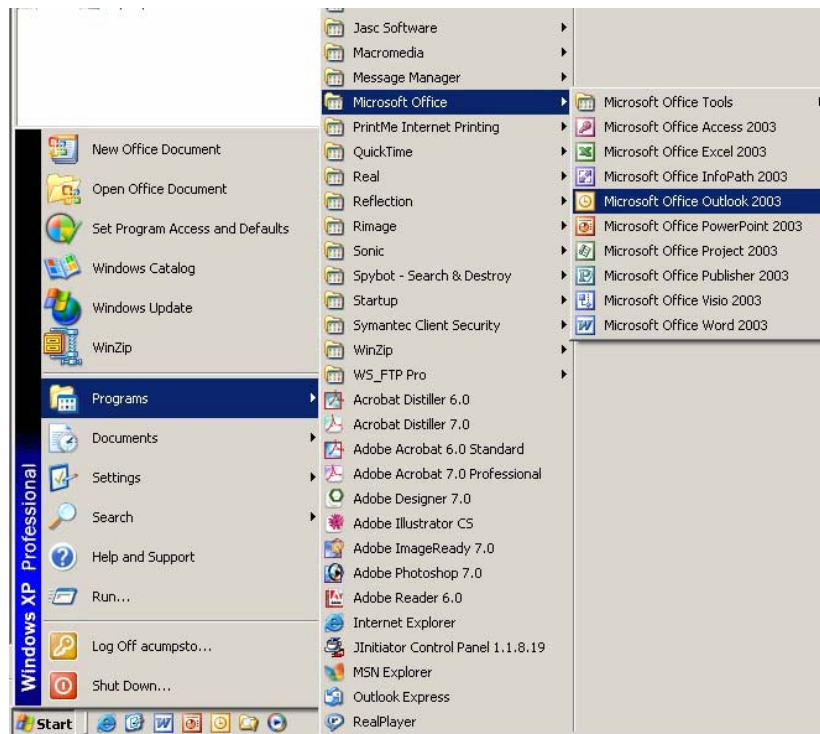


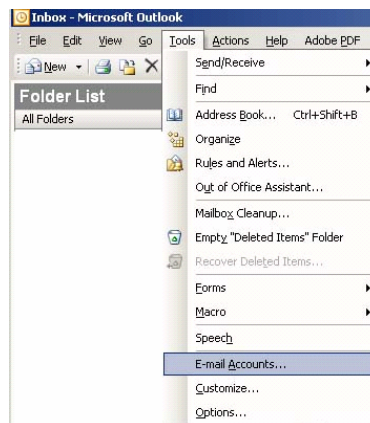
Setting up E-Mail in Microsoft Outlook 2003

The E-mail Accounts wizard will guide you through the process of setting up the subscriber's e-mail.

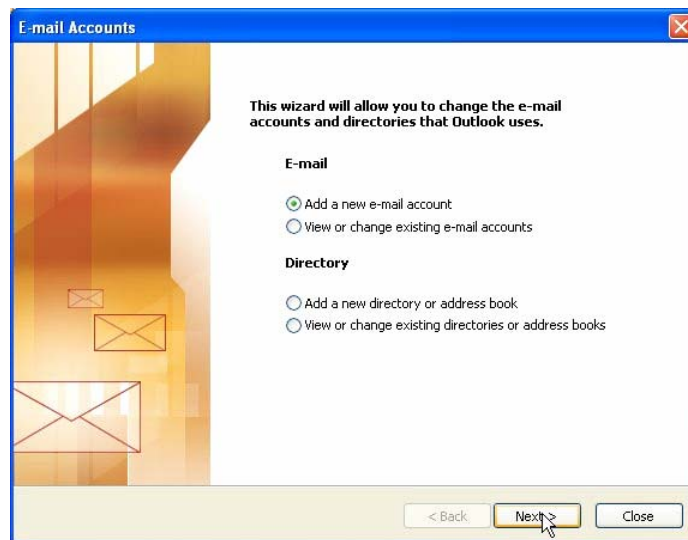
- To begin, launch Microsoft Outlook by selecting
 1. Start
 2. Programs
 3. Microsoft Office
 4. Microsoft Office 2003



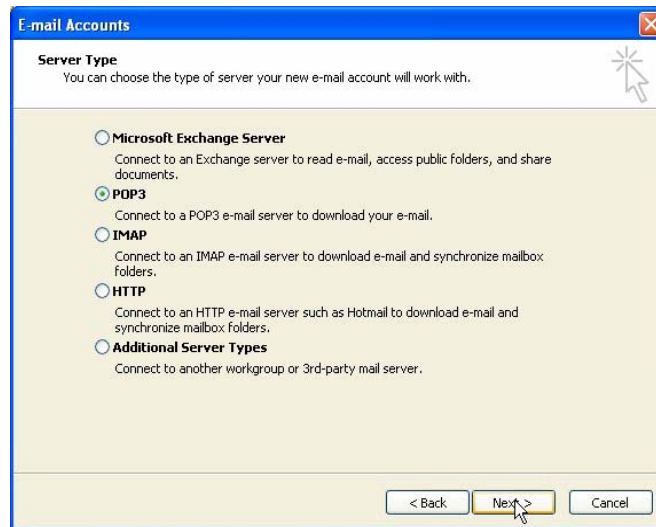
- From Microsoft Office, select **Tools** and then **E-mail Accounts** to launch the E-mail Accounts wizard.



- In the opening screen of the wizard, select the option to “Add a new e-mail account.”
- Then, click the **Next** button.



- Select **POP3** as the Server Type. Click the **Next** button.



- Enter the subscriber’s User information and Logon Information.
- Use the work order to enter the Server Information.
- Select the **More Settings** button.

- At the Internet E-mail Settings window:
 - Select the Outgoing Server tab
 - Check the box that states “My outgoing server (SMTP) requires authentication”
 - Click the option to “Use the same settings as my incoming mail server”
 - Click OK

- The wizard is complete. To close, click the **Finish** button.

