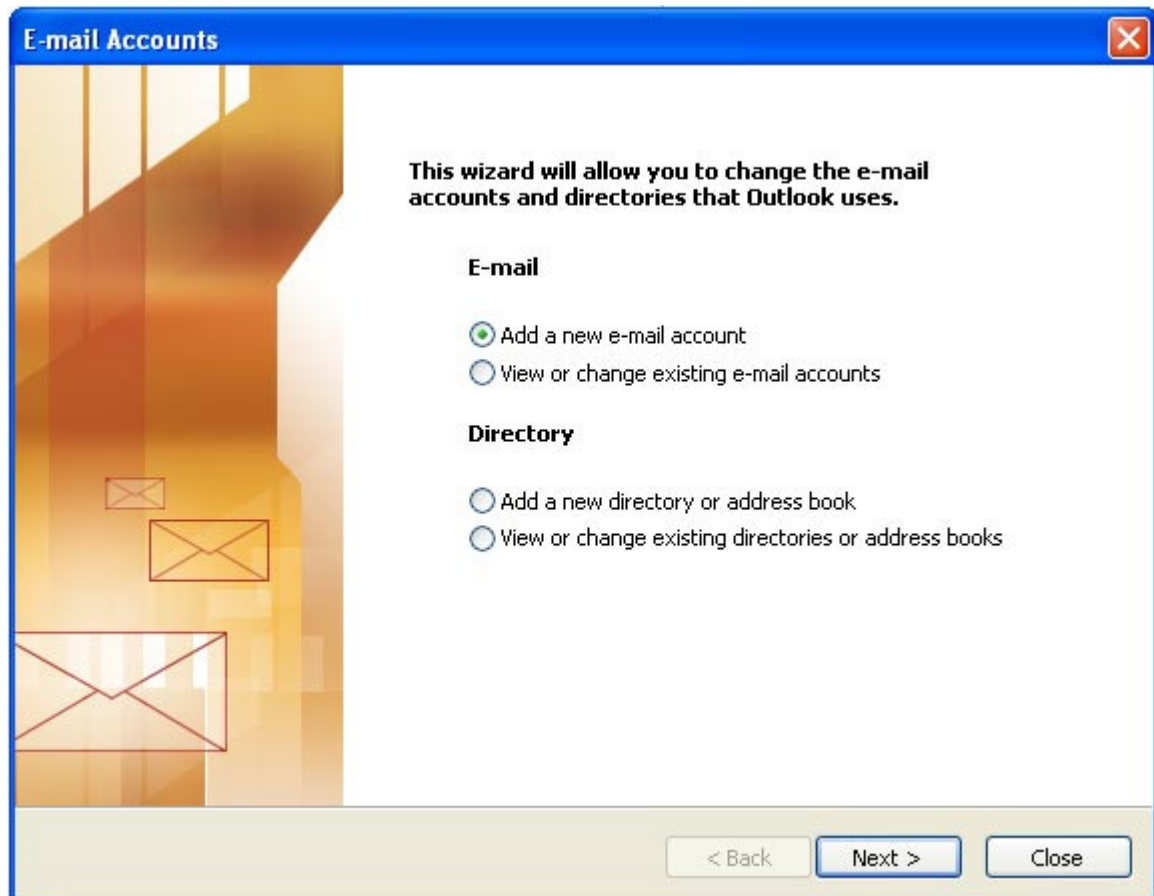


## Setting up Outlook 2003

To configure email accounts in Outlook 2003 please follow these simple 5 step instructions

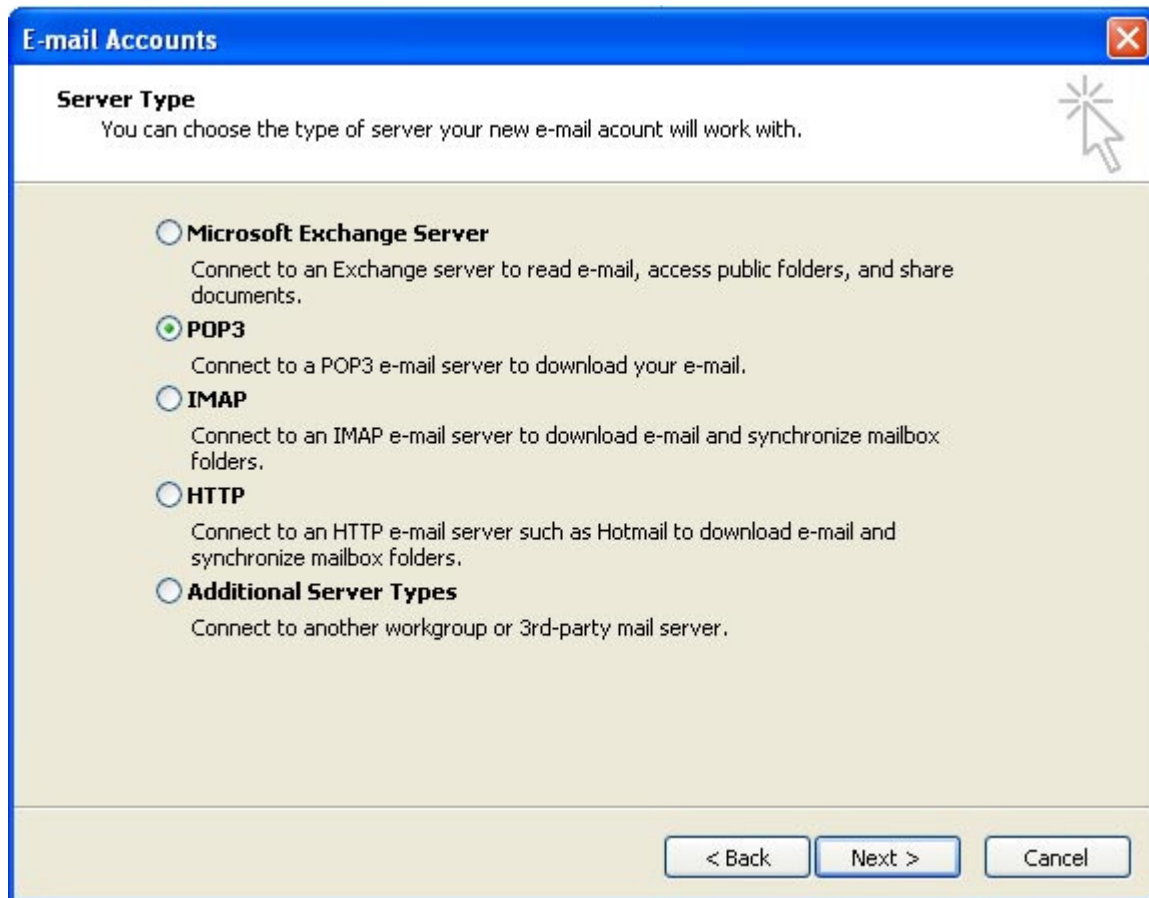
### Step 1

Go to the top menu 'tools' and click on the link 'Email accounts...'.  
You will be presented with a screen similar to:



## Step 2

Select the connection you wish to make. If you are wanting to download mail directly from our server then select the 'POP3' option.



**E-mail Accounts** [Close]

**Server Type**  
You can choose the type of server your new e-mail account will work with.

- 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

### Step 3

Enter the following details:

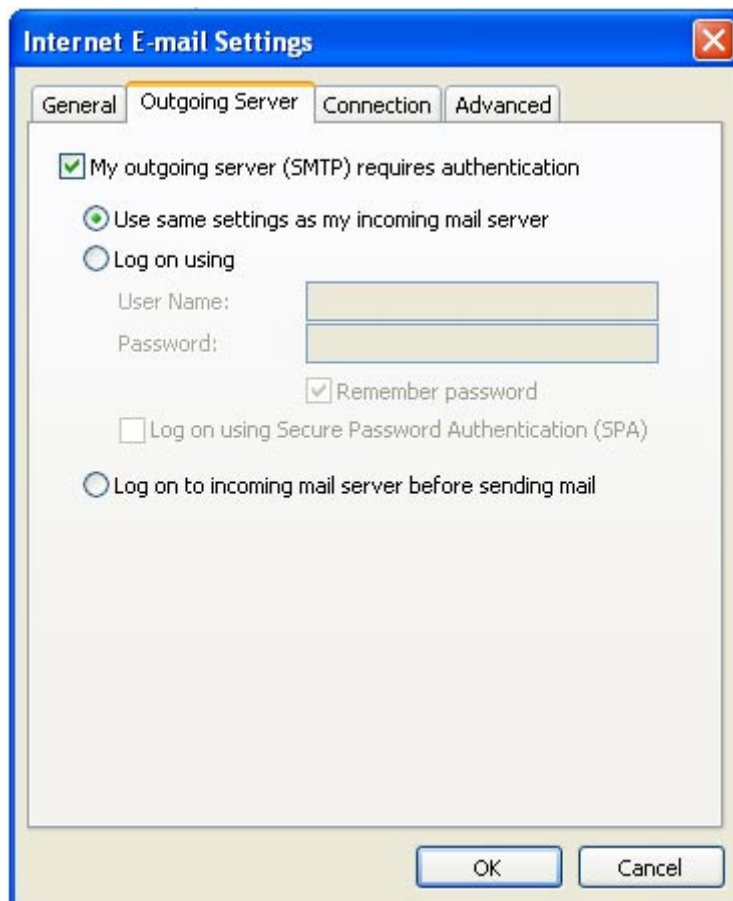
- Your name
- Email Address (if you have created a mailbox called 'john' then your email address will be 'john@yourdomain.co.uk'. This is the address that any recipients will see and reply to.
- Incoming mail (mail.yourdomain.co.uk)

Outgoing (either use the one supplied by your ISP or to use the QDK SMTP service please contact us on 01756 730123)

- Username (Full email address)
- Password (this is the password you entered when the mailbox was created)

### Step 4

If you intend to use our SMTP service for sending emails, ie you didn't enter your ISP's SMTP address in the previous step, then please ensure you click on the 'More Settings' button as seen in the screenshot above. Ensure that the settings are as shown below.



### Step 5

Your basic setup is now complete. If you wish to alter any of these please refer to 'Step 1' and instead of adding a new account select the option to 'view or change an existing email account'.

