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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. Select **Add a new e-mail 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



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outgoing messages.

Email Address: Enter your full Technology USA, LLC email address
(*username@domain.com*)

Server Information

Incoming mail server (POP3): mail.yourdomain.com

Outgoing mail server (SMTP): mail.yourdomain.com

Login Information

User Name: Enter your username (including *@yourdomain.com*)

Password: Enter your password

6. Click **More Settings...** and then click the **Outgoing Server** tab.
7. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.

8. Click **OK**.
9. Click **Test Account Settings...** After receiving **Congratulations! All tests completed successfully**, click **Close**.
10. Click **Next**, and then click **Finish**.