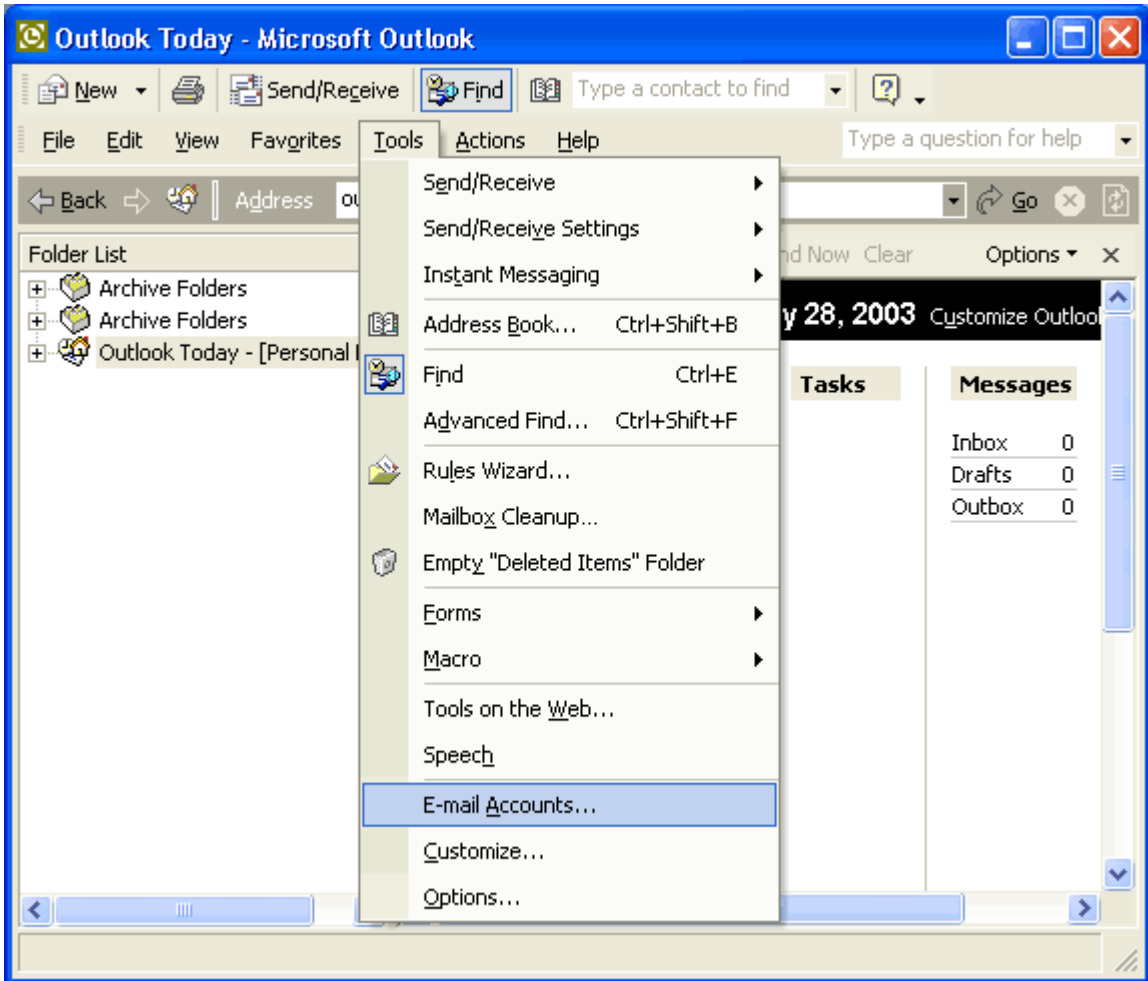
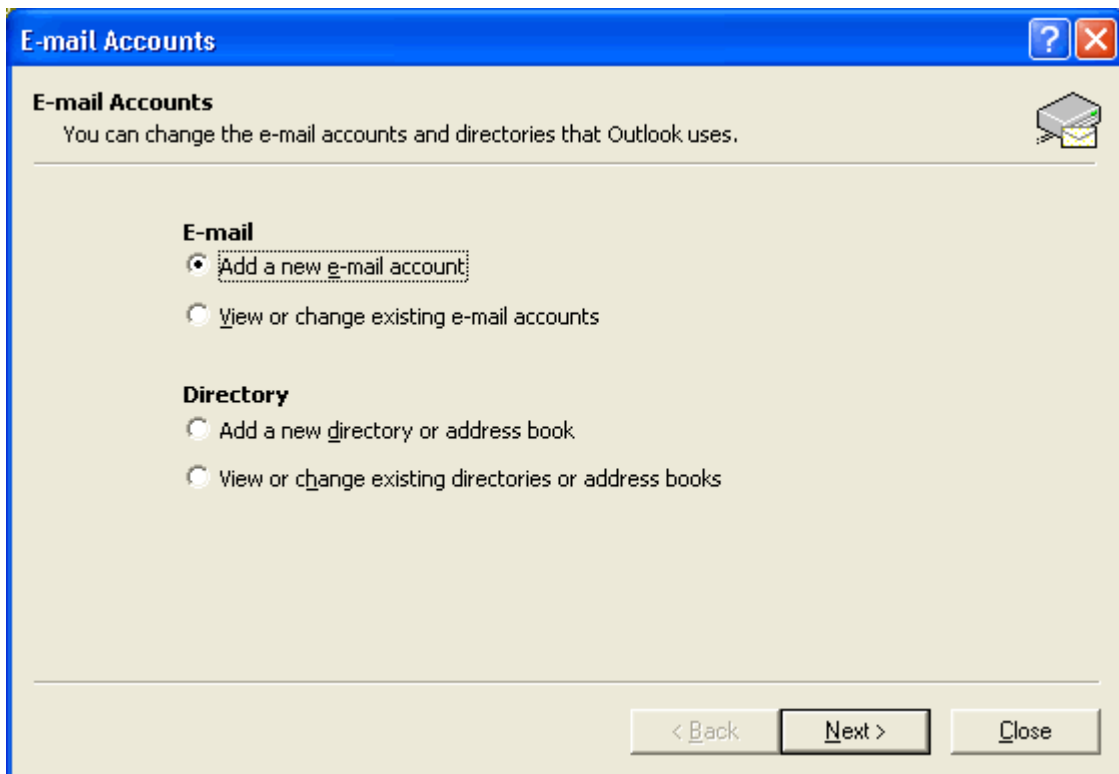


Setup: Outlook 2002

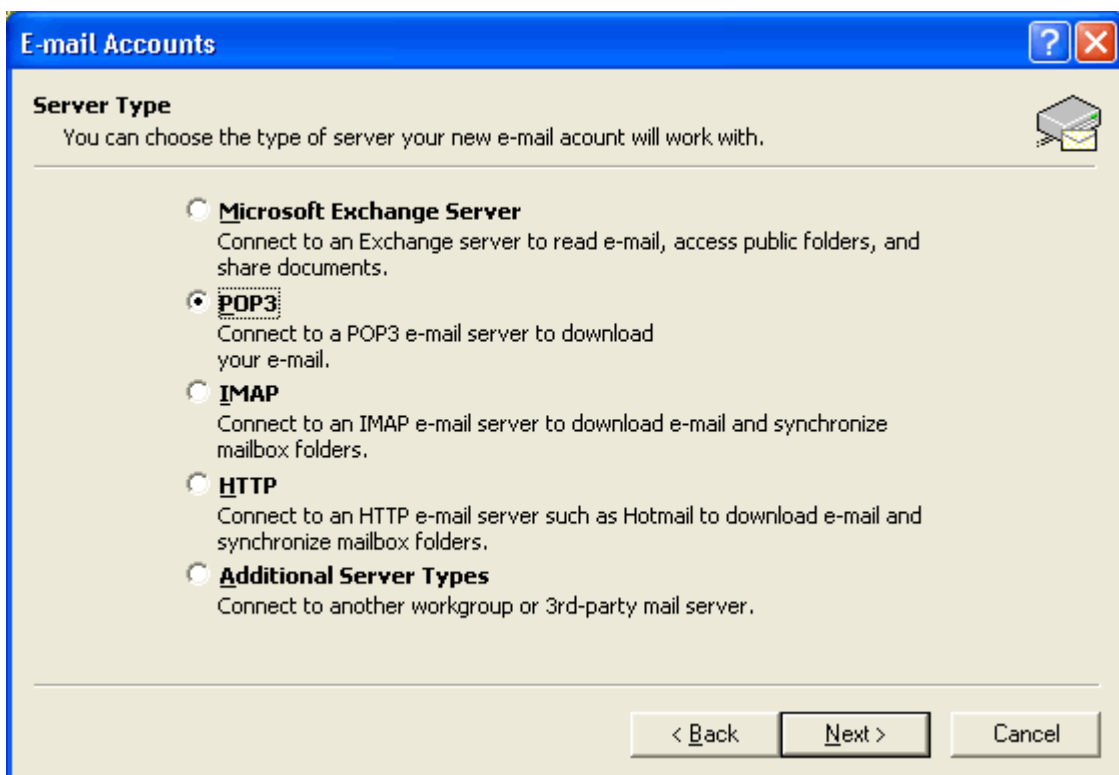
1. To set up an email account in Outlook 2002, first open it by double-clicking on the Outlook icon on your Desktop. Note: If no icon exists locate Outlook in your "Start" menu.
2. A setup wizard screen may pop-up. Otherwise, choose **Tools > Email Accounts**



3. Choose **Add a new e-mail account**, then click **Next**.



4. Choose **POP3**. Then click **Next**.



5. Enter **Your Name**, **E-mail Address**, **Incoming mail server**, **Outgoing mail server**, **User Name** and **Password** like the example below. Then click

Next.

The screenshot shows the 'E-mail Accounts' wizard window with the title bar 'E-mail Accounts'. The main heading is 'Internet E-mail Settings (POP3)' with a sub-heading 'Each of these settings are required to get your e-mail account working.' and an envelope icon. The window is divided into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'.
- 'User Information': 'Your Name:' field contains 'Jane Doe'; 'E-mail Address:' field contains 'janedoe@allwest.net'.
- 'Server Information': 'Incoming mail server (POP3):' field contains 'mail.allwest.net'; 'Outgoing mail server (SMTP):' field contains 'mail.allwest.net'.
- 'Logon Information': 'User Name:' field contains 'janedoe'; 'Password:' field contains '*****'; a checked checkbox 'Remember password' is present; an unchecked checkbox 'Log on using Secure Password Authentication (SPA)' is also present.
- 'Test Settings': A text block reads 'After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)'. Below it is a 'Test Account Settings ...' button.
At the bottom right is a 'More Settings ...' button. At the bottom center are three buttons: '< Back', 'Next >', and 'Cancel'.

6. You are finished. Click **Finish**.

The screenshot shows the 'E-mail Accounts' wizard window with the title bar 'E-mail Accounts'. The main heading is 'Congratulations!' with an envelope icon. The text reads: 'You have successfully entered all the information required to setup your account.' followed by 'To close the wizard, click Finish.' At the bottom center are two buttons: '< Back' and 'Finish'.

7. You may now check your mail by clicking on the **Send/Receive** button in the main Outlook window.