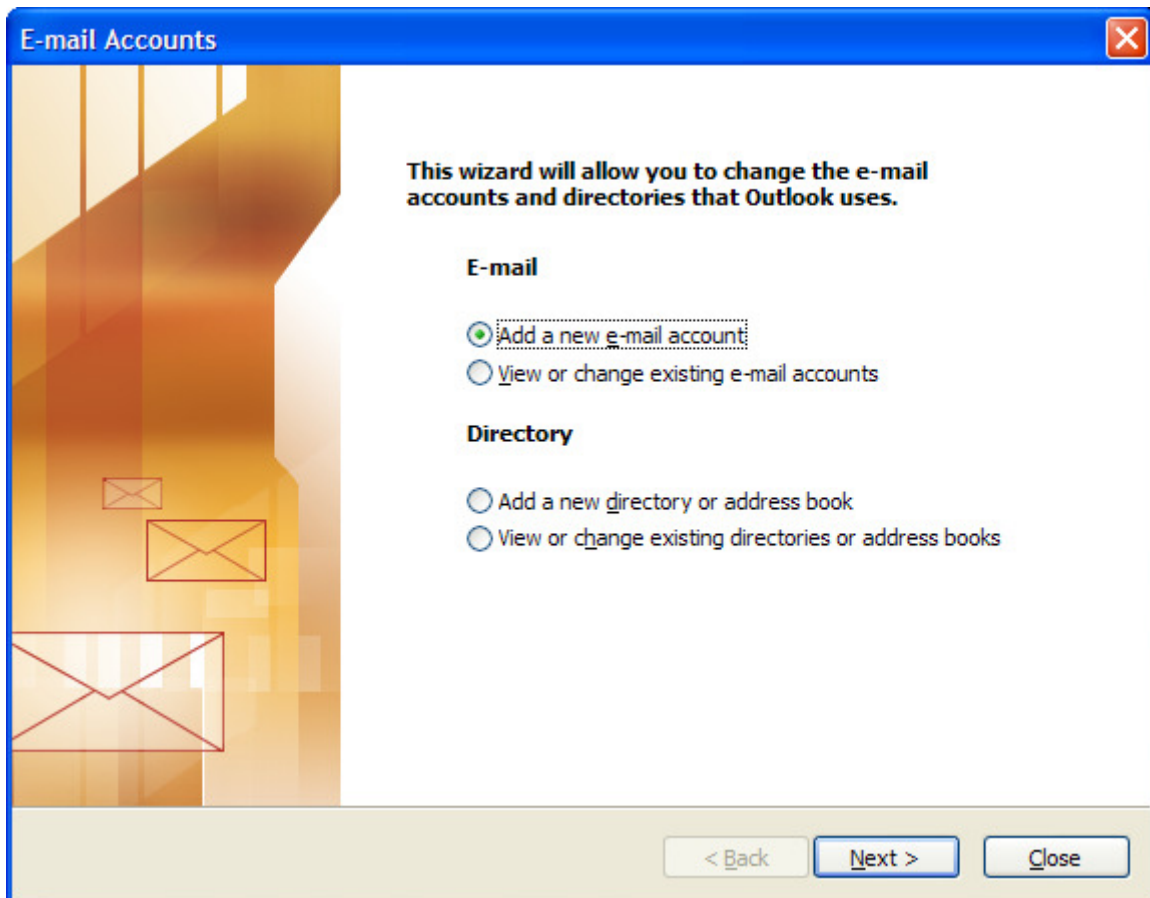
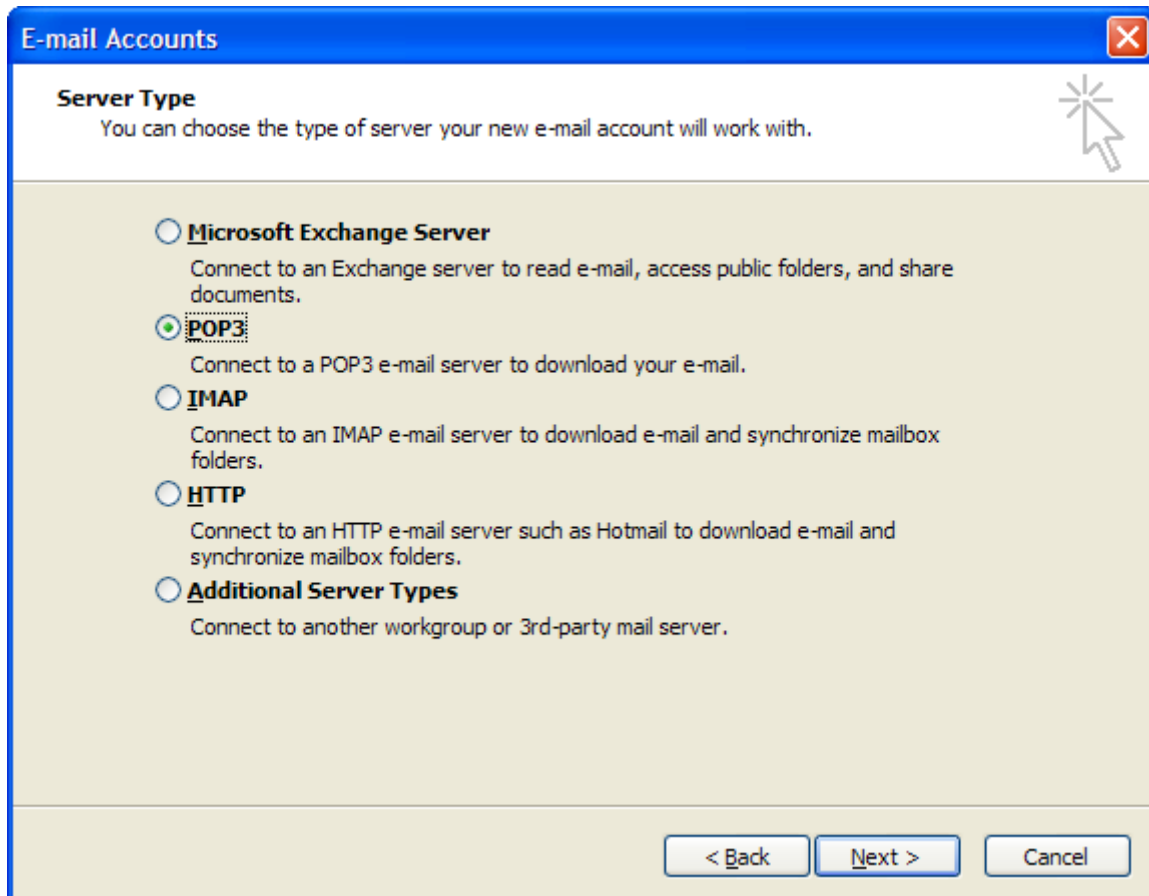


Outlook 2003 Email Instructions

1. Open Outlook 2003.
2. Click **Tools, Email Accounts.**
3. Select **Add a new e-mail account.**



4. Click **Next** and Choose **POP3** from the list.



5. Click **Next** and fill in the boxes shown below:

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)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

6. Enter your email address for both **Email address** and **User Name**.

POP3 and **SMTP** will both typically be: **mail.YOURDOMAINNAME.com**

For example, if your website is www.YOURDOMAINNAME.com you would put in mail.YOURDOMAINNAME.com

7. If you aren't sure what to use for **POP3** and **SMTP**, you should call Forbin Tech Support at 319-274-4430 to find out the correct information to enter in these boxes.
8. Click the **More Settings** box and then the **Outgoing Server** tab. Check the box that says **My outgoing server (SMTP) requires authentication**. Then make sure the dot below it is set as **Use same settings as my incoming server**. Click the **OK** button at the bottom.
9. Click **Next**. Then click **Finish**. You should now test your account by sending an email to your own email address. You should receive the test message within 15 minutes.