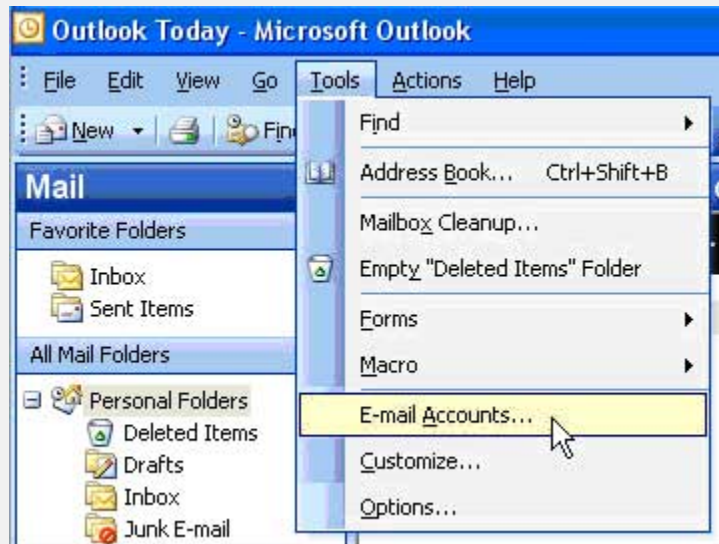
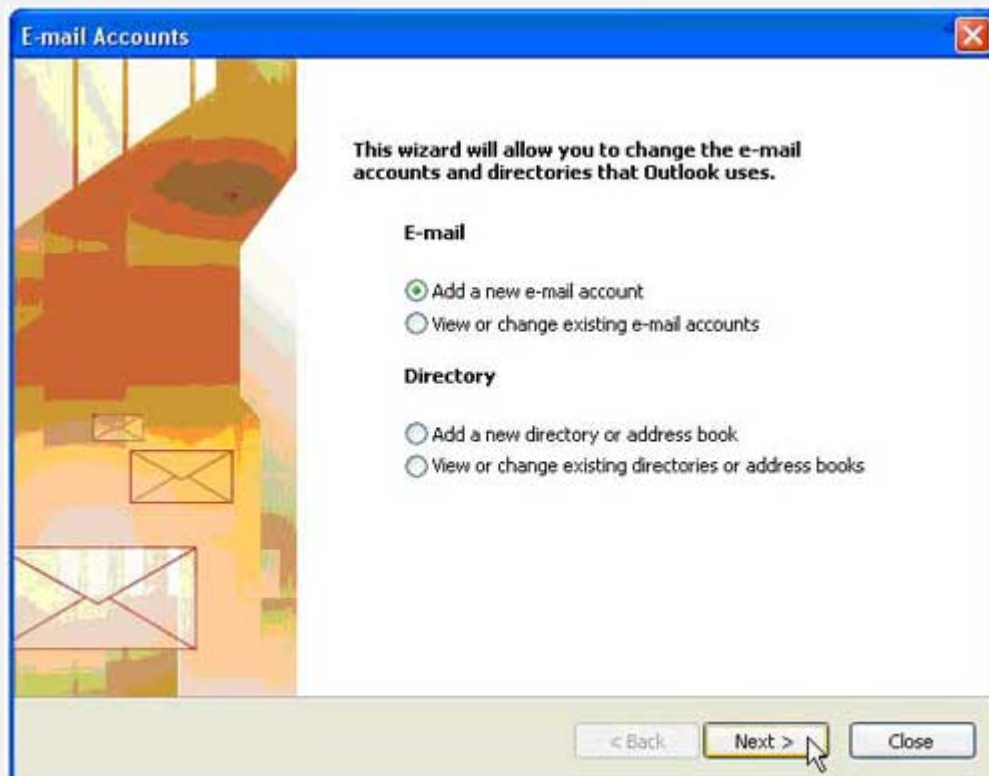


# Outlook 2002 – 2003

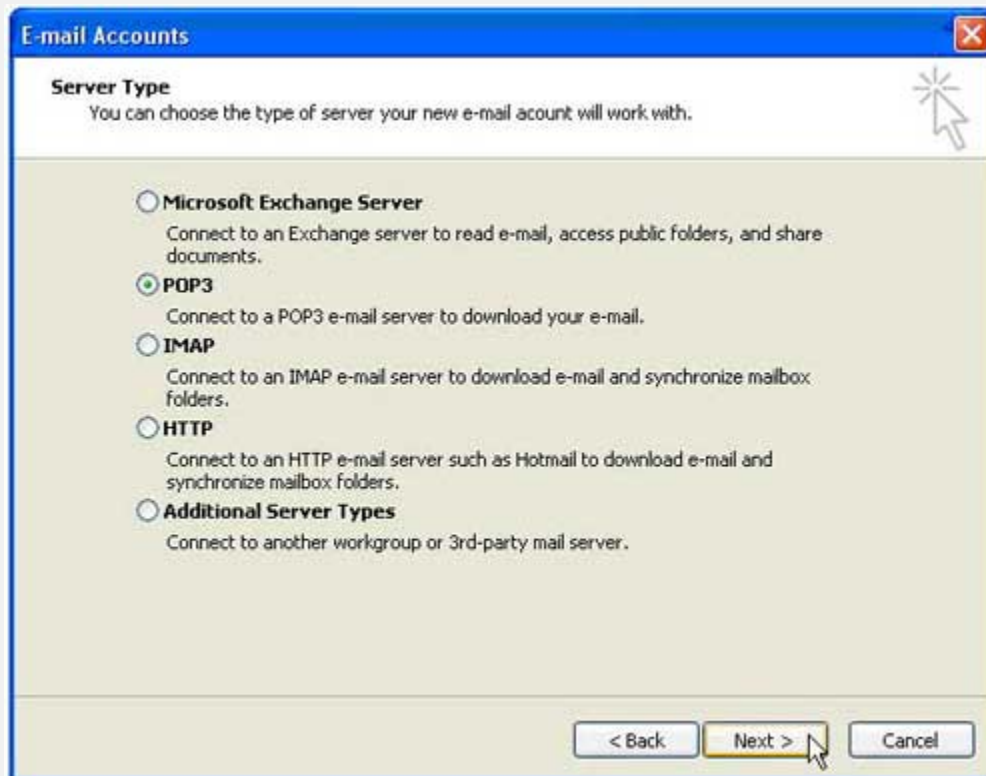
1) On the **Tools** menu, click **Email Accounts**.



2) Click **Add new email account**. Click **Next**.



3) Click **POP3**. Click **Next**.



4) In the **Your Name** box, enter the name you would like others to see when they receive messages from you.

5) In the **Email Address** box, enter your complete email address.

6) In the **User Name** box, enter your complete email address including @xplornet.com.

7) In the **Password** box, enter your email address password. Please ensure that the Remember password box is checked.

- 8) In the **Incoming mail server (POP3)** field, enter **incoming.xplornet.com** and in the **Outgoing mail field** enter **smtp.xplornet.com**.

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

- 9) Click on **More Settings**, then select the **Outgoing Server** tab. Check the box that reads **My server requires authentication**.

10) Click **Finish**.

Now you are ready to send and receive email from your Xplornet email account!