Tools' menu, and select 'E-mail Accounts'.
3. Click 'Add a new e-mail account' and then click 'Next'.
4. Select POP3 or IMAP and click 'Next'. NOTE: ECool servers support POP3 and IMAP.
5. - Enter 'Your Name' as you want it to appear.
   - Enter your full email address username@mydomain.com. (Replace mydomain.com with your domain.) in the 'Email address:' field.
   - Enter your username username@mydomain.com. (Replace mydomain.com with your domain.) in the 'Account name:' field.
   - Enter your email password in the 'Password' field.
   - Enter 'mail.mydomain.com' (Replace mydomain.com with your domain.) in the 'Incoming mail (POP3, IMAP) server:' field.
   - Enter SMTP Server name (provided by your Internet Service Provider. I.E. 'mail.bigpond.com') in the 'Outgoing mail (SMTP) server:' field.
   - Click 'Next'.
6. Click the 'Test Account Settings' button and you should see all items with green check marks. Click the 'close' Button to close the test window.
7. Click 'Next' to save your settings.
8. Congratulations you have finished the setup of your email account, Click 'Finish' to close the setup wizard.