



- Home
- Company Information
- Web Hosting Features
- Related Services
- Customer Support
- Resellers
- Contact Us
- Site Map
- HelpDesk
- ControlPanel

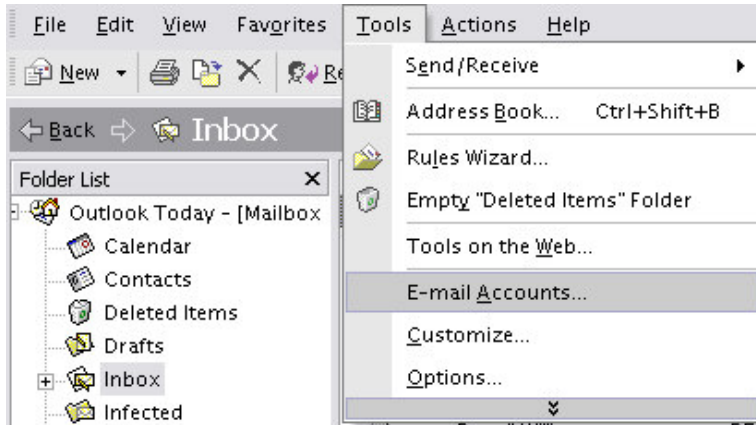
### Configuring Outlook ® 2002 / XP

Outlook® 2002 / XP is an e-mail application that is an upgrade of Outlook 97 or 2000.

To add an e-mail account to Outlook 2002 / XP:

Start Outlook 2002 / XP.

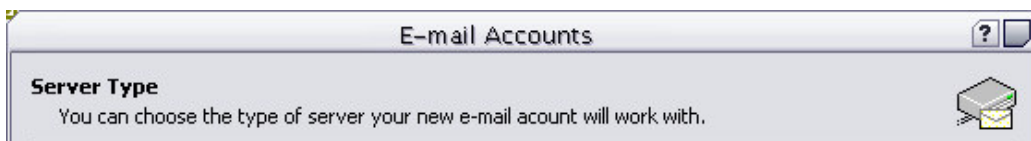
Choose **Email Accounts** from the **Tools** menu.



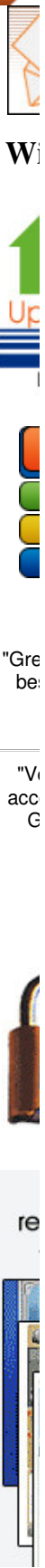
The **Email Accounts** window will open where you can edit an existing account or add a new account. First we will go through adding a new e-mail account to Outlook and then we will go through editing and existing account that you have already setup in Outlook 2002 / XP.



Select "Add a new e-mail account" and click **Next** and you will go to the next section where you will select the **Server Type**.



Fast and Reliable  
Windows 2003  
Web Hosting  
Only  
**\$8.25** /mo™



**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.

As shown above you will need to select **POP3** as the server type and then click **Next**. You will then be taken to the section where you enter the settings for your account

**E-mail Accounts**

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

<b>User Information</b>	<b>Server Information</b>
Your Name: <input type="text" value="Your Name"/>	Incoming mail server (POP3): <input type="text" value="mail.yourdomain.com"/>
E-mail Address: <input type="text" value="user@yourdomain.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.yourdomain.com"/>
<b>Logon Information</b>	<b>Test Settings</b>
User Name: <input type="text" value="user@yourdomain.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 data-bbox="561 1213 919 1255" type="button" value=" Test Account Settings ... "/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input data-bbox="919 1297 1097 1339" type="button" value=" More Settings ... "/>

As shown above, enter your name as you want it to appear in e-mails. Enter the e-mail address you want to add, in the form of user@yourdomain.com

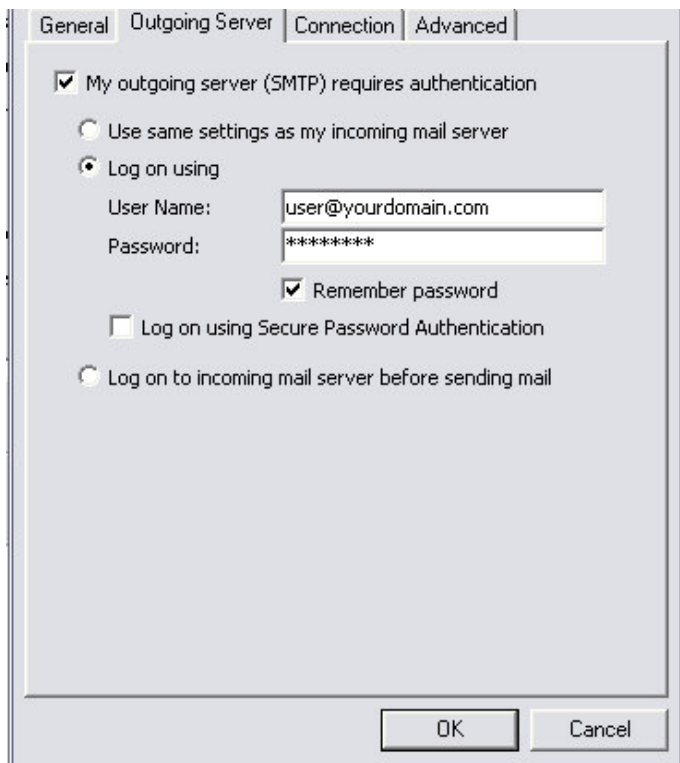
Incoming mail (POP3): **mail.yourdomain.com** (ex. if your domain is **michelle.com**, enter **mail.michelle.com**)

Outgoing mail (SMTP): **mail.yourdomain.com** (ex. if your domain is **michelle.com**, enter **mail.michelle.com**)

Remember, customers that are using internet providers such as Mindspring, UUnet and Prodigy must use their provider's outgoing mail server. There may be other ISP's that require users to use their local SMTP servers as well. Please contact them for more information.

After entering the incoming and outgoing mail server information you will need to enter the Logon Information. The User Name will be in the format *user@yourdomain.com* and then enter your account password. Once you have this information done then you need to click on the "More Settings" button on the right and a new window will open. When that window opens you need to click on the **Outgoing Server** tab as show below.

**Internet E-mail Settings**



General | **Outgoing Server** | Connection | Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Log on using Secure Password Authentication

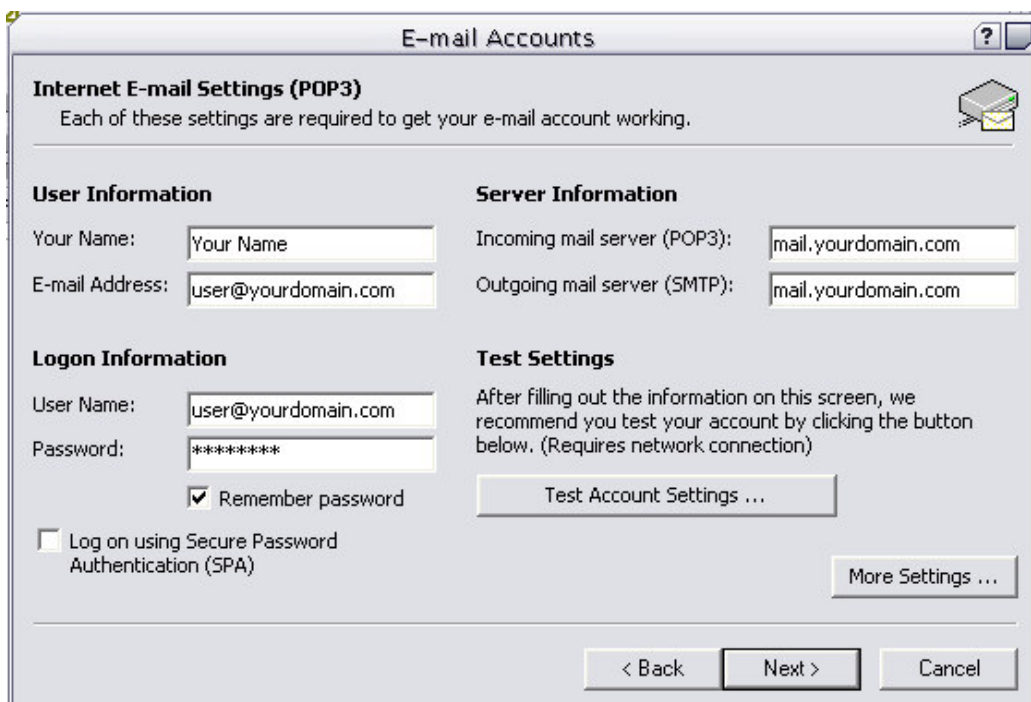
Log on to incoming mail server before sending mail

OK Cancel

Check the box that says "My outgoing server (SMTP) requires authentication" and then select "Log on using" and then enter your user name and password. This is the same username and password that you entered on the previous page.

**DO NOT** check the box for "Use the same settings as my incoming mail server" and **DO NOT** check the box "Log on using Secure Password Authentication"

Now you click **Ok** and it takes you back to the settings screen. On the settings window click **Next** and you are done.



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**

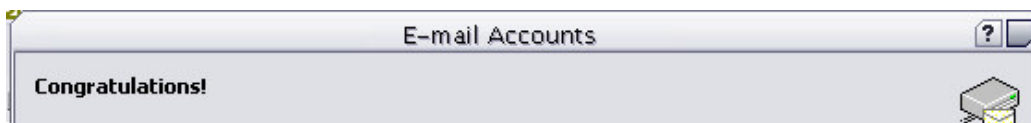
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

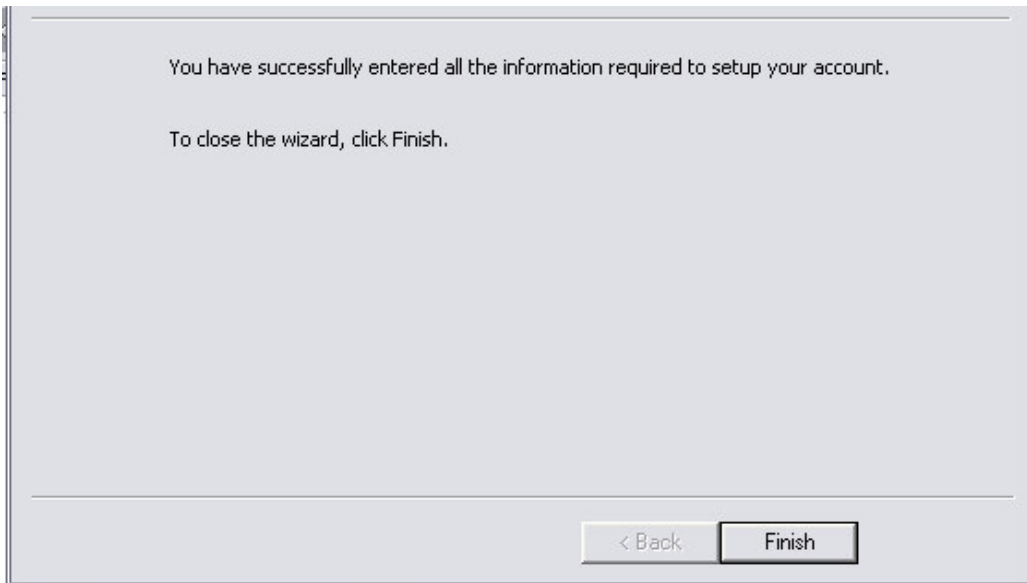
< Back Next > Cancel

After you click **Next** you will see the screen below and can go ahead and click **Finish**.



E-mail Accounts

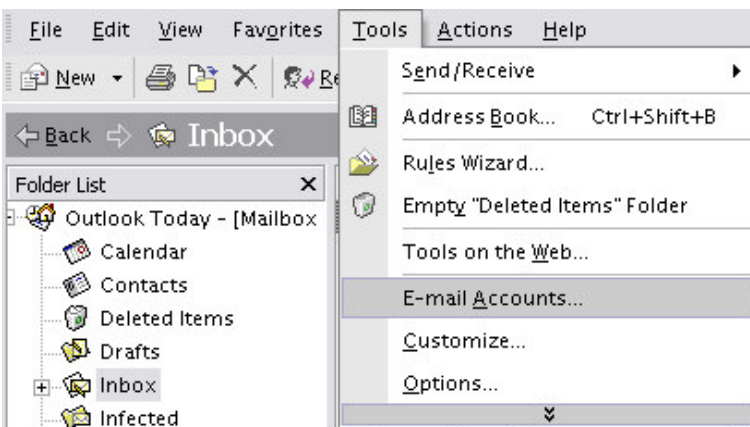
**Congratulations!**



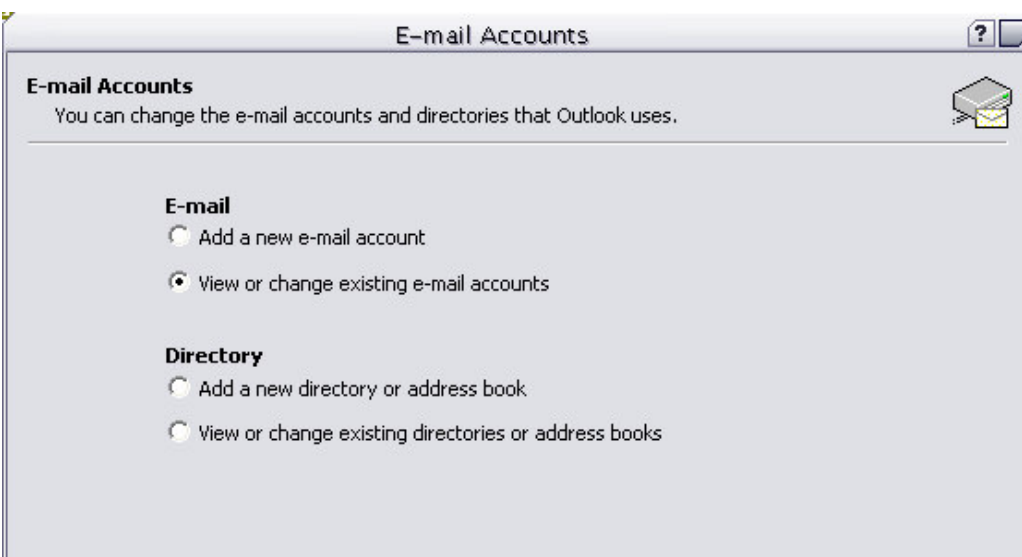
If you want to add another e-mail account to Outlook 2002 / XP, repeat the above procedure.

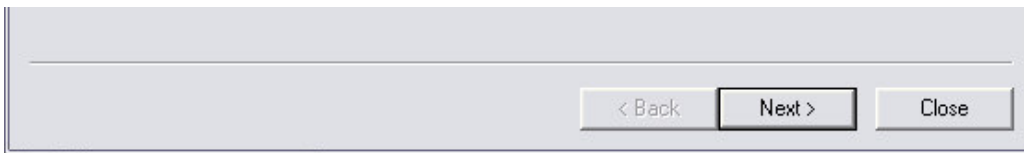
### Editing and Existing Account

If you want to edit an existing account then choose **Email Accounts** from the **Tools** menu.

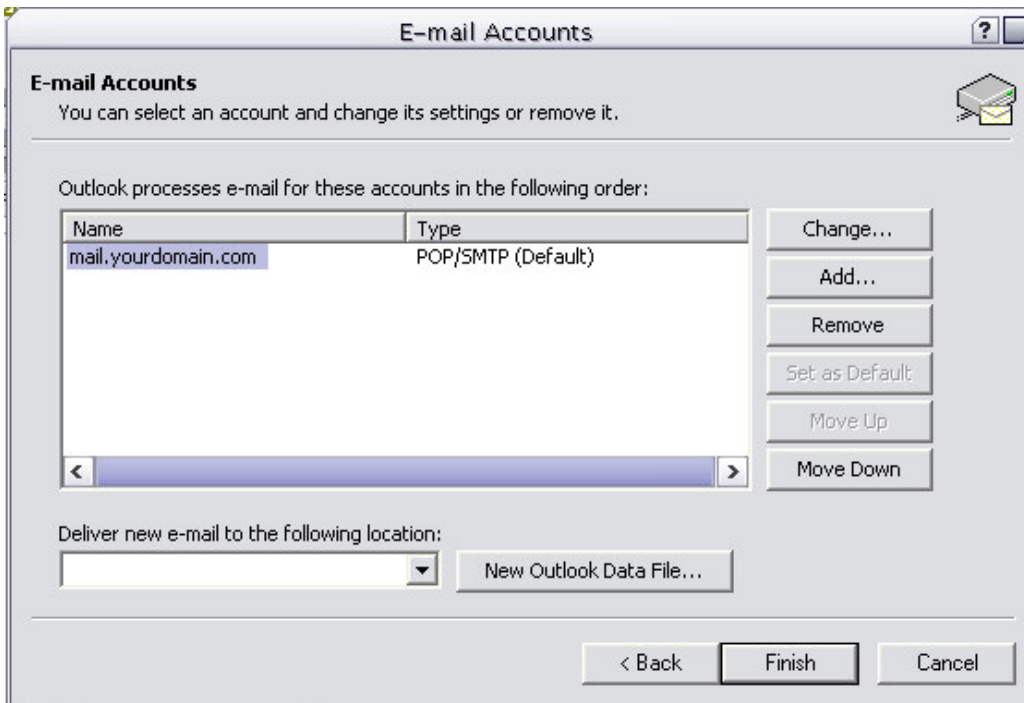


The **Email Accounts** window will open where will select "view of change existing e-mail accounts" and then click **Next**.

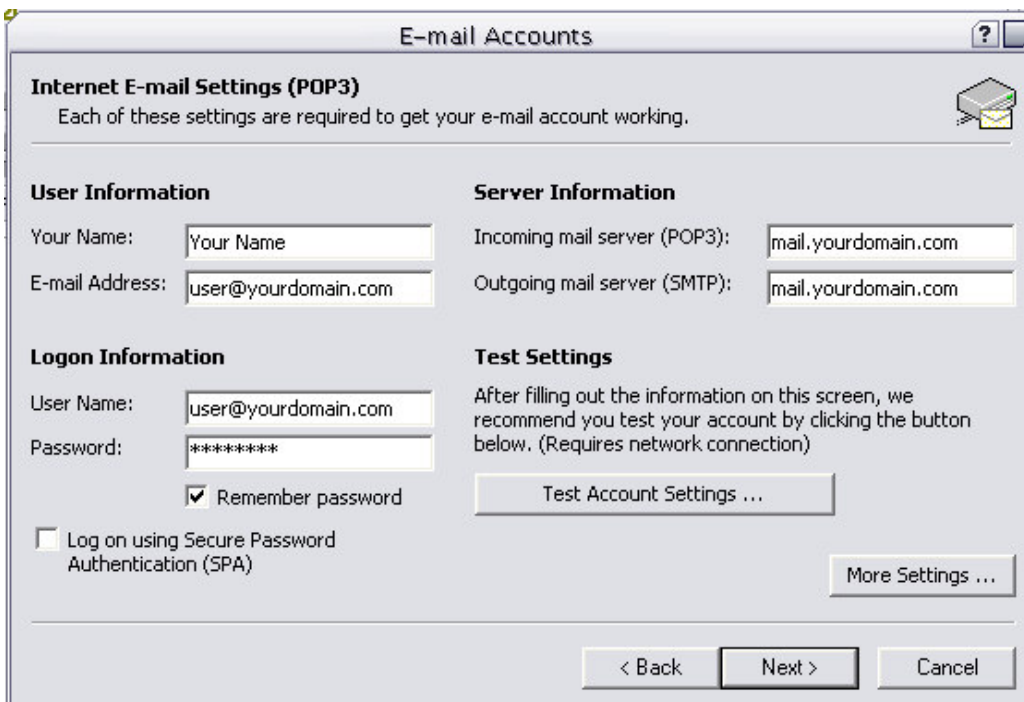




As shown below you will see a list of all email accounts that you have setup in Outlook 2002 / XP. You may only have one as shown or you may have several.



Select the account you want to edit and then click on **Change**. The e-mail settings window will then pop up and you can make any changes you need to the account settings.



Once you have made the changes click **Next** and then **Finish** and you are all done with editing your account.



1PlanHost provides affordable Windows 2003 ASP, ASP.NET and FrontPage Web Hosting solutions for thousands of companies and non-profit organizations worldwide. With our Windows 2003 hosting 100% Uptime and 45 Day Full Money Back Guarantee, it is hard to beat us in terms of reliability and value. Since 1996 our commitment has been to provide customers with the most reliable servers and outstanding support. [Sign up now](#) to begin your positive Windows 2003 web hosting experience with 1PlanHost.com An innovative Windows 2003 [Resellers Web Hosting](#)

Program is also available. We are looking forward to serving you!

Darrell Williams

#### Customer Care (Support)

[Hosting Technical Support](#)

[Customer Care HelpDesk](#)

#### Tutorials and FAQ

[Support Tutorials Directory](#)

[Getting Started Tutorial](#)

[Control Panel Tutorials](#)

[Email Tutorials](#)

[FrontPage Tutorials](#)

[FTP Tutorials](#)

[ASP Tutorials](#)

[Database Tutorials](#)

[Ecommerce Tutorials](#)

[Miscellaneous Tutorials](#)

[Frequent Asked Questions](#)

[Complete List of FAQ](#)

#### Account Management

[Account Control Panel](#)

[Update Account Info Form](#)

[Cancel Hosting Account](#)

#### Renewing Existing Services

[Renew Web Hosting Account](#)

[Renew SQL Database](#)

#### Adding New Services

[Order Web Hosting Account](#)

[Add 1000 MB to Account](#)

[Order SQL 2000 Database](#)

[Add 50 MB to SQL 2000](#)

Windows 2003  
Server System

DELL™



ASP.net

php

[Windows 2003 Hosting Home](#) | [Windows 2003 Web Hosting Plan](#) | [Domain Registration](#)  
[Web Site Design and Development](#) | [Search Engine Marketing](#) | [Customer Care](#)  
[Hosting Tutorials](#) | [F.A.Q.](#) | [Support HelpDesk](#) | [Windows 2003 Hosting Site Map](#)  
[Web Hosting Terms Of Service](#) | [Privacy Policy](#)

Microsoft  
**ASP.net**  
Web Hosting Provider

© 1996 - 2006 1PlanHost.com  
Reliable and Affordable Windows 2003 Web Hosting

**30 Day**  
Money Back  
Guarantee

Find out more...