



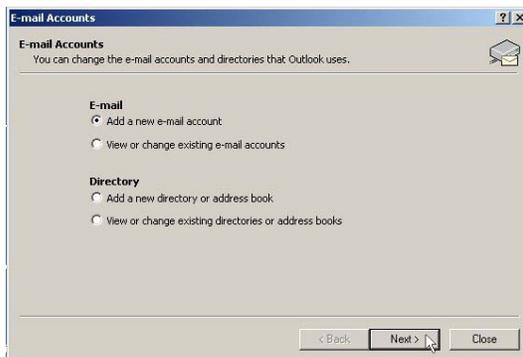
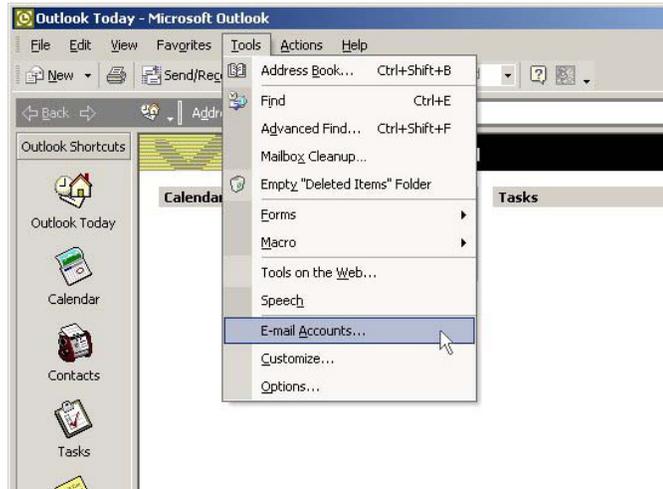
ADVANCED COMPUTER &
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Setting up Outlook XP for e-mail

Step 1

Open Outlook; Once inside of Outlook click on **Tools** at the top and then click on **E-mail Accounts**.



Step 2

Select 'Add a new e-mail account' by clicking on the little circle so it has a dot inside of it as shown. Then, **click** on the **Next** button.

Step 3

Select **POP3** by clicking inside of the circle next to it. Then click on the **Next** button.





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Setting up Outlook XP for e-mail

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

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

Log on using Secure Password Authentication (SPA)

Step 4

There are 6 things to fill out in this window. First, your name, simply type in your full name. Second, your email address, it will take the form of *username@accs.net*. Next, the incoming and outgoing mail servers should both be set to 'mail.accs.net'. Lastly, your username and password need to be filled in. These should be the same username and password you use to dial into the internet.

Once all of this information is entered, **click** on the **Next** button.

Step 5

Congratulations you are done setting up your email, simply **click** on the **Finish** button to save your new settings.

E-mail Accounts

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

Free Internet Technical Support

Phone: (765) 659-4671
Email: internet@accs.net
Hours: 8a-5p Mon-Fri

Remember if you have any trouble please give us a call. We have professionals on staff that have experience troubleshooting/fixing all sorts of networking and computer hardware problems. ACCS has been building/maintaining business networks and computers for over 20 years!