Set up an Email Account in Outlook 2003

This tutorial will show you how to set up an email account in Outlook 2003. The creation of standard POP3 or IMAP email accounts will be covered, but you can set up other types of email accounts in Outlook 2003, like special web mail services (like Microsoft's own Hotmail or MSN services), and email accounts with Exchange, Microsoft's email server solution.

If you just installed Outlook 2003, or have never set up an email account in it, Outlook will offer you to set up an email account as soon as it opens. If nothing happens, or if you already have email accounts set up in Outlook, simply initiate the email account set up process by going to **Tools > E-mail Accounts**, and the new email account wizard will pop up.

 The **Outlook 2003 Startup** wizard will guide you through the steps of configuring Outlook and setting up an email account.

You may see a slightly different screen, depending on Outlook 2003's previous configuration, if any. You should see the Startup wizard if an email account was never added in Outlook 2003, or if you are using an Outlook profile for the first time.

 In the **E-mail Upgrade Options** step, Outlook 2003 now gives you the option to import old emails, contacts and email accounts settings from Eudora or Outlook Express.

We choose not to import anything at this stage.

Click **Next** to proceed with the email account set up.
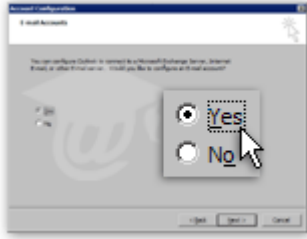
 In the **E-mail Accounts** step, Outlook offers you the possibility to set up an email account right away. We choose to keep the default option, and click **Next** to set up an email account.

Note that you can always choose to skip this step and create an email account later, by going to **Tools > E-mail Accounts**.

Click **Next** to choose the type of email account you want to set up in Outlook 2003.

Email Account Types Supported by Outlook 2003

In the **Server Type** step of Outlook's Startup wizard, you are given the choice between five different types of email accounts. *(This tutorial concentrates on setting up a POP3 account in Outlook; POP3 is the most common type of email account.)*

- **Microsoft Exchange Server** — Exchange is Microsoft's mail server software. If you are using Outlook 2003 on a corporate network, check with your System Administrator / IT Department - Outlook may or not use Exchange.

- **POP3** — POP3 is an email protocol, the most widely used for Internet mail. Your email provider most probably uses POP3. In doubt, check with your email provider or Internet Service Provider (ISP), or try setting up Outlook 2003 with POP3.

- **IMAP** — Like POP3, IMAP is an Internet mail protocol. Most email providers do not support IMAP, some only offer it. Please check with your email provider.

- **HTTP** — In our case Outlook 2003 means Hotmail or MSN by "HTTP"; if you are not trying to set up an email account with an Hotmail or MSN email address, you should probably use POP3. *Hotmail and MSN are Microsoft's web mail (Internet mail) services, which are meant to integrate with Outlook 2003 or earlier, and Outlook Express.*

- **Additional Server Types** — Additional Server Types allow you to pick a custom mail server, (like a groupware server or even to send faxes from Outlook 2003).
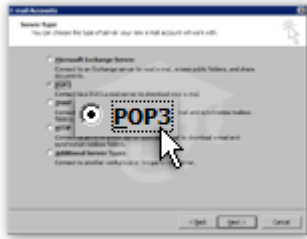
 In our case, we will set up a POP3 email account in Outlook 2003, using the most common configuration settings.

(The procedure to set up an IMAP email account in Outlook 2003 is basically the same, and Microsoft Outlook support both email account types. Use the information provided by your email host.)

Select **POP3**; click **Next** to continue the email account set up.

Email Account Information in Outlook 2003

This screen is the most important in the email account set up: in the Outlook wizard's **Internet E-mail Settings** screen, you will enter all the information Outlook 2003 needs to interact (or "talk") with the mail

server.

- **Your Name** — This is where you enter your name as you want it to appear when people receive emails from you. Left blank, your email address will show instead.

- **E-mail Address** — Enter your full email address, in the format emailUser@emailProvider.com

- **Incoming Mail Server (POP3)** — Enter the address of your mail server for incoming emails. For POP3 email accounts, it is most often mail.emailProvider.com, sometimes pop3.emailProvider.com. If you are unsure, check with your email provider or ISP.

- **Outgoing Mail Server (SMTP)** — Enter your mail server's address for outgoing emails. For POP3 accounts, it is likely mail.emailProvider.com or smtp.emailProvider.com.


- **User Name** — Depending on your email provider, this could be your full email address (frequent), or the email user name (the part of your email address that comes before the "@" symbol, less frequent). Seldomly, it is completely different from your email address.

- **Your Password** — In some cases, the password was assigned to you when your email account was created. The email account set up will fail to download (possibly send) emails if your password is incorrect. wATCH OUT FOR cAPS lOCK.

- **Log on using Secure Password Authentication (SPA)** — You will not need SPA, unless your email provider specifies that you must use encryption for authentication.

Testing Your Email Account Set up in Outlook 2003

After you have entered all your email account's information, Outlook 2003 lets you test the validity of these settings with the **Test Account Settings** button. Clicking it generate a test email from yourself to yourself; if successful, the test confirms the email account settings you have set up are
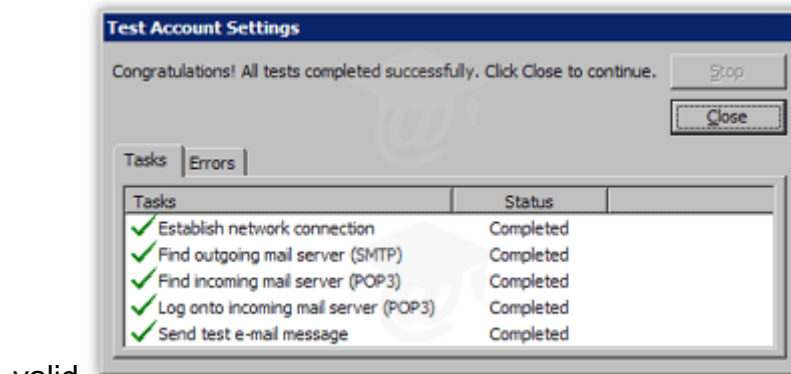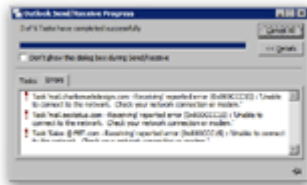

valid.
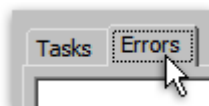
If your email account was successfully set up, Outlook 2003 will give you the same results as above. In case one of the task did not complete successfully, Outlook will give you an error code and explanation under the **Error** tab to troubleshoot email account set up problems.

### What If Outlook 2003 Fails with the Account Set up Test Email?

 If Outlook 2003 was not able to send or receive the account set up test email, make sure that your email account's incoming and outgoing mail server names are spelled correctly, as well as your email account's user name and password.

After checking (and possibly correcting) your email account settings, have Outlook 2003 re-send its test email.

 Another reason for which Outlook 2003 fails the email account test is the increasingly common requirement by email providers that authentication take place before an email is sent out.

Wrapping up Your Outlook 2003 Email Account Set up
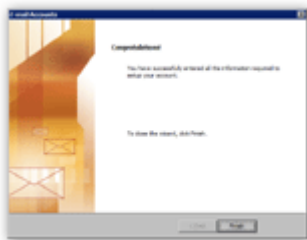
 The current **Internet E-mail Settings** screen is the last step (in the wizard) that allows you to back and change information you entered previously.

To complete your email account set up process, click the **Next** button. Outlook 2003's wizard will confirm that all settings were entered properly, and that it is happy. Click **Finish**.

Congratulations! You have completed your email account set up in Outlook 2003.