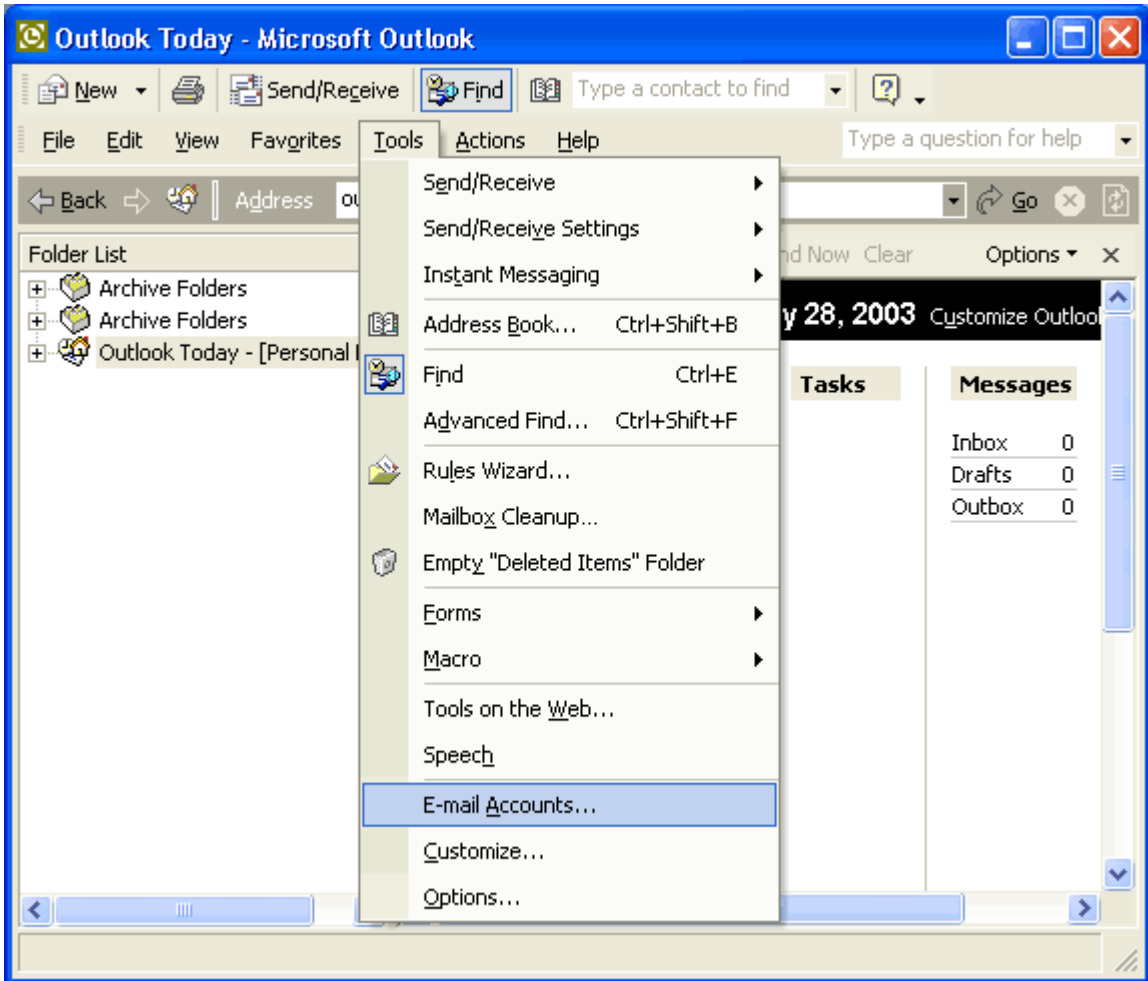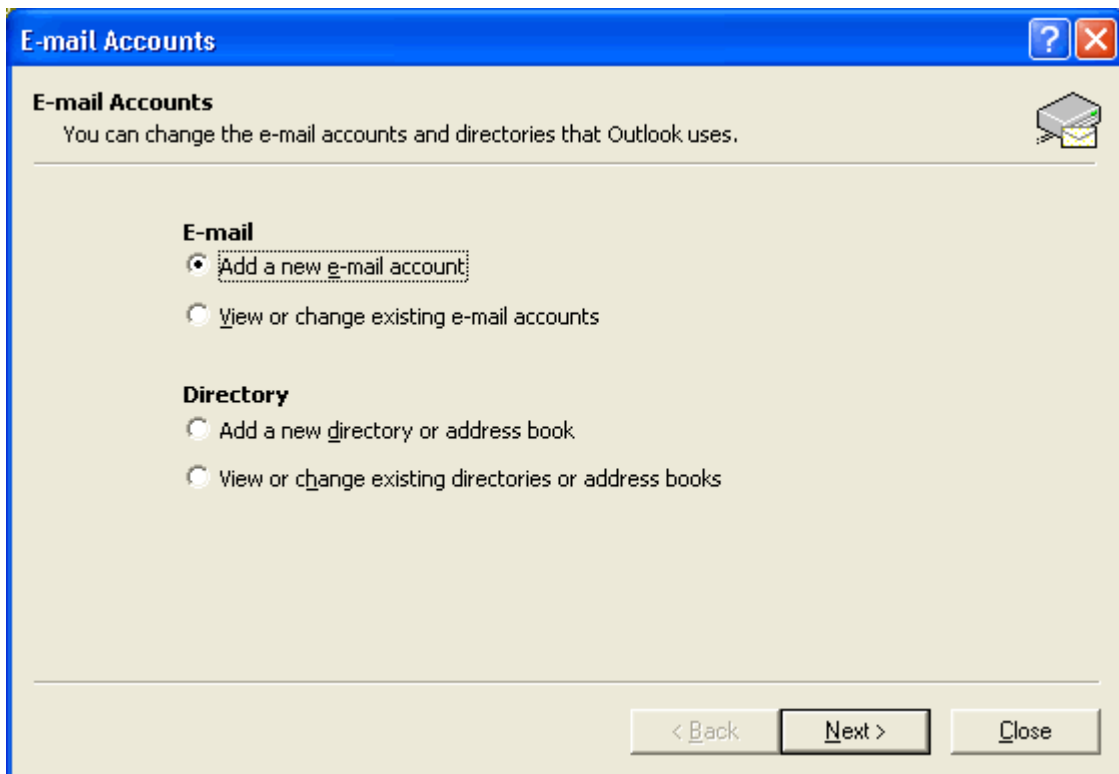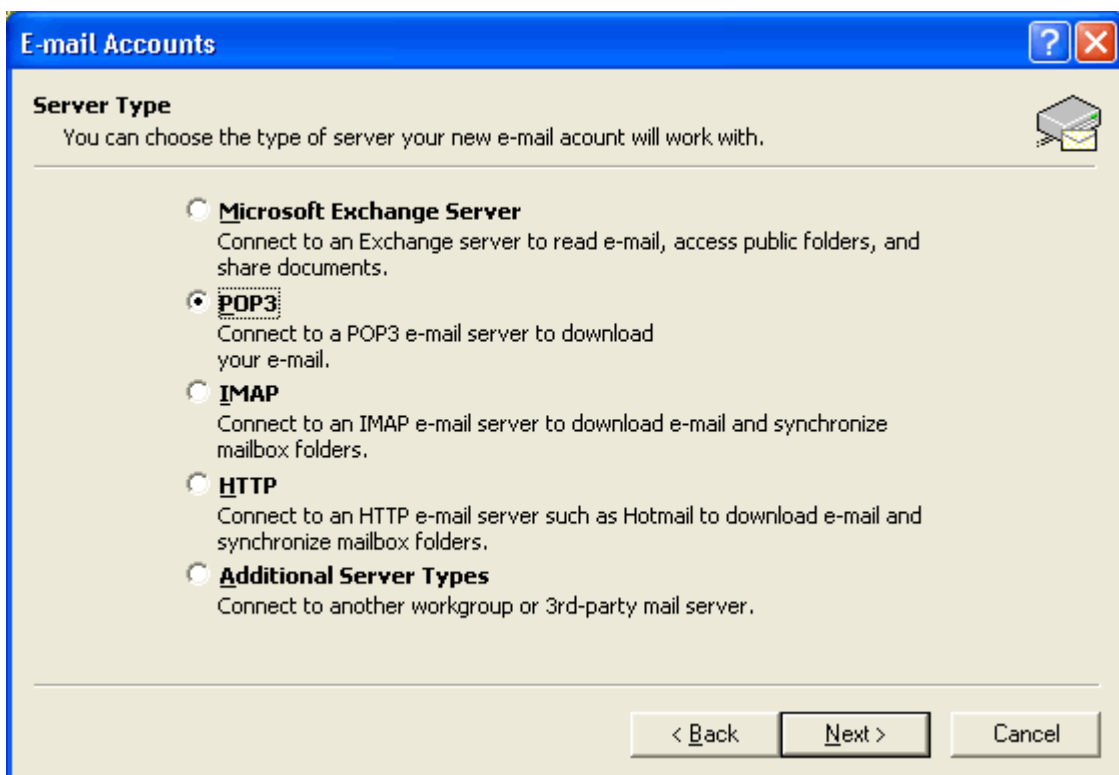# Setup: Outlook 2002

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.

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

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