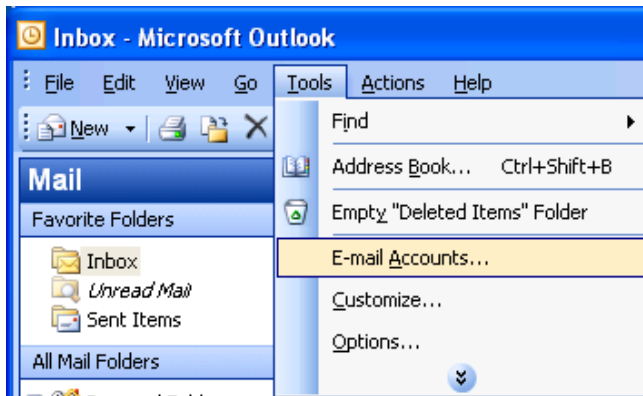


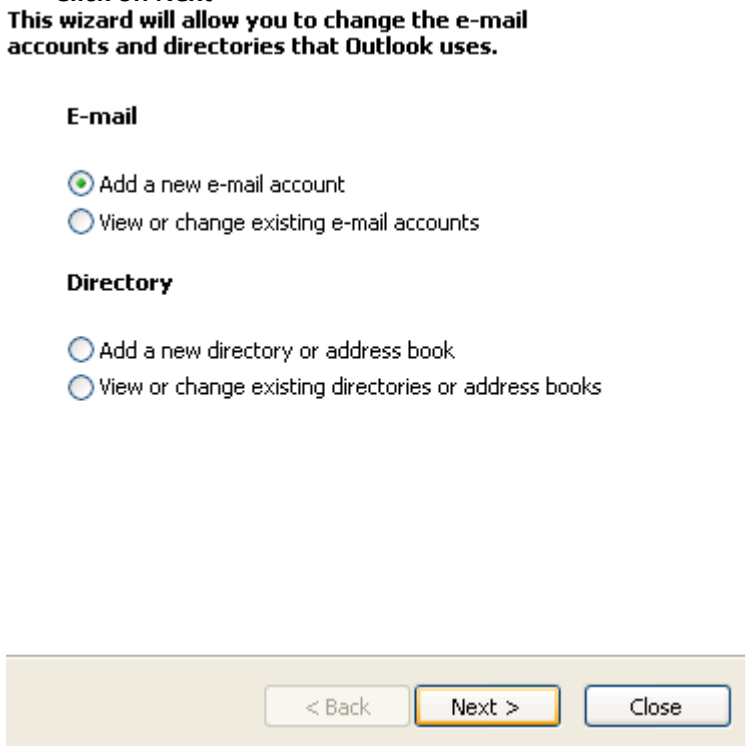
Setting up a New Email Account in Outlook 2003

1. In Outlook 2003 **Click on Tools** and select **E-mail Accounts...**



2. If there are currently no accounts set up Add a new e-mail account should already be selected,
Click on Next >

This wizard will allow you to change the e-mail accounts and directories that Outlook uses.

A screenshot of the 'Add New Mail Account' wizard dialog box. The title bar is not visible. The dialog has a light blue background. It contains two sections: 'E-mail' and 'Directory'. Under 'E-mail', there are two radio buttons: 'Add a new e-mail account' (which is selected) and 'View or change existing e-mail accounts'. Under 'Directory', there are two radio buttons: 'Add a new directory or address book' and 'View or change existing directories or address books'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >' (which is highlighted with a yellow border), and 'Close'.

3. Select POP3 for your Server Type and click on Next >

Microsoft Exchange Server
Connect to an Exchange server to read e-mail, access public folders, and share documents.

POP3
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.

Additional Server Types
Connect to another workgroup or 3rd-party mail server.

< Back Next > Cancel

4. Enter the following information in the POP3 E-mail Settings fields

User Information

- Your Name: **Enter in your name as you would like displayed on outgoing emails**
- E-mail Address: **Enter your return e-mail address**

Server Information

- Incoming mail server (POP3): **pop3.molalla.net**
- Outgoing mail server (SMTP): **smtp.molalla.net**

Logon Information

- User Name: **Your full molalla.net email address**
- Password: **Your password** for the molalla.net email address

Click on More Settings

E-mail Accounts [Close]

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

User Information **Server Information**

Your Name: Incoming mail server (POP3):

E-mail Address: Outgoing mail server (SMTP):

Logon Information **Test Settings**

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

Password:

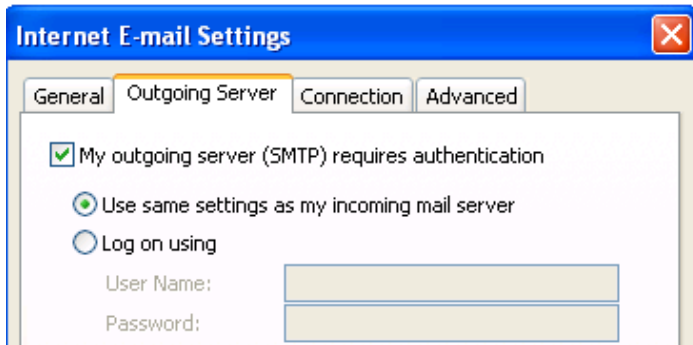
Remember password

Log on using Secure Password Authentication (SPA) (indicated by a black arrow)

< Back Next > Cancel

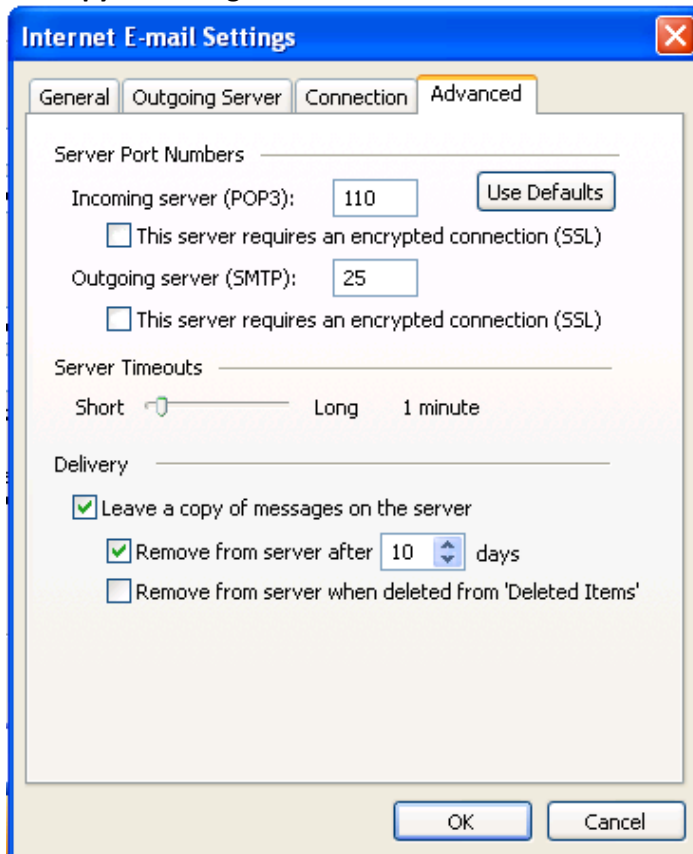
5. Click on the **Outgoing Server** tab

Place a check mark next to **My outgoing server (SMTP) requires authentication**



6. Click on the **Advanced** Tab

If you plan on using this email address on multiple devices place a check mark next to **Leave a copy of messages on the server** and a check mark next to **Remove from server after 10 days**



7. Click on **OK** to close the Internet E-Mail Settings and Click on **Next >** in E-mail Accounts then **Finish** to close the wizard.