



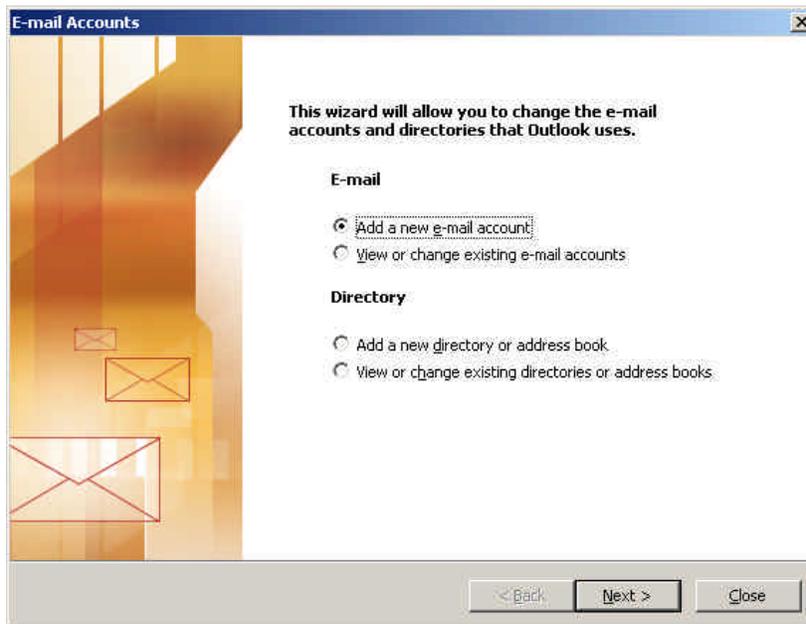
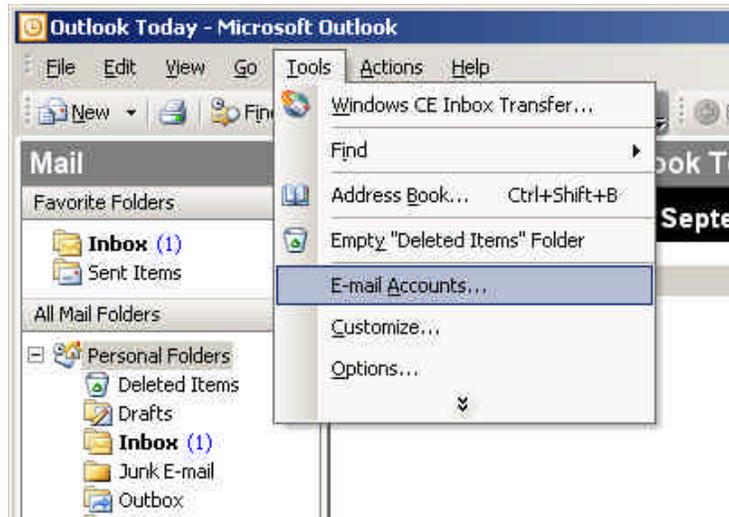
ADVANCED COMPUTER &  
COMMUNICATION  
SYSTEMS, INC.

47 North Jackson Street  
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Phone: (765) 659-4671  
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Support: internet@accs.net  
Web Site: www.accs.net

## Setting up Outlook 2003 for e-mail

### Step 1

Open Outlook 2003, click on **Tools** and **E-mail Accounts** at the top of the window.



### Step 2

In this window choose 'Add a new e-mail account'. Then click on the **Next** button.



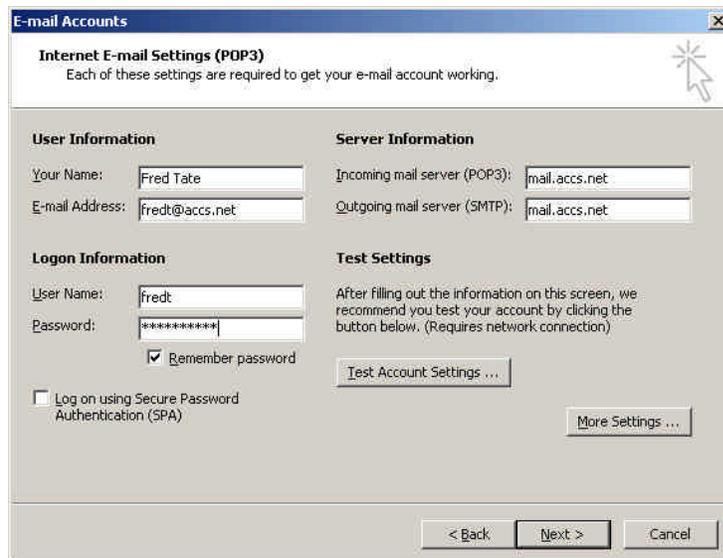
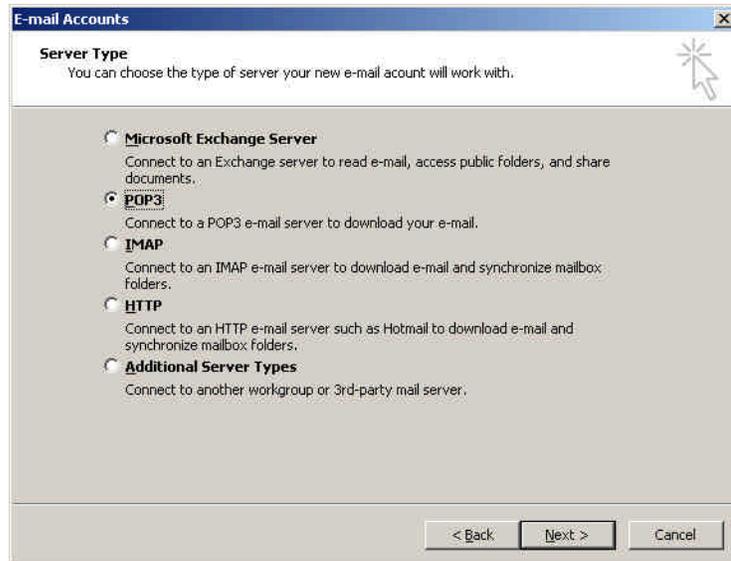
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### Step 3

In this box, select 'POP3'. Then click on the **Next** button.



### Step 4

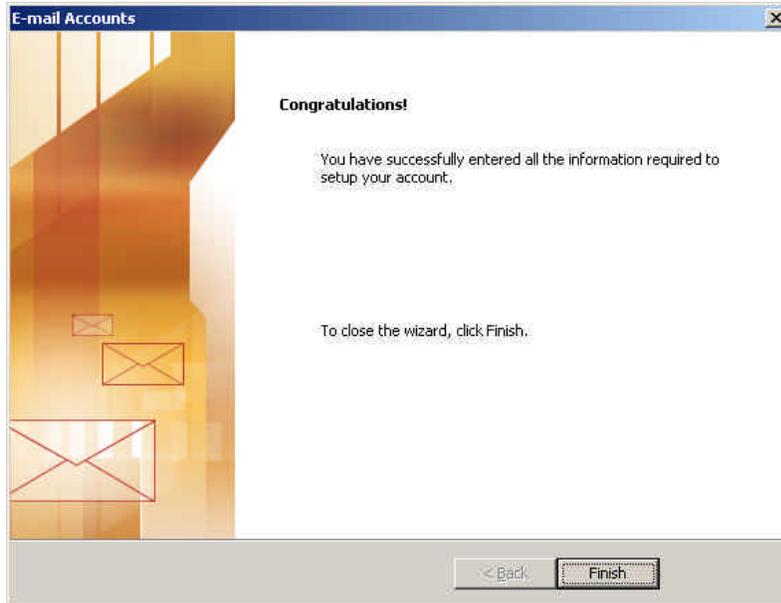
In this window fill out the 'Your Name' box with your full name. Then type your full e-mail address into the 'E-mail Address:' box. Then type in your username and password into the 'Login Information' boxes. Next, put 'mail.accs.net' into both the 'Incoming mail' and 'Outgoing mail' boxes. Lastly, click on the 'Next' button.



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## Setting up Outlook 2003 for e-mail



### **Step 5**

Your email setup is complete. **Click** on the '**Finish**' button.

Your e-mail account is all setup. Click 'Send/Receive' in the main outlook window to check for new mail.

### **Internet Technical Support**

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

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 problems. ACCS has been building/maintaining business networks and computers for over 20 years!