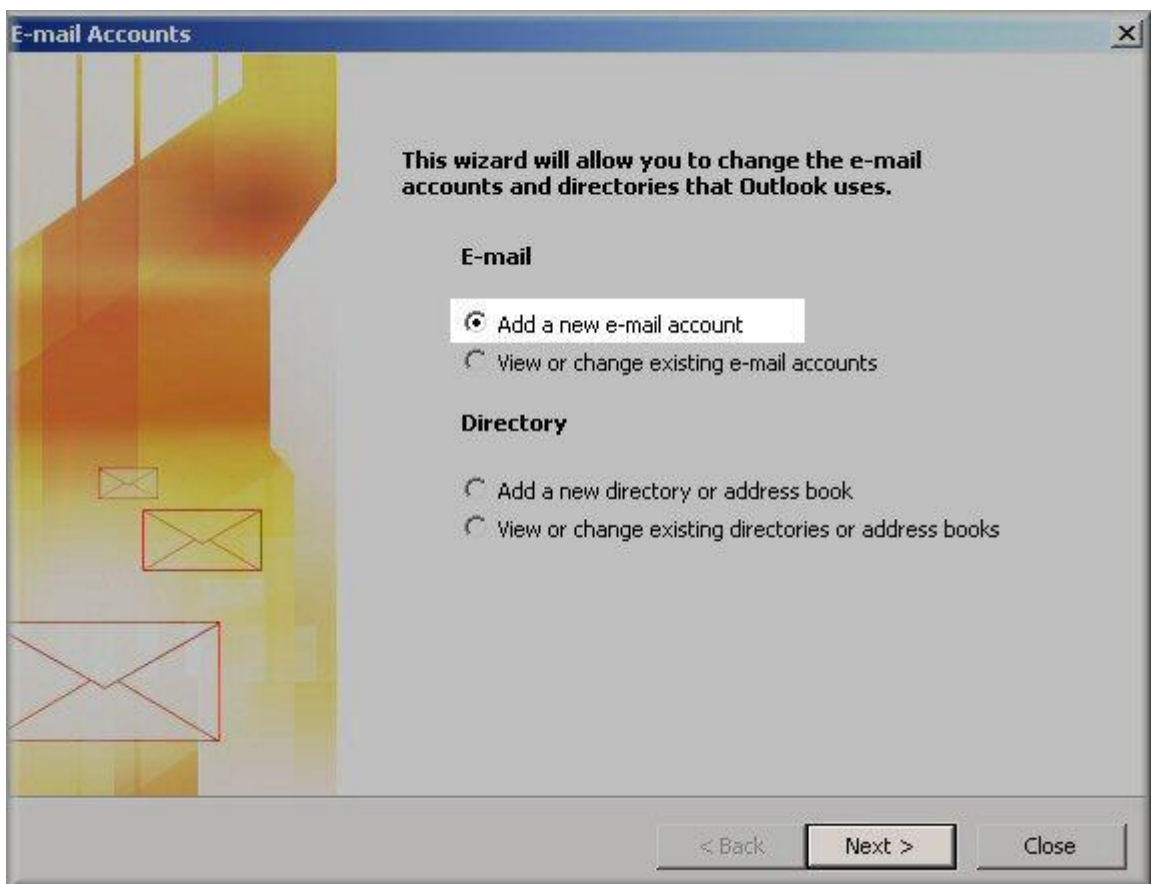


Configuring your email client: Outlook 2003

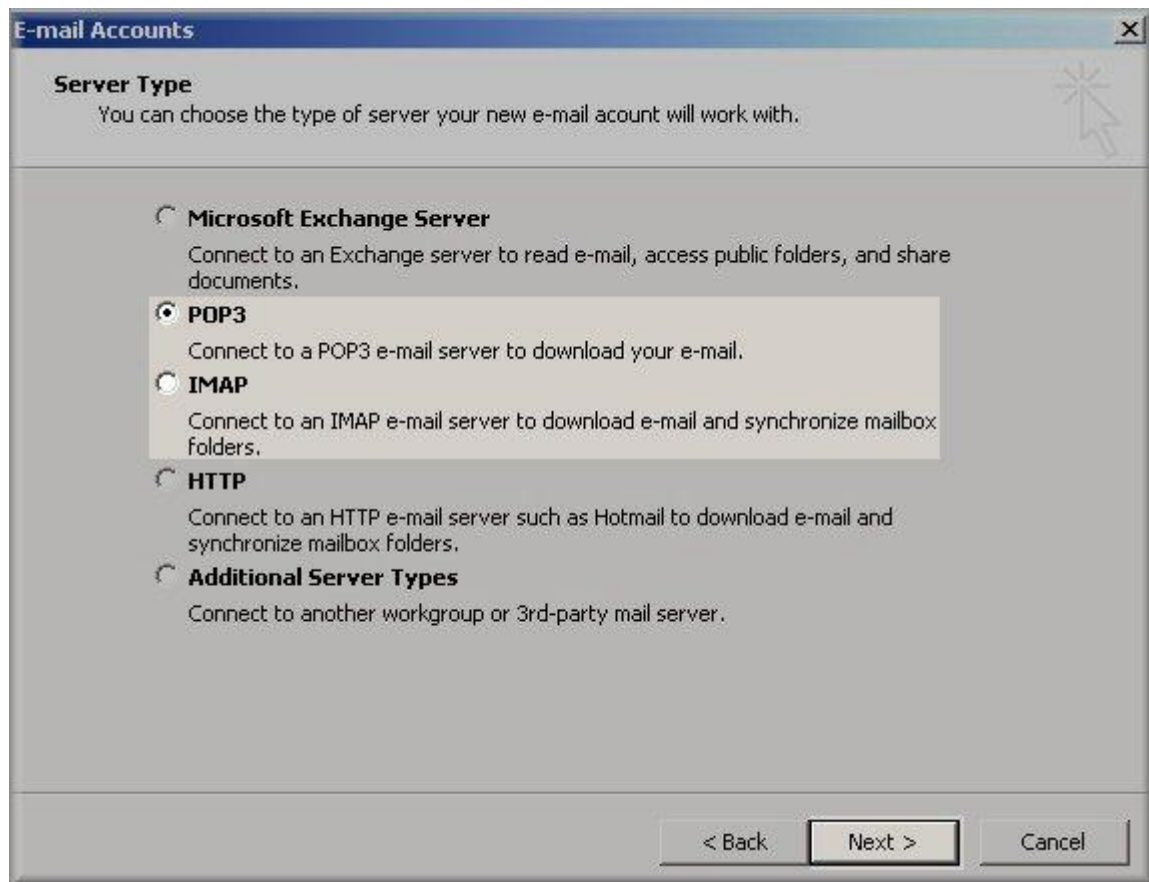
1. Open Outlook 2003.
2. Click the Tools menu and select E-mail Accounts....



3. Click Add a new e-mail account and then click Next.



4. Select POP3 or [IMAP](#) and click Next.



5. Fill in the following fields:
- Enter Your Name as you want it to appear.
 - Enter your full email address username@mt-example.com in the Email address: field.
 - Enter your username username@mt-example.com in the Account Name: field.
 - Enter your email password in the Password field.
 - Enter mail.mt-example.com in the Incoming mail (POP3, IMAP) server: field.
 - Enter mail.mt-example.com in the Outgoing mail ([SMTP](#)) server: field.

E-mail Accounts [X]

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:

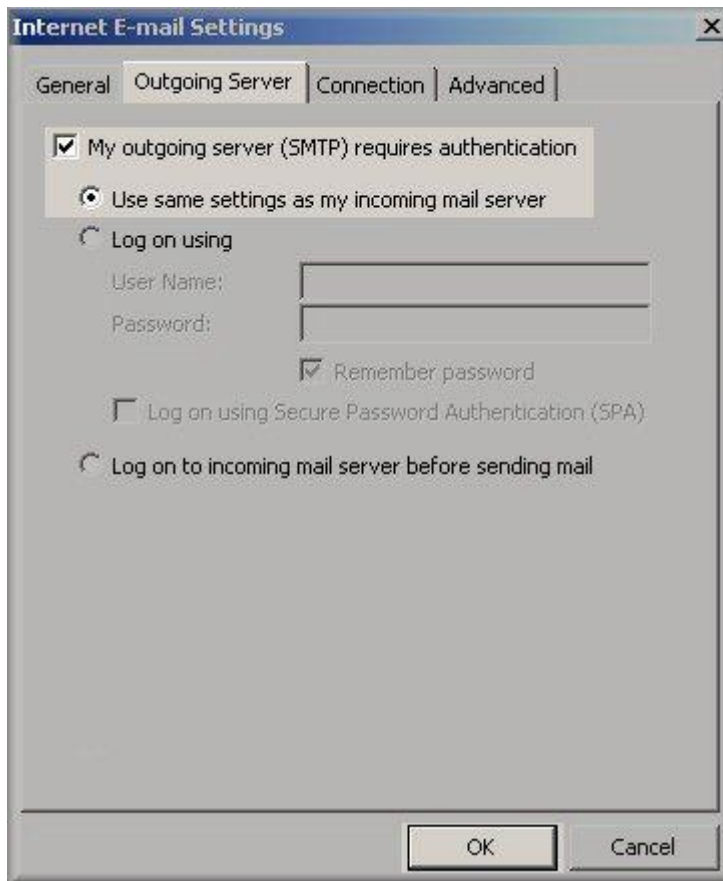
Remember password

Log on using Secure Password Authentication (SPA)

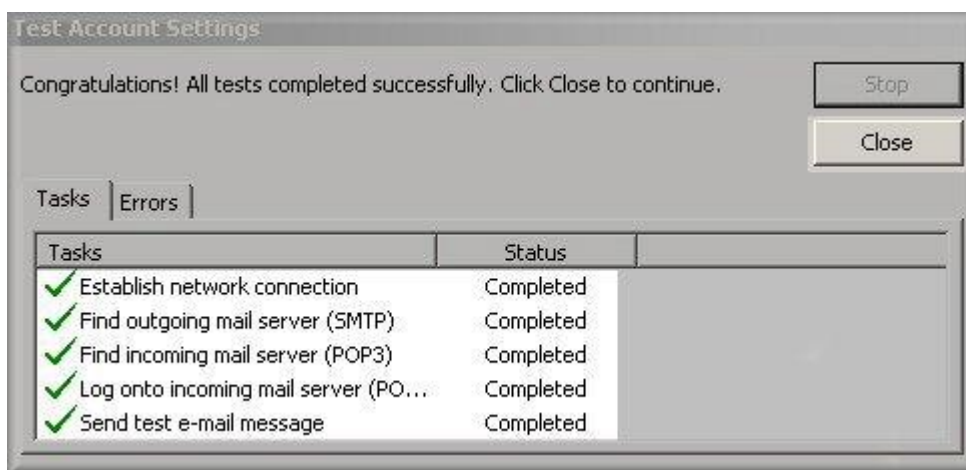
Test Settings

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

6. Perform the following steps:
 - Click on More Settings...
 - Click on the Outgoing Server tab.
 - Check My outgoing server (SMTP) Requires Authentication.
 - Make sure Use same settings as my incoming mail server is also checked.
 - Click on OK.



7. Click the Test Account Settings button and you should see all items with green check marks. Click Close to close the test window.



8. Click Next to save your settings.

E-mail Accounts [X]

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)

< Back **Next >** Cancel

9. Congratulations. You have finished the setup of your email account. Click Finish to close the Setup Wizard.

10.

