



## Net Specialists FAQ: How Do I Set Up Microsoft Outlook XP to Use My New E-Mail Address?

This document assumes you are using Microsoft Outlook XP (2002). If you are using a previous version of Outlook, it is recommended that you upgrade to Outlook XP.

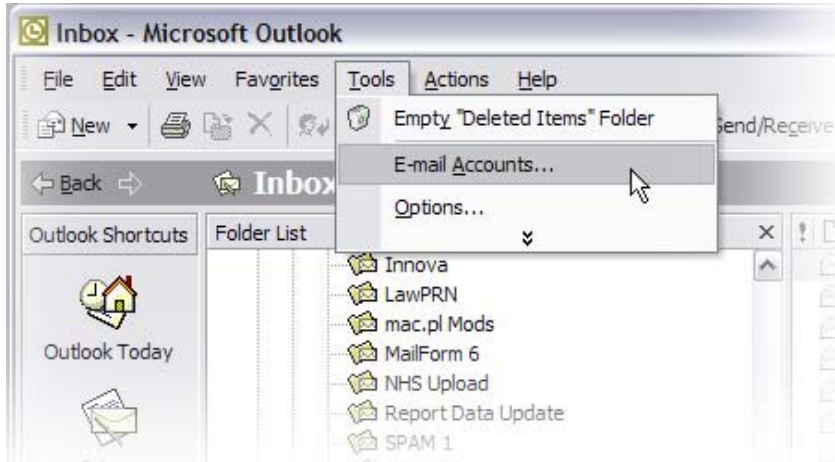
**Security Advisory:** As many people are aware, there are certain security risks associated with e-mail. By following the guidelines below, you can virtually eliminate the need to worry about being infected by a virus through e-mail.

- Do not open attachments in e-mail messages from people you don't know.
- Do not open attachments with the following extensions: vbs, js, jsp, asp, com, bat, pif, exe. It is likely that these attachments are actually scripts designed to load a Trojan Horse-type virus onto your computer. Even if the message is from somebody you know and trust, do NOT open script attachments with those extensions!
- Do not run attachments you receive with an exe extension. Files with an exe extension are programs that could contain viruses.
- Net Specialists strongly recommends against downloading and running novelty programs or programs from small vendors whose backgrounds are uncertain.
- Generally you can feel safe opening attachments with extensions such as jpg, gif and bmp. These are image files and cannot transfer viruses to your computer the way script files or programs can.
- Use common sense while online. The internet is a wonderful resource, but many people are struck by viruses when they download and run shareware or freeware files from small vendors. If a program is useful, buy it from the manufacturer. If you receive an attachment in an e-mail message and you don't know what it is, delete it.

Please proceed to the next page to read the Microsoft Outlook XP Setup instructions...

## Setting Up Microsoft Outlook XP to Use Your New E-Mail Address - Step 1

In Microsoft Outlook XP, click on the Tools menu, then select E-mail Accounts... as shown. If you don't see the E-mail Accounts... menu you may need to click on the double down arrows at the bottom of the menu:



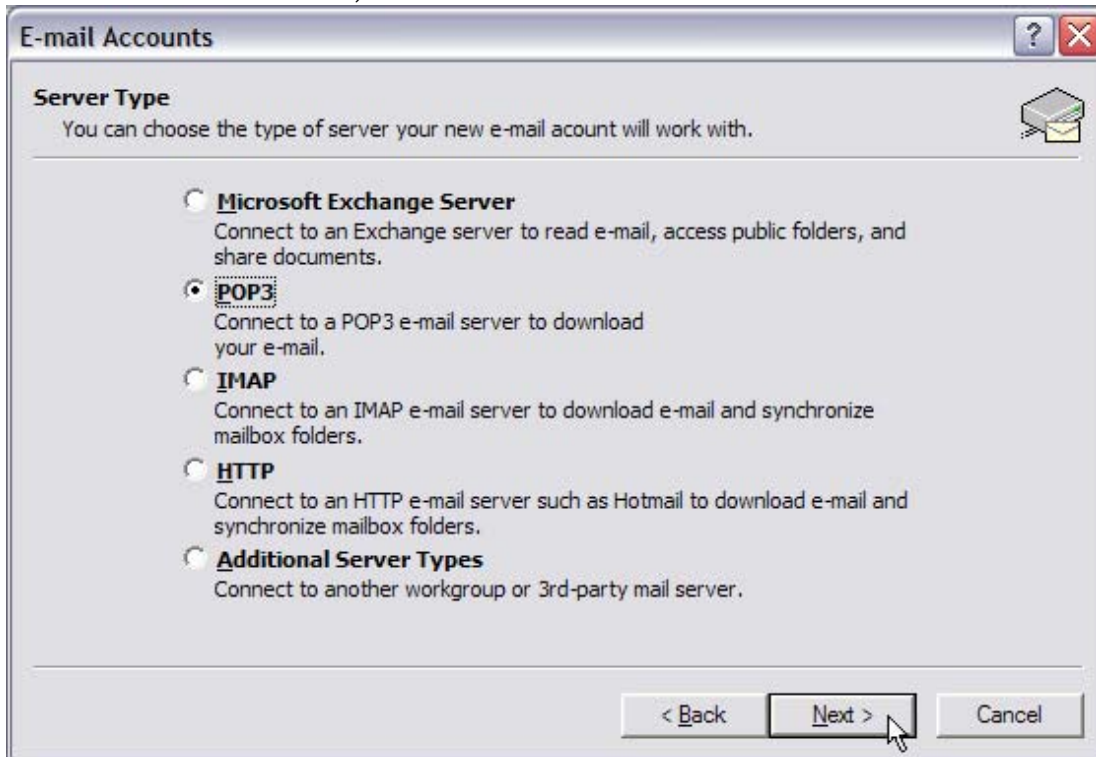
## Setting Up Microsoft Outlook XP to Use Your New E-Mail Address - Step 2

Select the Add a new e-mail account radio button and click the Next > button



## Setting Up Microsoft Outlook XP to Use Your New E-Mail Address - Step 3

Select the POP3 radio button, then click the Next > button



## Setting Up Microsoft Outlook XP to Use Your New E-Mail Address - Step 4

Here's where you fill in most of the required information...

- Your Name: (how you want your name to appear to people who receive e-mail from you)
- E-mail Address: is your e-mail address. Replace the domain.com part with your actual domain name. So if your web site is <http://www.hammers.com> and your name is Thomas, your e-mail address might be [thomas@hammers.com](mailto:thomas@hammers.com)
- Incoming mail server (POP3): and Outgoing mail server (SMTP): should both be set as illustrated. So if your web site is <http://www.hammers.com>, these would both be set to [mail.hammers.com](mailto:mail.hammers.com)
- User Name: is the same as your e-mail address. In the example we've been using, it would be [thomas@hammers.com](mailto:thomas@hammers.com)
- Password: is the password that's been assigned to your e-mail address

Once you fill in all of these fields, click the More Settings... button as shown

**E-mail Accounts** [?] [X]

**Internet E-mail Settings (POP3)** [Icon]

Each of these settings are required to get your e-mail account working.

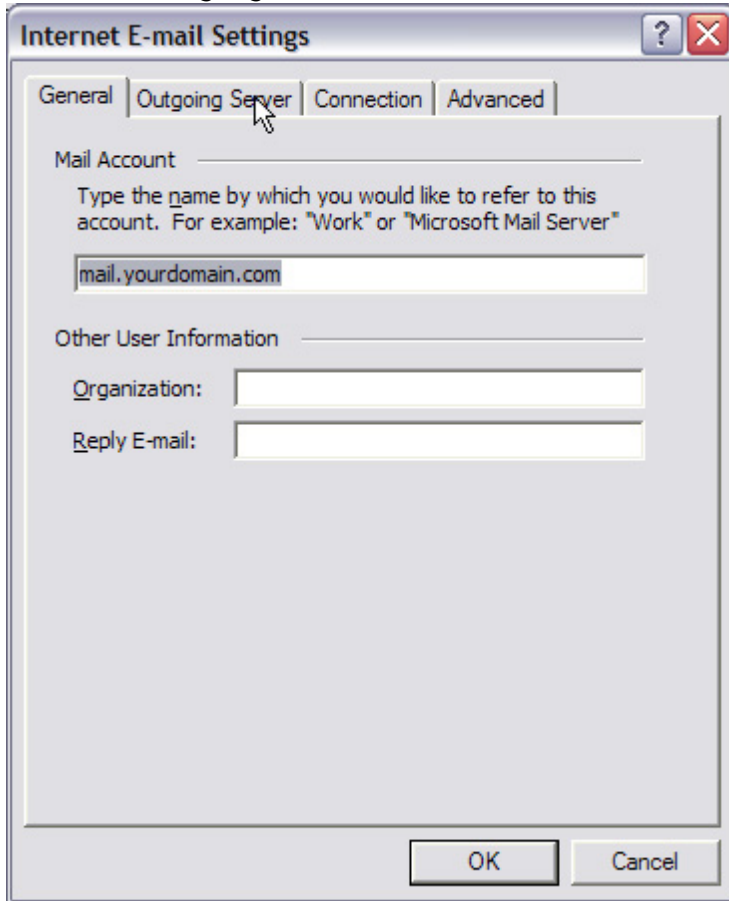
User Information	Server Information
Your Name: <input type="text" value="Thomas Anderson"/>	Incoming mail server (POP3): <input type="text" value="mail.yourdomain.com"/>
E-mail Address: <input type="text" value="name@domain.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.yourdomain.com"/>

Logon Information	Test Settings
User Name: <input type="text" value="name@domain.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

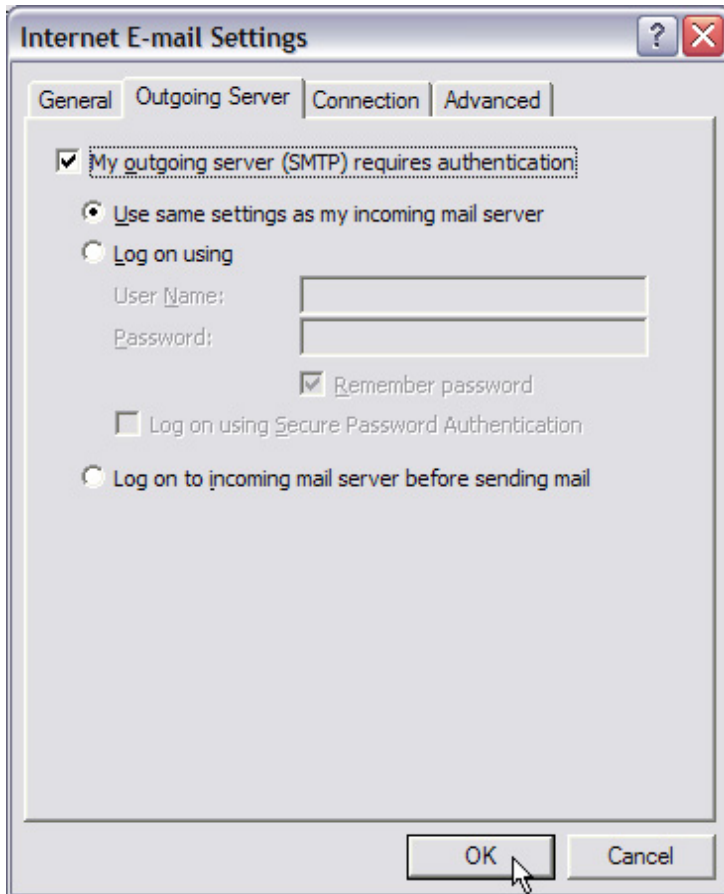
## Setting Up Microsoft Outlook XP to Use Your New E-Mail Address - Step 5

Click on the Outgoing Server tab as shown



## Setting Up Microsoft Outlook XP to Use Your New E-Mail Address - Step 6

Select the checkbox that says My outgoing server (SMTP) requires authentication and click the OK button as shown



## Setting Up Microsoft Outlook XP to Use Your New E-Mail Address - Step 7

Back at the E-mail Accounts dialog box, click the Next > button as shown

**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)

## Setting Up Microsoft Outlook XP to Use Your New E-Mail Address - Step 8

Click the Finish button as shown and you're done.

