



Configuring your Microsoft Outlook 2003 Email Accounts

**Program to access email from your domain held with
Edge Impact Consulting Limited**

Quick Guide

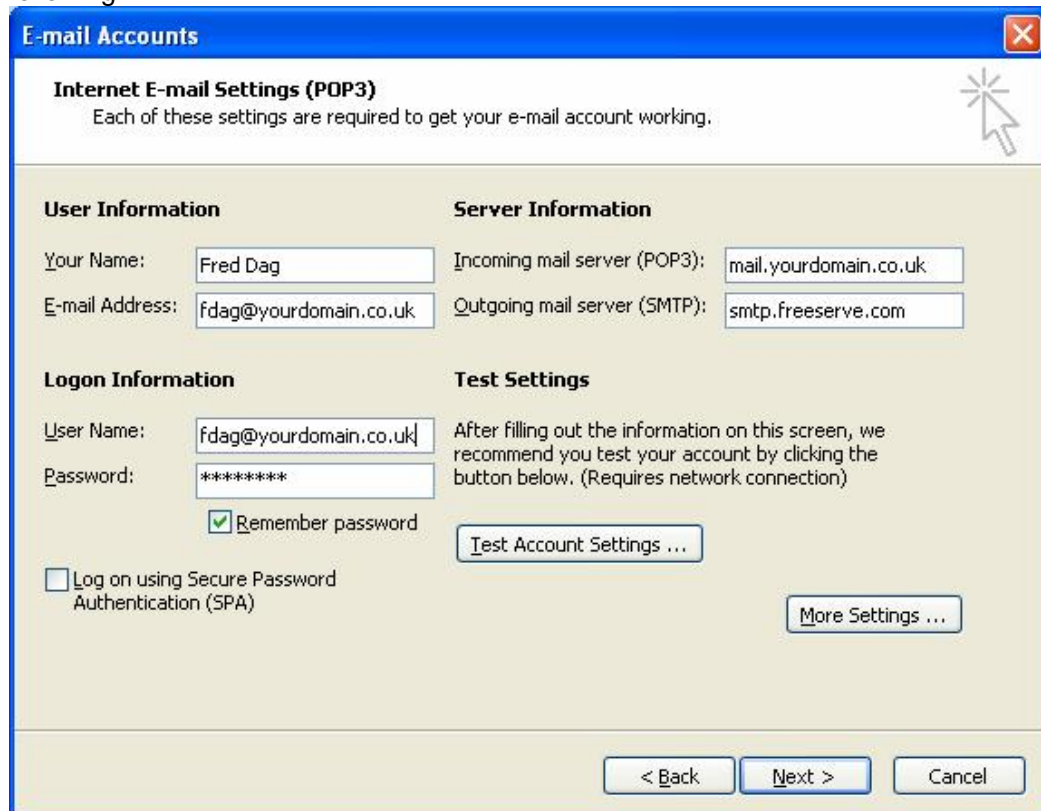
EiDoc Microsoft Outlook 2003

1. Introduction

This document aims to help you set up your Microsoft Outlook 2003 email program, so that you can use the email POP box facilities held with Edge Impact.

2. Setting up Outlook with your email account details using the Wizard

1. Open Microsoft Outlook in the usual way. This is normally achieved by clicking the desk top icon or by choosing – **Start | Programs | Microsoft Office | Microsoft Office Outlook 2003.**
2. Select **Tools | Email Accounts** from the dropdown menu at the top of Microsoft Outlook.
3. You will be presented with an input window. Select the **Add a new email account** option and click the **Next >** button.
4. Select the **POP3** option and click the **Next >** button.
5. Enter your name, full email address, for example info@yourdomain.co.uk, incoming mail server (POP3) account as **mail.yourdomain.co.uk**, outgoing mail server (SMTP) account which is dependent on your internet access service provider (for example smtp.freemove.com), your email User Name as youremailname@**yourdomain.co.uk** and your password for this email account. **Note** that the reference “yourdomain.co.uk” above must be replaced by your own domain details. The window should look like the following:



The screenshot shows the 'E-mail Accounts' wizard window. The title bar reads 'E-mail Accounts'. The main heading is 'Internet E-mail Settings (POP3)' with a sub-note: 'Each of these settings are required to get your e-mail account working.' The window is divided into four sections: 'User Information' (Your Name: Fred Dag, E-mail Address: fdag@yourdomain.co.uk), 'Server Information' (Incoming mail server (POP3): mail.yourdomain.co.uk, Outgoing mail server (SMTP): smtp.freemove.com), 'Logon Information' (User Name: fdag@yourdomain.co.uk, Password: *****, Remember password checked, Log on using Secure Password Authentication (SPA) unchecked), and 'Test Settings' (Test Account Settings ... button). At the bottom right is a 'More Settings ...' button. At the very bottom are navigation buttons: '< Back', 'Next >', and 'Cancel'.

Then click the **Next >** button.



6. Your email account should now be fully operational. Click the Send/Receive button to get your email.

If you have a problem with the facility then:

1. Select **Tools | Email Accounts** from the dropdown menu at the top of Microsoft Outlook.
2. You will be presented with an input window. Select the **View or change existing email accounts** option and click the **Next >** button.
3. Ensure that the details are entered correctly and that you have the correct password entered for this account. Note that upper and lower case letters need to be entered exactly as they are.
4. Try sending yourself an email and re-test the Send/Receive function.
5. If you require further help and guidance, choose **Help | Contents and Index** from the top of Microsoft Outlook.
6. If you are unable to get the Send/Receive working then contact your PC support company/person. If you would like a referral from Edge Impact then please ask our reception on 0845 450 6767.

3. Disclaimer

This help guide is given to you in good faith. Edge Impact Consulting Limited accepts no liability for any loss or damage incurred as a result of implementing any of these changes. Edge Impact Consulting Limited offer no guarantee about the accuracy of the information contained within this document.