

Microsoft Outlook 2003

When you open your email on September 20th, 2008, this window will appear:



Enter Network Password

Type your user name and password.

Server: mail.aernet.ca

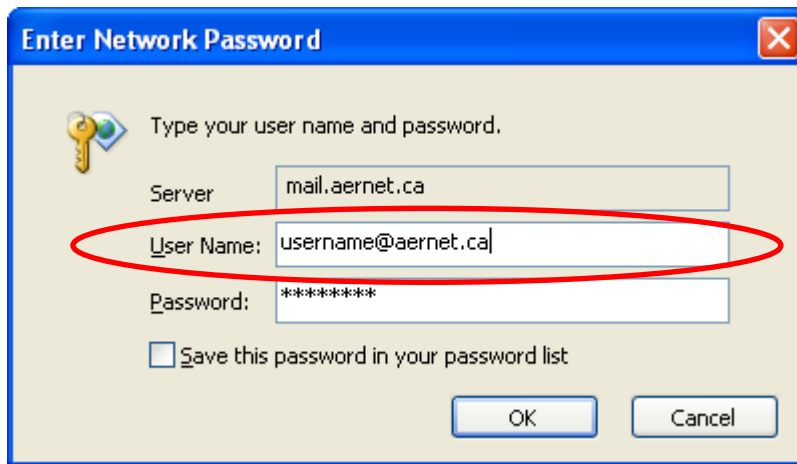
User Name: username

Password: *****

Save this password in your password list

OK Cancel

To access your email you will need to modify your User Name to be your entire email address. For example, if your email address is username@aernet.ca, you must type username@aernet.ca in the “User Name” field as shown below:



Enter Network Password

Type your user name and password.

Server: mail.aernet.ca

User Name: username@aernet.ca

Password: *****

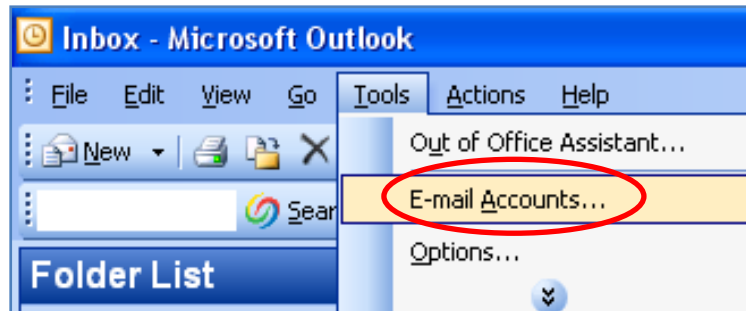
Save this password in your password list

OK Cancel

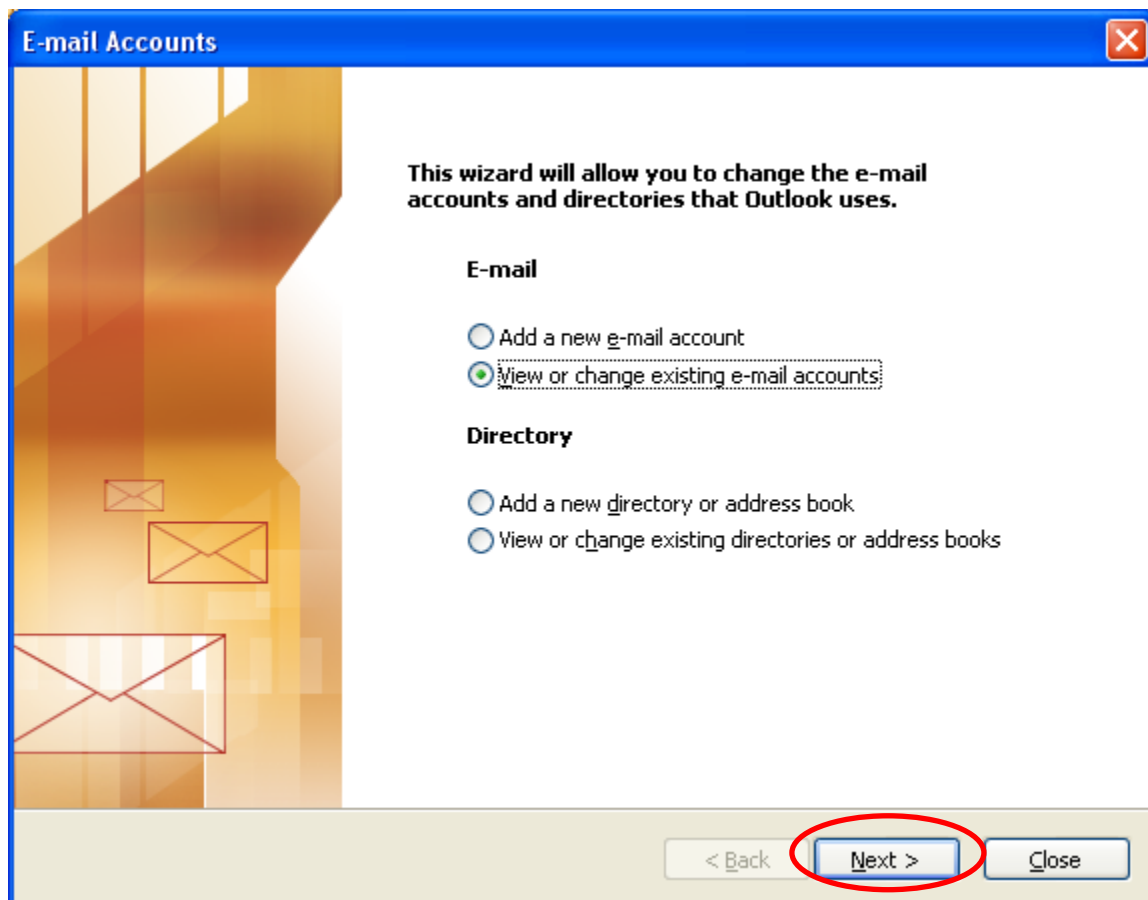
Note: do not change your password; this will remain the same

After you have entered your entire email address in the “User Name” field, click **OK**.

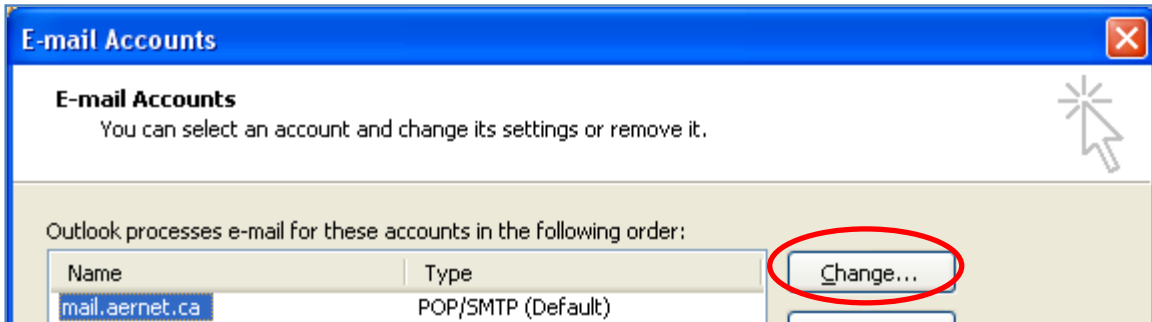
Next, you will need to select **Tools**, then **E-mail Accounts** from the drop down list at the top of your screen as shown below:



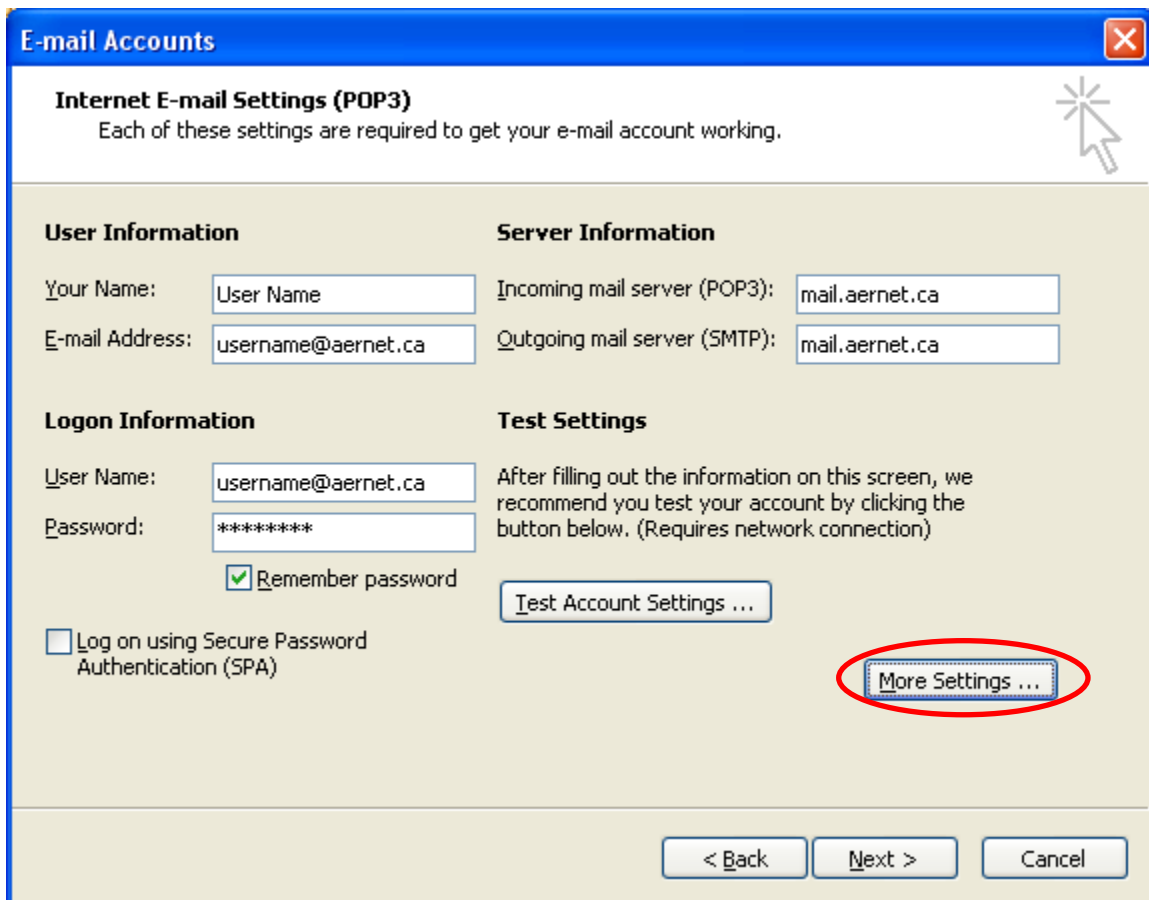
This will take you to the following screen shown below. Ensure **View or change existing e-mail accounts** is selected; click **Next**.



Be sure that your Aernet email account is highlighted in blue as shown below, and click **Change**.



This will take you to the following screen shown below, and click **More Settings**.



Lastly, click on the **Outgoing Server** tab shown below, and ensure that the box stating **“My outgoing server (SMTP) requires authentication”** is selected. Then click **OK**. You are now ready to access, send and receive email.

