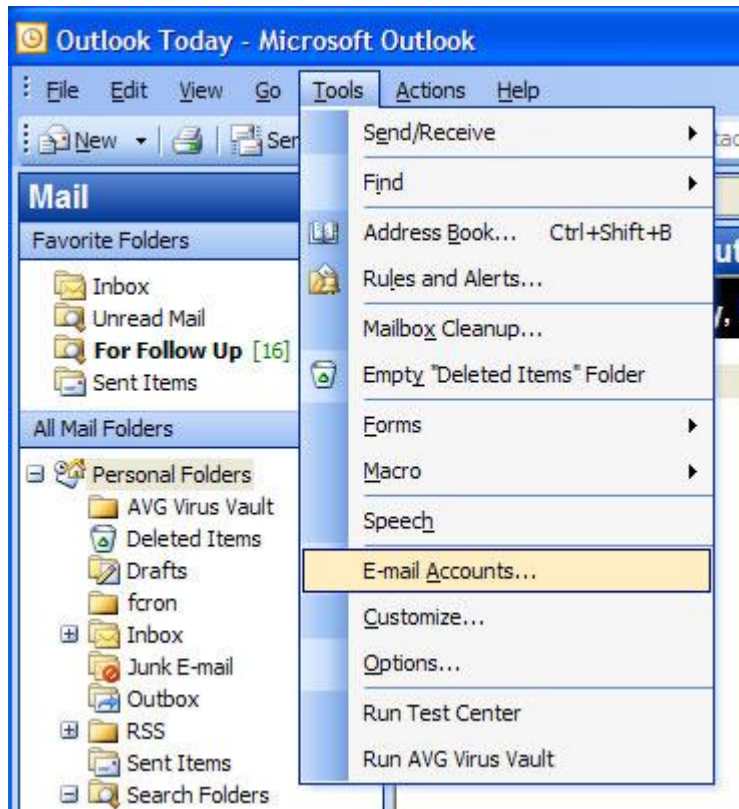




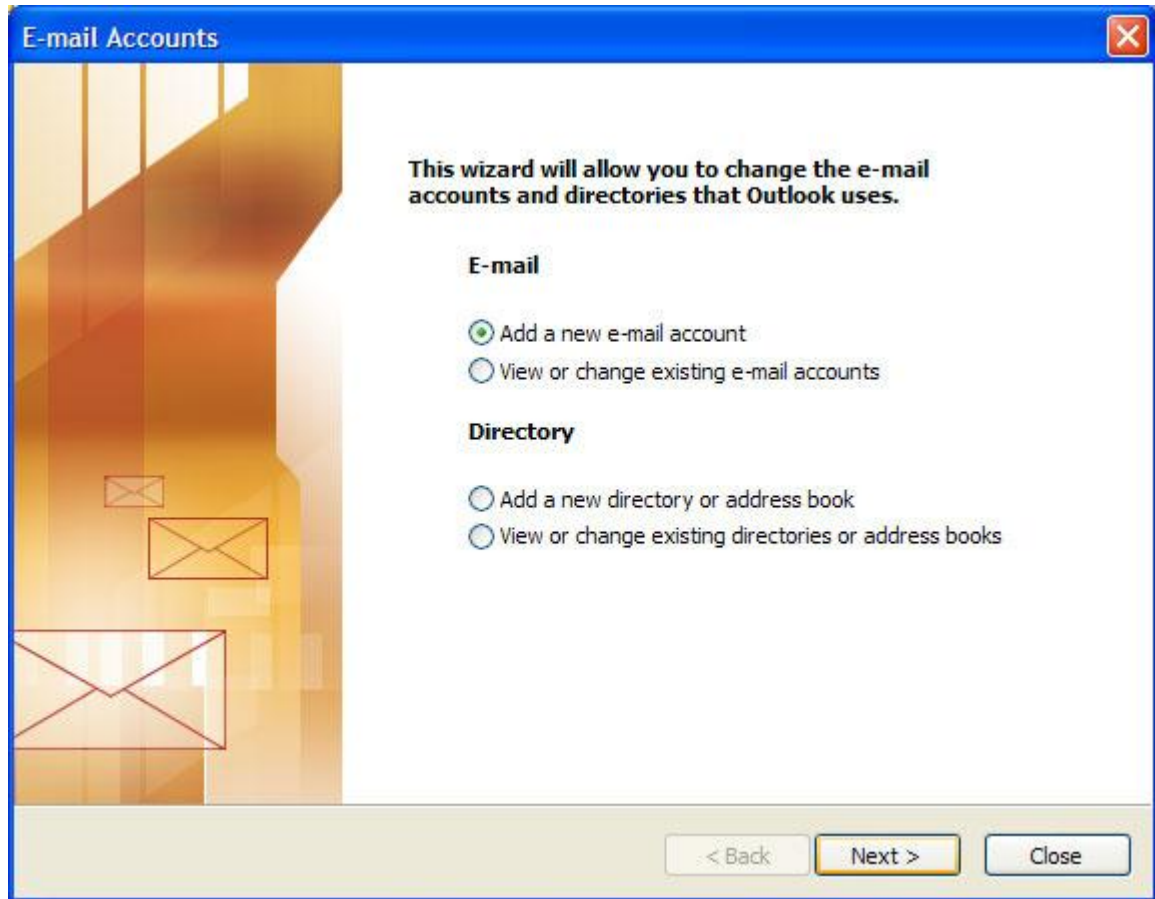
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Configuring Outlook 2003

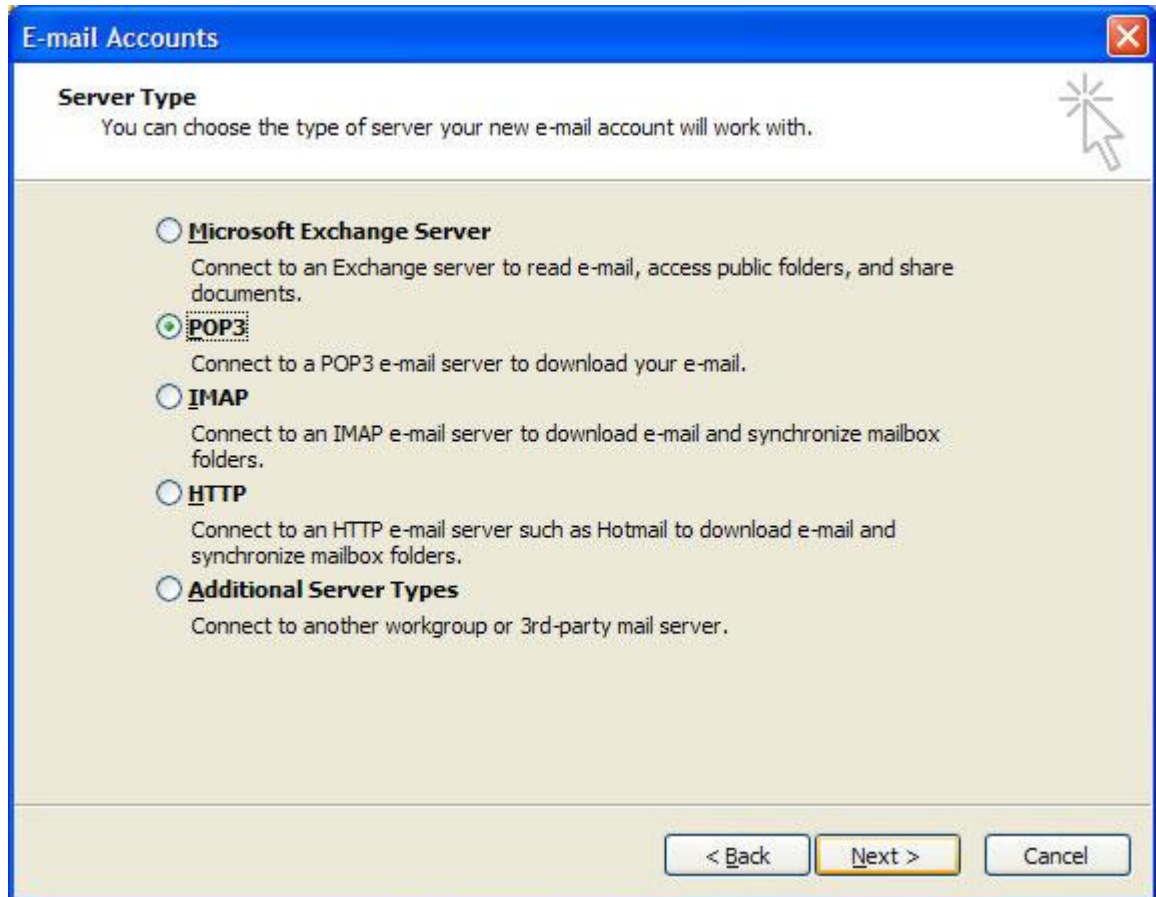
- Step 1.** Open Outlook 2003.
In the menu bar, go to the **Tools** drop down menu and select **Email Accounts**.



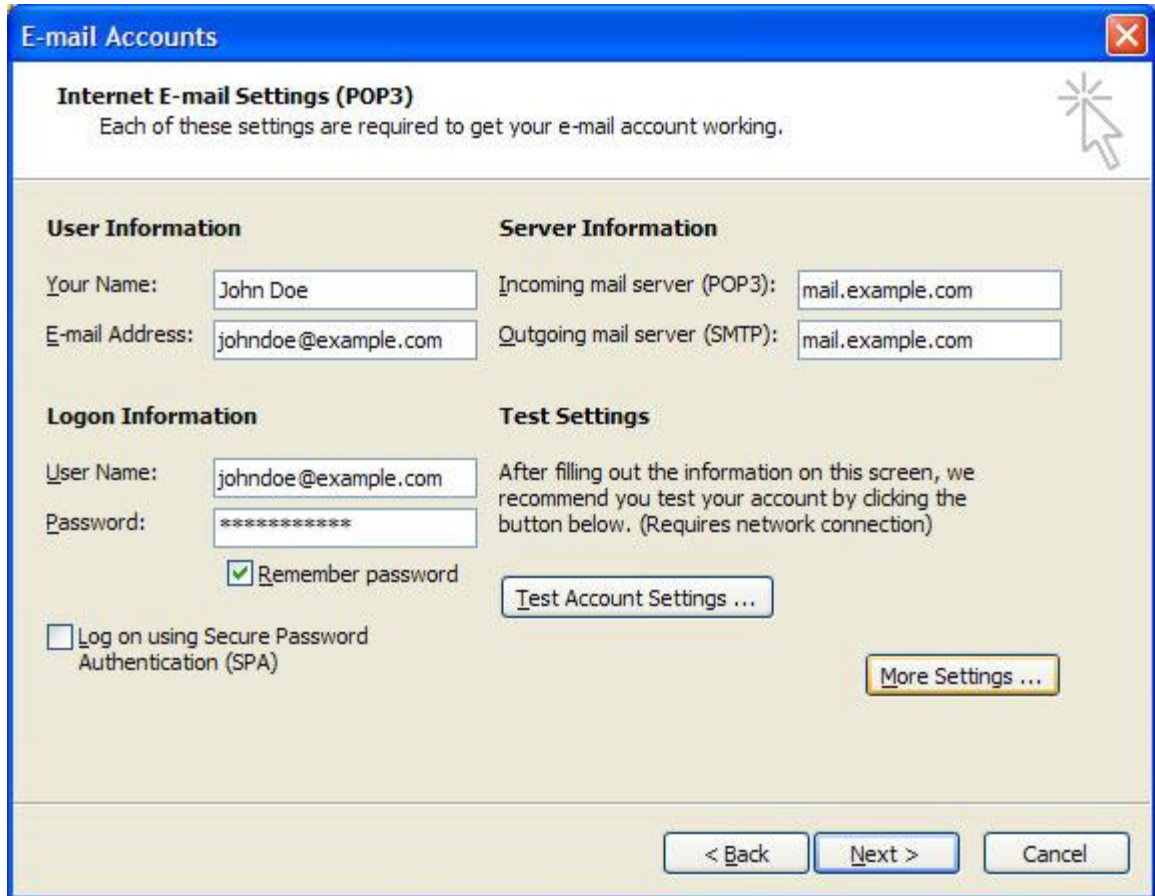
Step 2. Select **Add a new e-mail account**.
Click on **Next**.



Step 3. Select **POP3**.
Click on **Next**.

A screenshot of a Windows-style dialog box titled "E-mail Accounts". The dialog has a blue title bar with a close button (X) in the top right corner. Below the title bar, the text "Server Type" is followed by the instruction "You can choose the type of server your new e-mail account will work with." To the right of this text is a mouse cursor icon. The main area of the dialog contains five radio button options, each with a brief description: "Microsoft Exchange Server" (Connect to an Exchange server to read e-mail, access public folders, and share documents), "POP3" (selected, Connect to a POP3 e-mail server to download your e-mail), "IMAP" (Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders), "HTTP" (Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders), and "Additional Server Types" (Connect to another workgroup or 3rd-party mail server). At the bottom of the dialog are three buttons: "< Back", "Next >" (highlighted with a yellow border), and "Cancel".

- Step 4.** Enter your Name.
Enter your Email Address.
Enter your Incoming mail server and Outgoing mail server (mail.YOURDOMAIN.com)
Enter your User Name (**Note: Your User Name is your FULL email address)
Enter your Password and make sure “Remember Password” is checked
Click on **More Settings**.



E-mail Accounts

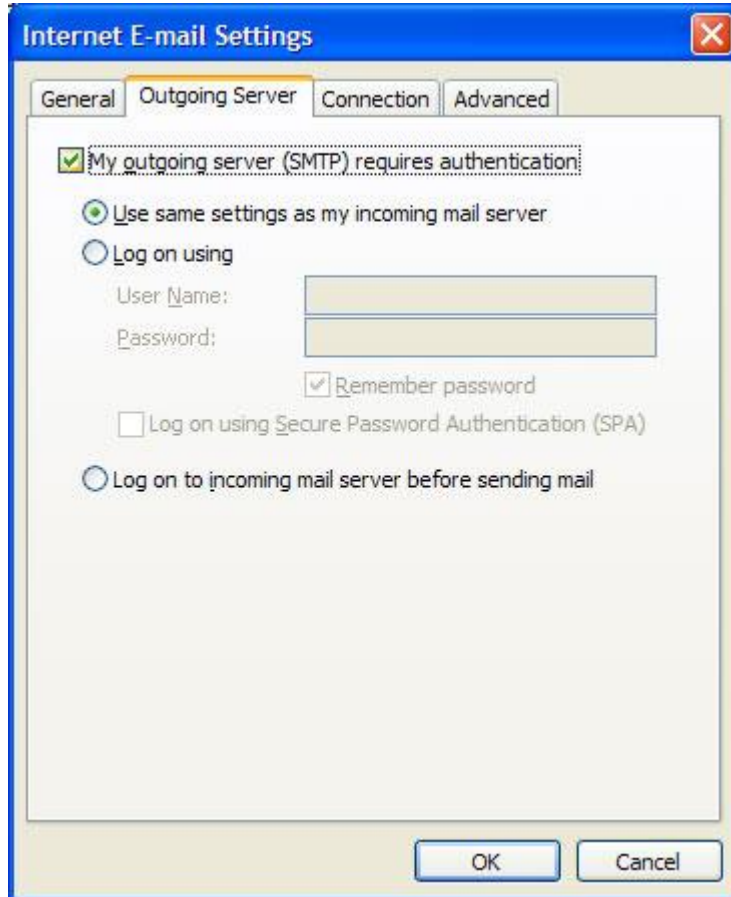
Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="John Doe"/>	Incoming mail server (POP3): <input type="text" value="mail.example.com"/>
E-mail Address: <input type="text" value="johndoe@example.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.example.com"/>

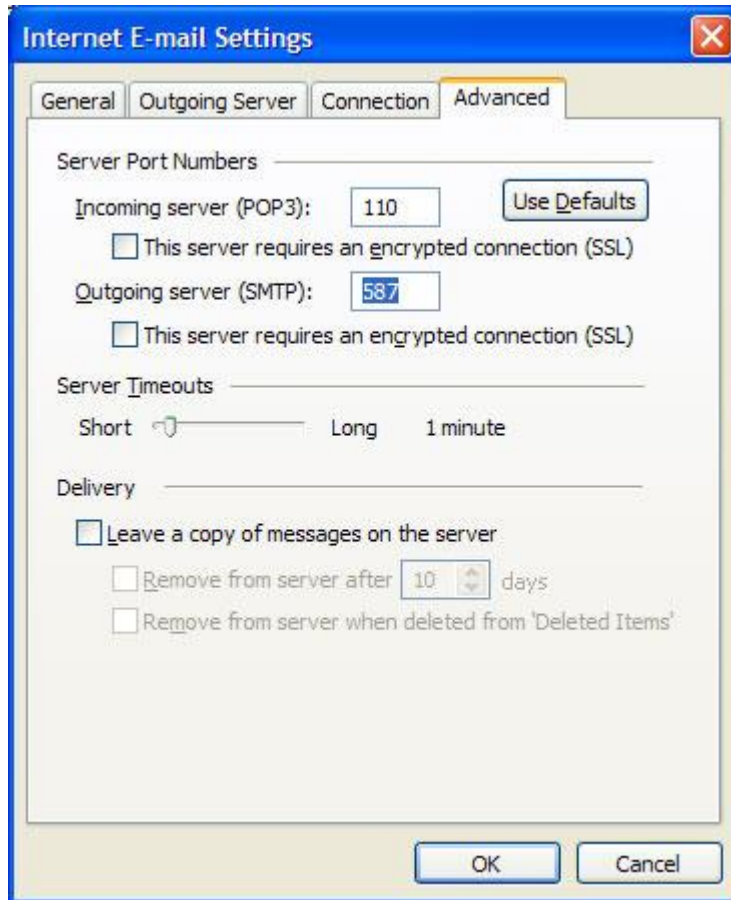
Logon Information	Test Settings
User Name: <input type="text" value="johndoe@example.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back Next > Cancel

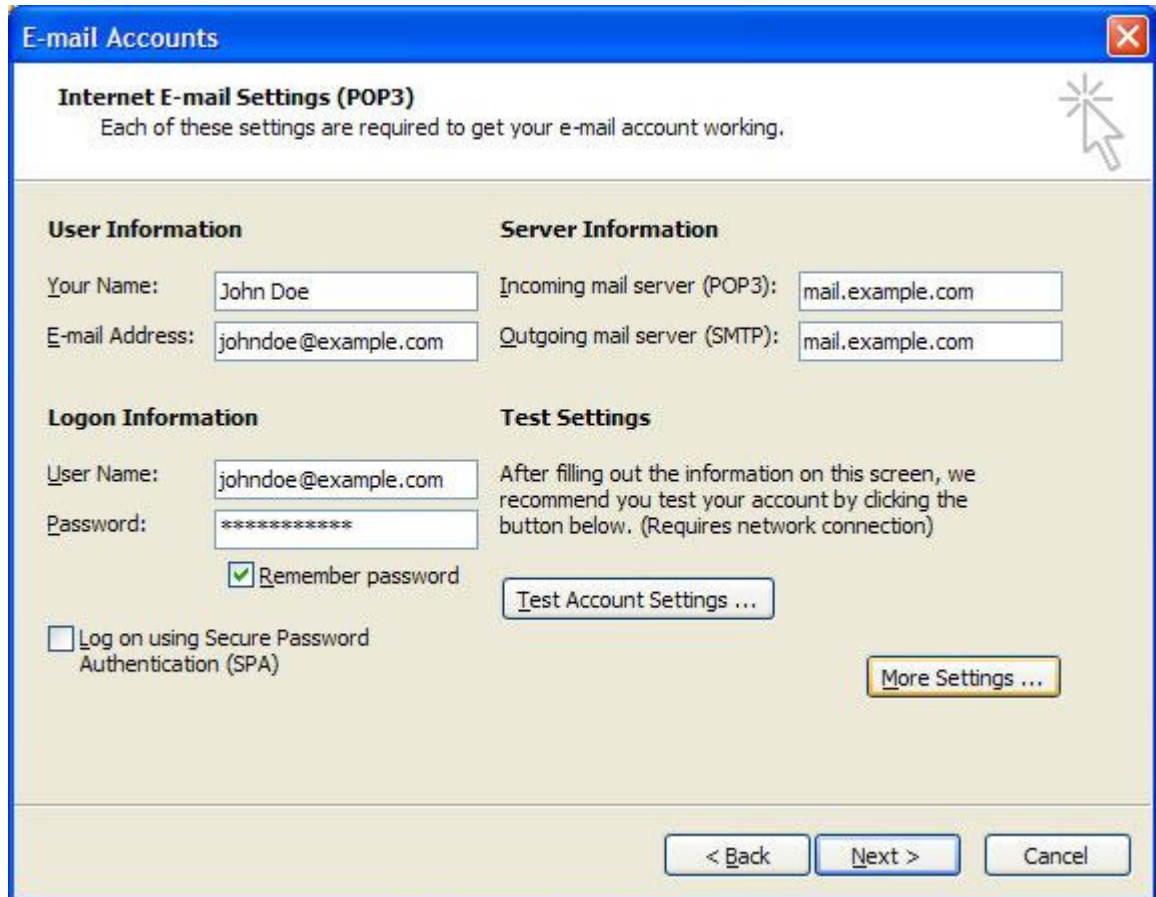
- Step 5.** Click on **Outgoing Server** tab.
Check “My outgoing server (SMTP) requires authentication”.



- Step 6.** OPTIONAL: Some ISPs stop outbound mail on port 25.
Click on **Advanced** tab.
Change the Outgoing server (SMTP) from port 25 to port **587**.
Click on **OK** to close the Internet E-mail Settings window.



- Step 7.** Make sure all your settings are correct.
Click on **Next**.



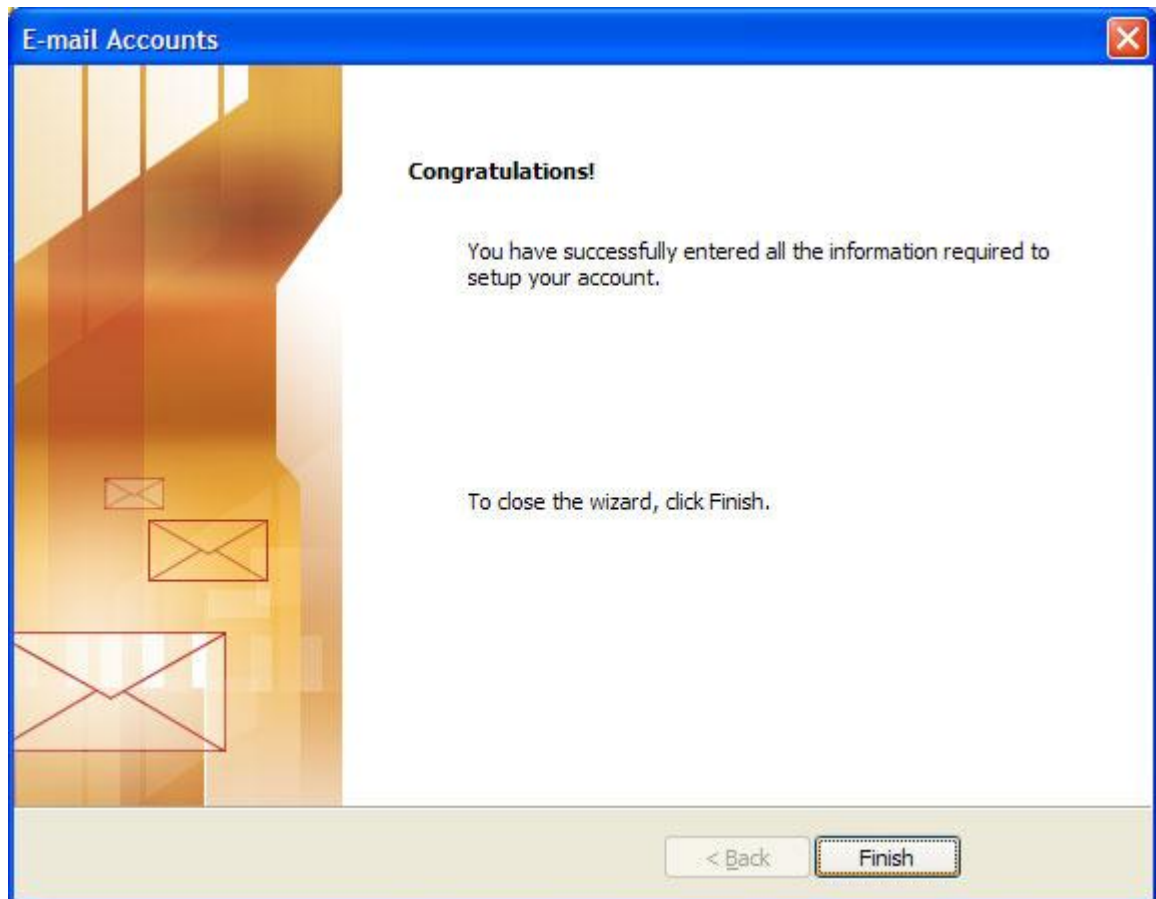
E-mail Accounts

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

User Information	Server Information
Your Name: <input type="text" value="John Doe"/>	Incoming mail server (POP3): <input type="text" value="mail.example.com"/>
E-mail Address: <input type="text" value="johndoe@example.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.example.com"/>

Logon Information	Test Settings
User Name: <input type="text" value="johndoe@example.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>
<input type="button" value="More Settings ..."/>	

Step 8. Click on **Finish** to save your settings and close the Wizard.



Step 9. You're done! If you have any problems, please double check your settings. If you still have problems connecting, don't hesitate to call us or write to us at: [admin @ springshosting.com](mailto:admin@springshosting.com)

Hint: Using F9 function key is a shortcut to Send/Receive mail.