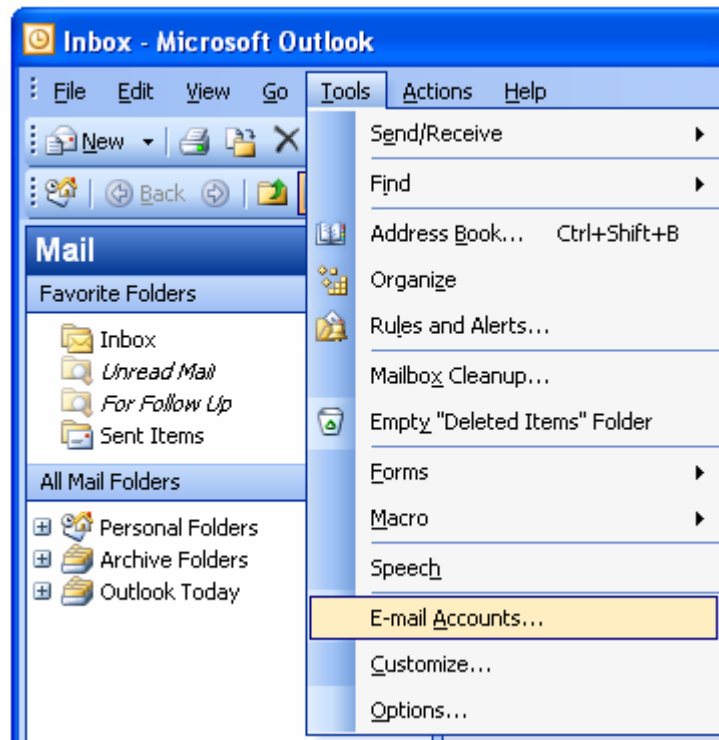


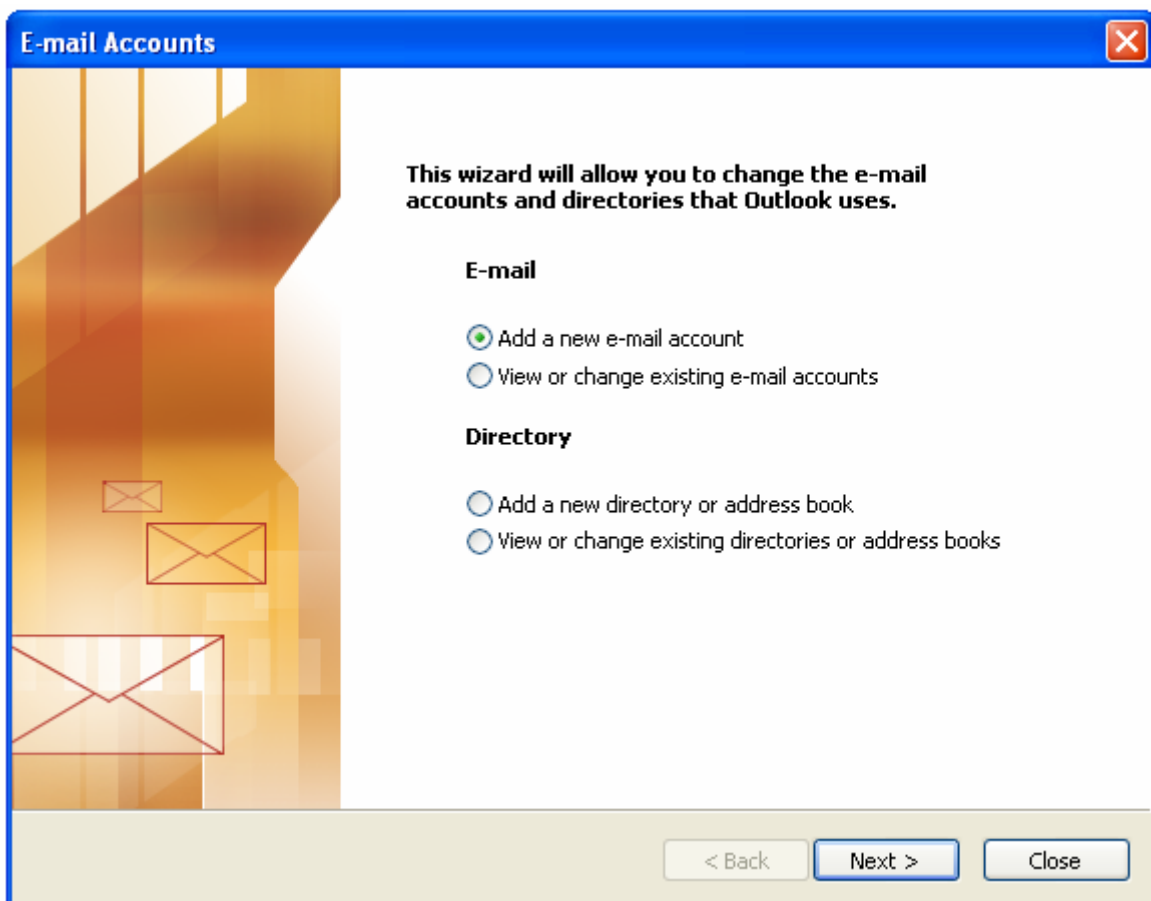
How to setup your E-mail in
Outlook 2003 and Outlook Express
For
CIHSS Staff

Outlook 2003

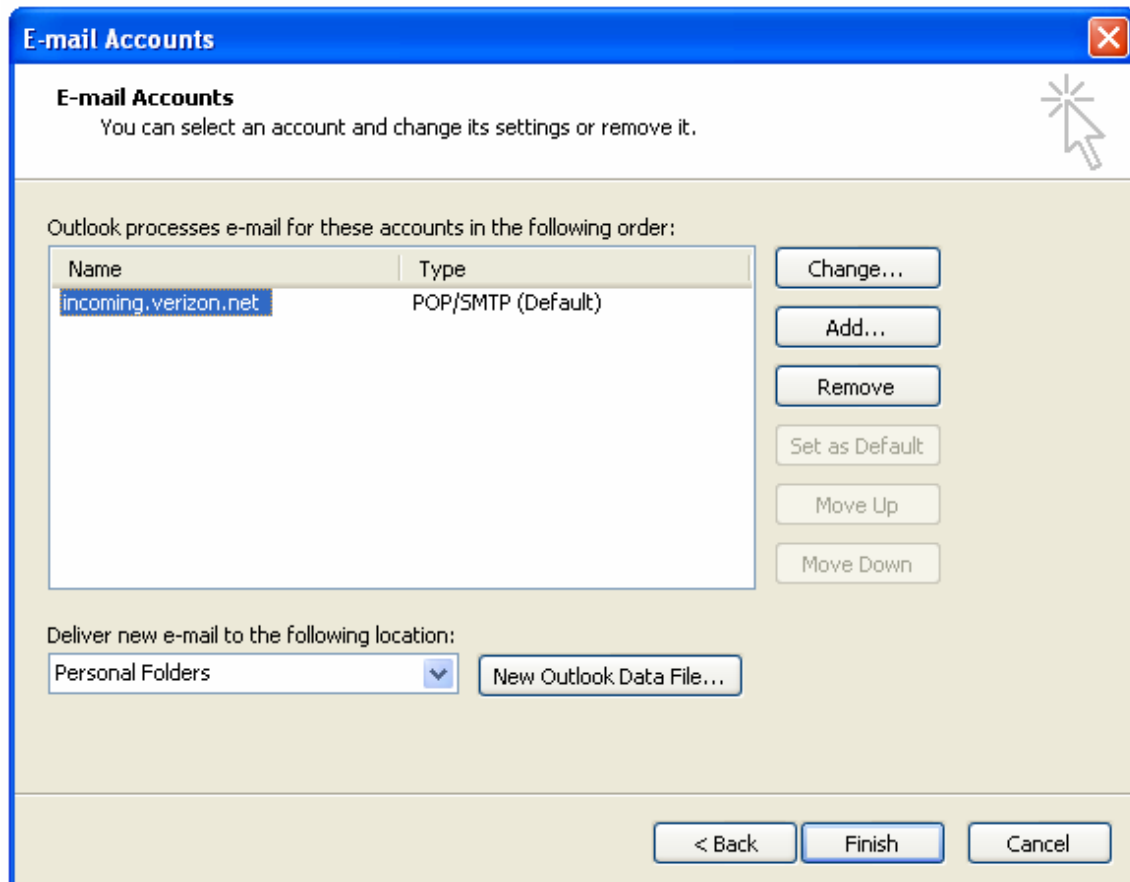


From inside Microsoft Outlook, from the menus across the top
Click on '[Tools](#)' .

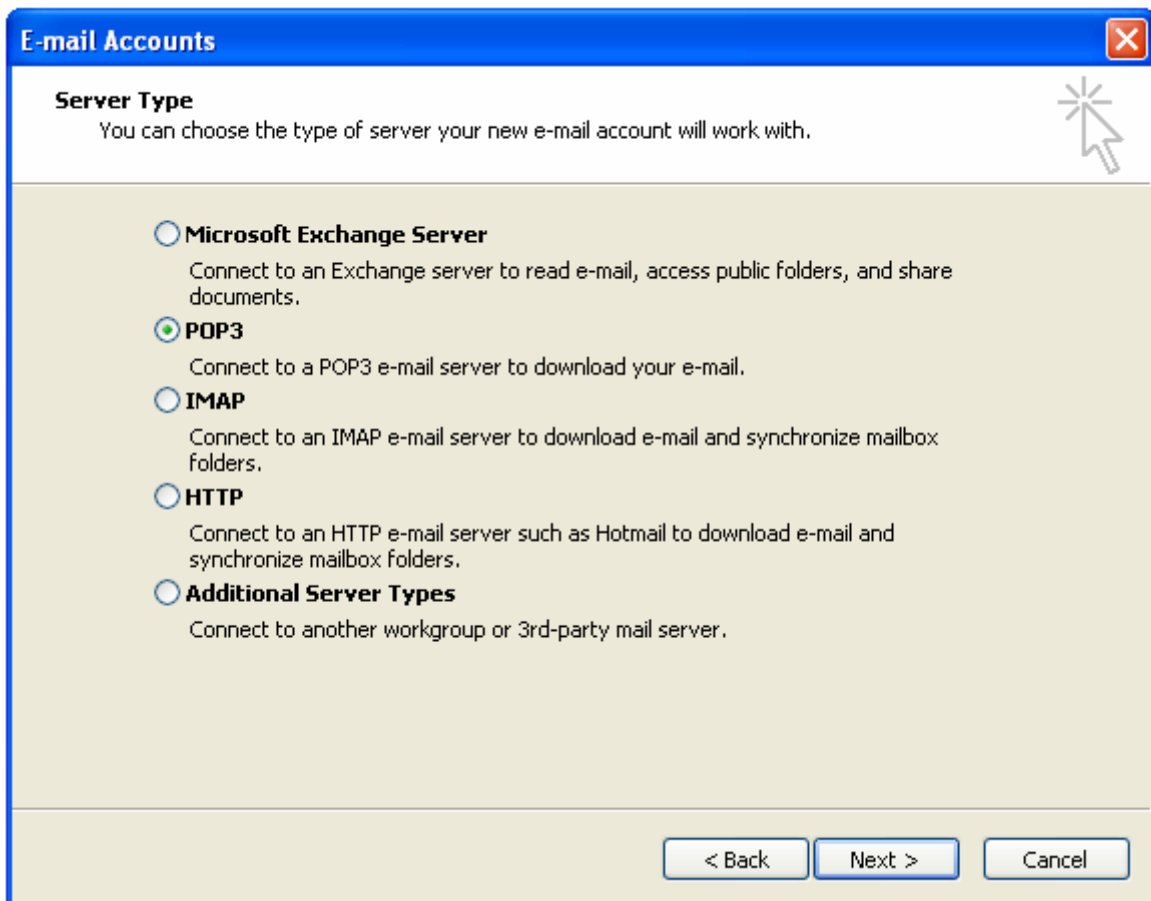
From the drop-down window click on '[E-mail Accounts...](#)'.



Select the radio button next to “[Add a new e-mail account](#)”.
Click on the “[Next >](#)” button.



Click on the “Add...” button.



Select the radio button next to “POP3”.

Click on the “Next >” button.

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

Log on using Secure Password Authentication (SPA)

Test Settings

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

In the box next to 'Your Name:' enter your name ([John Smith](#)).

In the box next to 'E-mail Address:' enter your full e-mail address ([jsmith@cihssinc.org](#)).

In the box next to 'Incoming mail server (POP3):' enter this [pop.mpowercom.net](#).

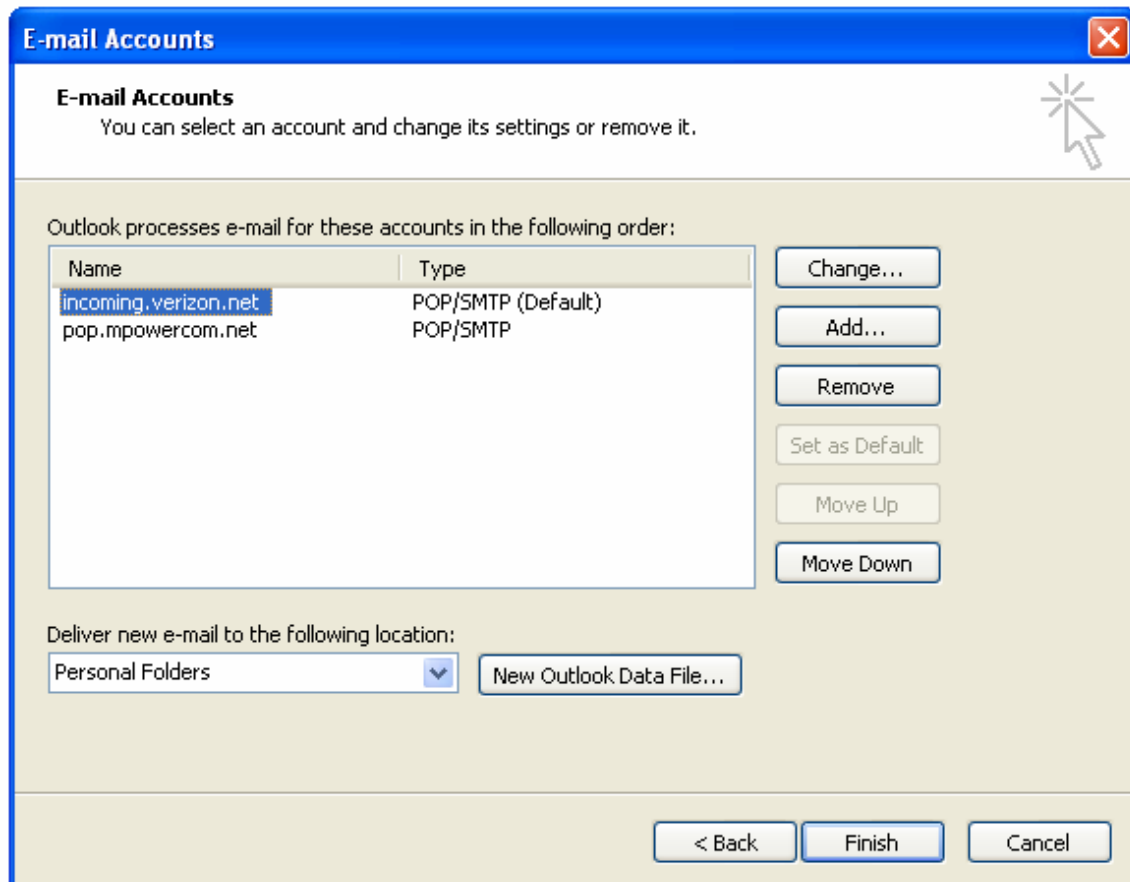
In the box next to 'Outgoing mail server (SMTP):' enter this [smtp.mpowercom.net](#).

In the box next to 'User Name:' enter your full e-mail address ([jsmith@cihssinc.org](#)).

In the box next to 'Password:' enter the password that was provided to you.

If you want to enter your password to get your new mail, uncheck the box next to 'Remember password'

Click on the 'Next >' button.



You should see under the 'Name' column a listing for 'pop.mpowercom.net'.

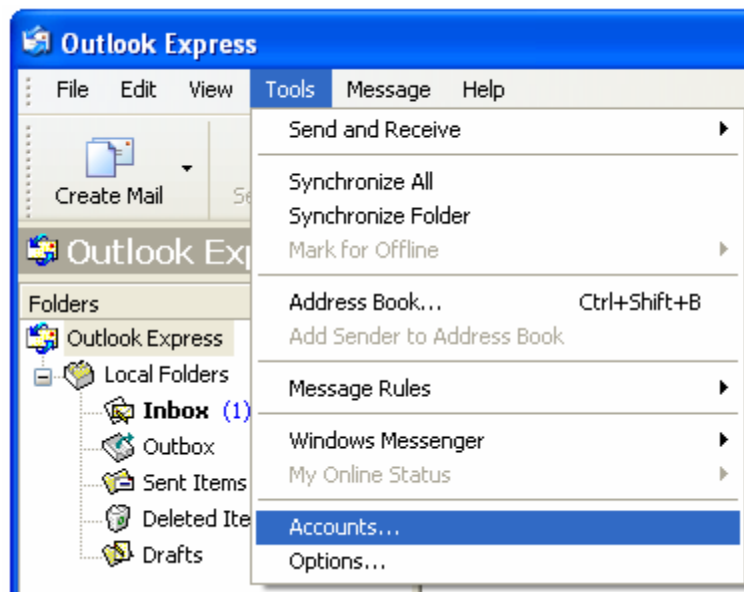
Click on the 'Finish' button.

If you uncheck the checkbox next to 'Remember password', you will see the following screen.



The image shows a Windows-style dialog box titled "Enter Network Password". The dialog has a blue title bar with a close button (X) in the top right corner. The main area has a light beige background. On the left side, there is a yellow key icon with a blue arrow pointing to the right. To the right of the icon, the text reads "Please type your user name and password." Below this text are three input fields: "Server" containing "pop.mpowercom.net", "User Name:" containing "jsmith@cihssinc.org", and "Password:" which is empty. Below the input fields is a checkbox that is unchecked, with the label "Save this password in your password list". At the bottom right of the dialog are two buttons: "OK" and "Cancel".

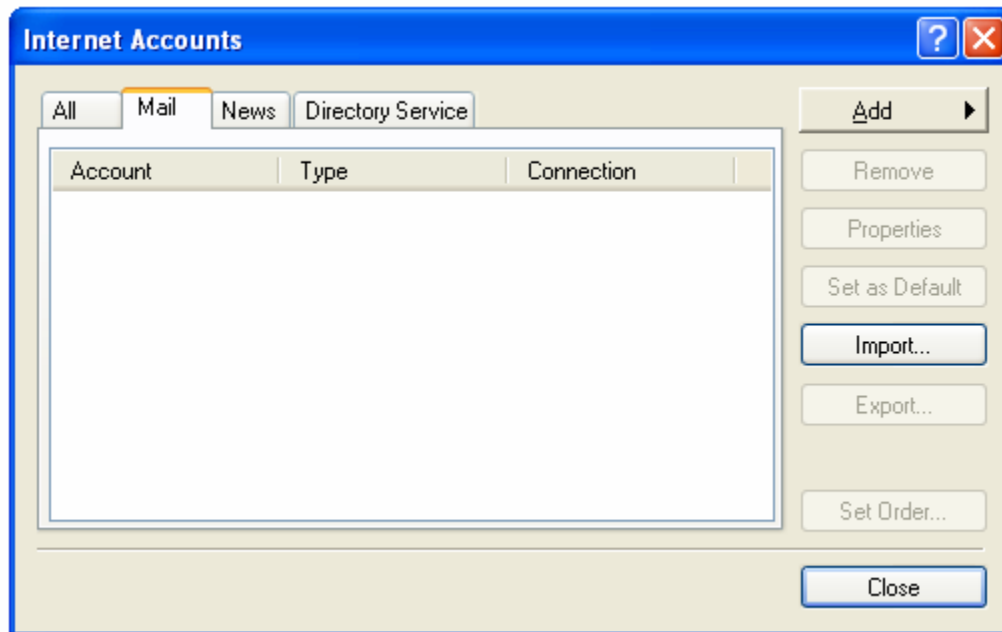
Outlook Express



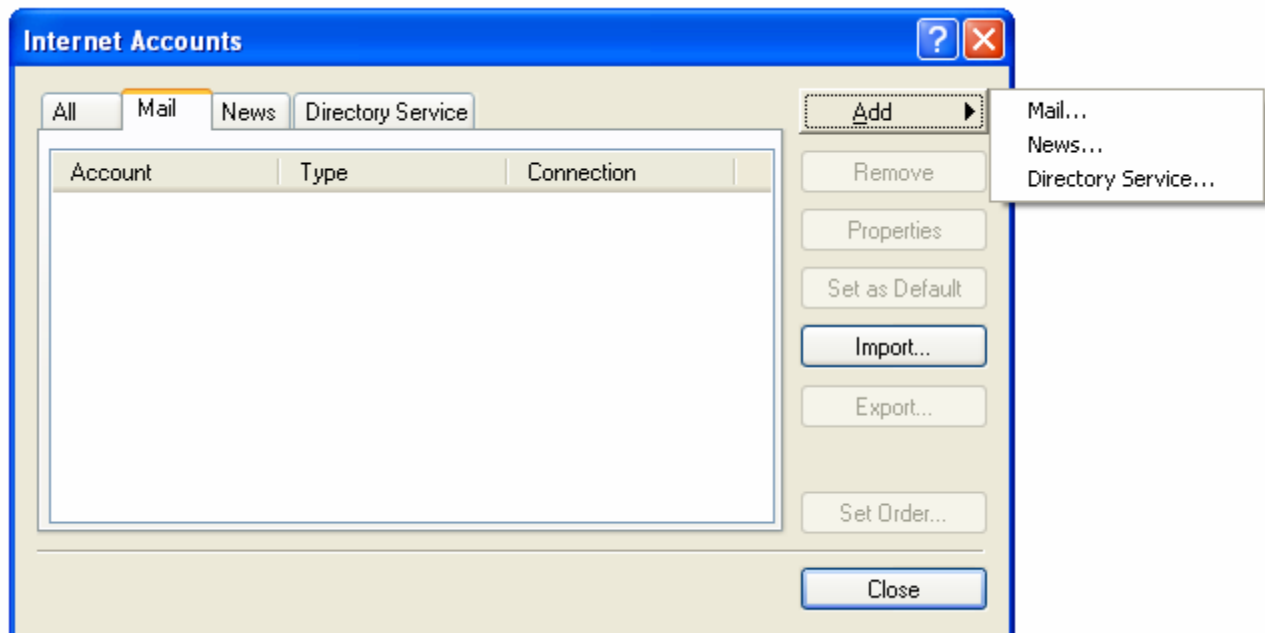
From inside Microsoft Outlook Express, from the menus across the top.

Click on '[Tools](#)' .

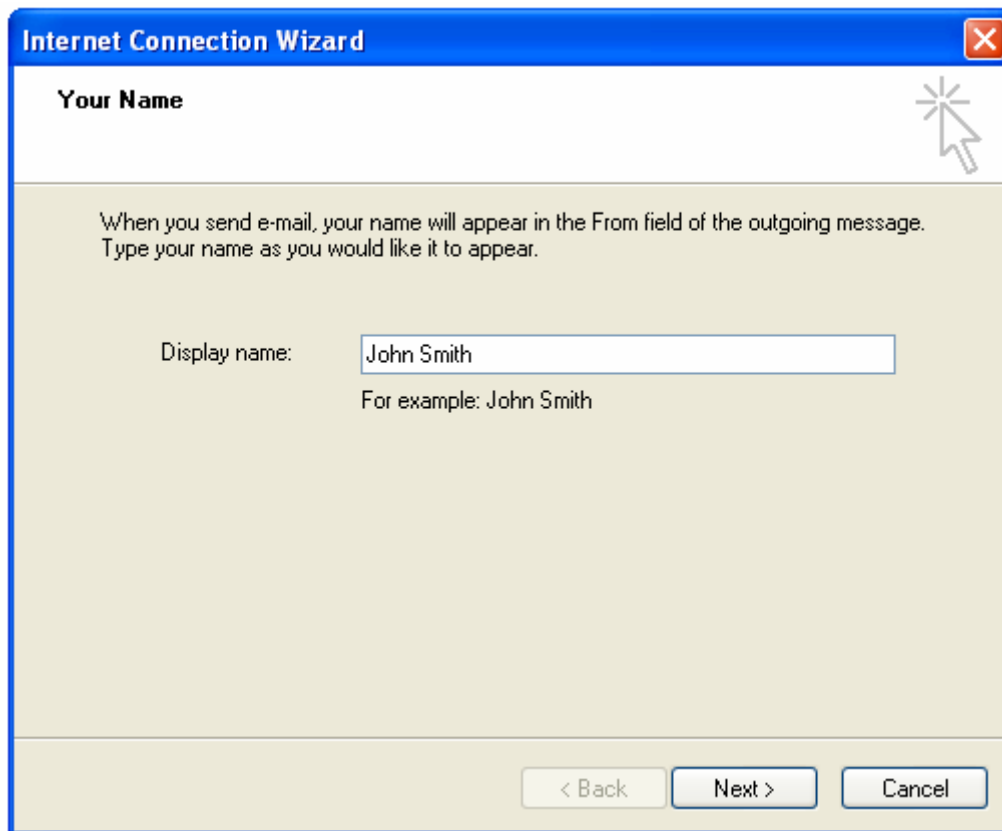
From the drop-down window click on '[Accounts...](#)'.



Click on the 'Mail' tab
Click on the 'Add' button

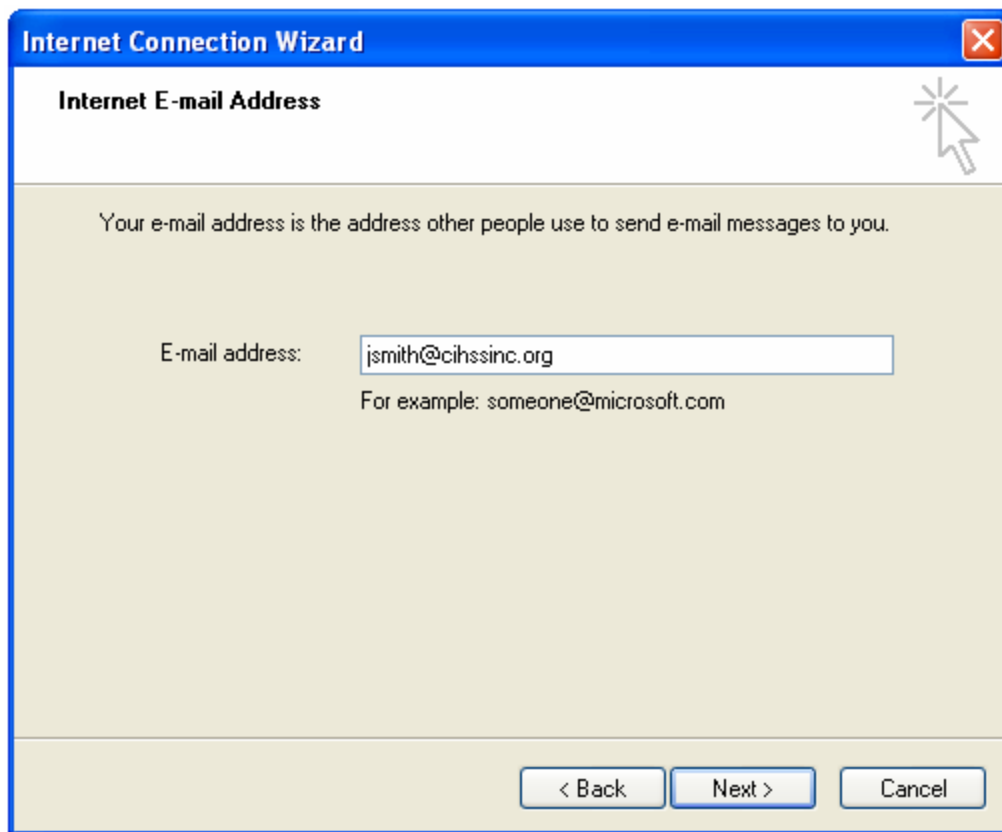


Click on 'Mail...' from the popup menu.

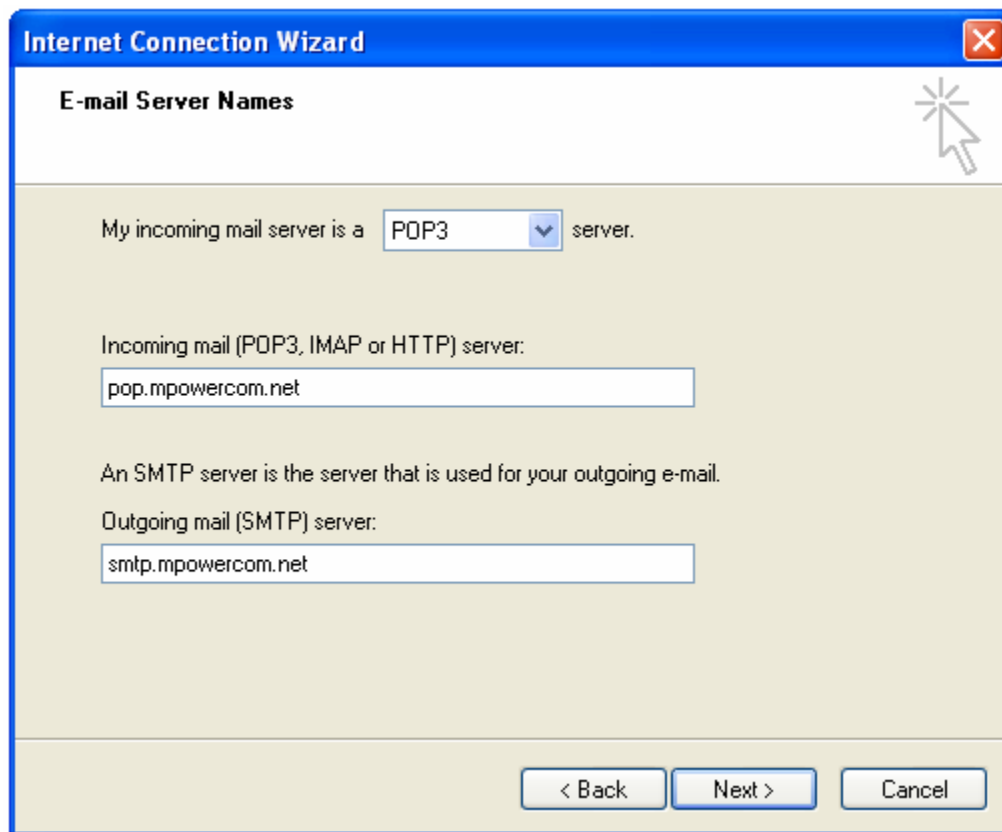


The image shows a screenshot of a Windows dialog box titled "Internet Connection Wizard". The window has a blue title bar with a close button (X) in the top right corner. Below the title bar, the text "Your Name" is displayed in bold. To the right of this text is a mouse cursor icon pointing at a starburst symbol. Below this, there is a paragraph of text: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Underneath this text is a label "Display name:" followed by a text input field containing the text "John Smith". Below the input field is the text "For example: John Smith". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

In the box next to 'Display name:' type your full name (John Smith).
Click on the 'Next >' button.



In the box next to 'E-mail address:' type your e-mail address (jsmith@cihssinc.org).
Click on the 'Next >' button.



In the box below 'Incoming mail (POP3, IMAP or HTTP) server:' type 'pop.mpowercom.net'

In the box below 'Outgoing mail (SMTP) server:' type 'smtp.mpowercom.net'

Click on the 'Next >' button.

The image shows a screenshot of a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog box has a blue title bar with a close button (X) in the top right corner. The main area is light beige and contains the following text and controls:

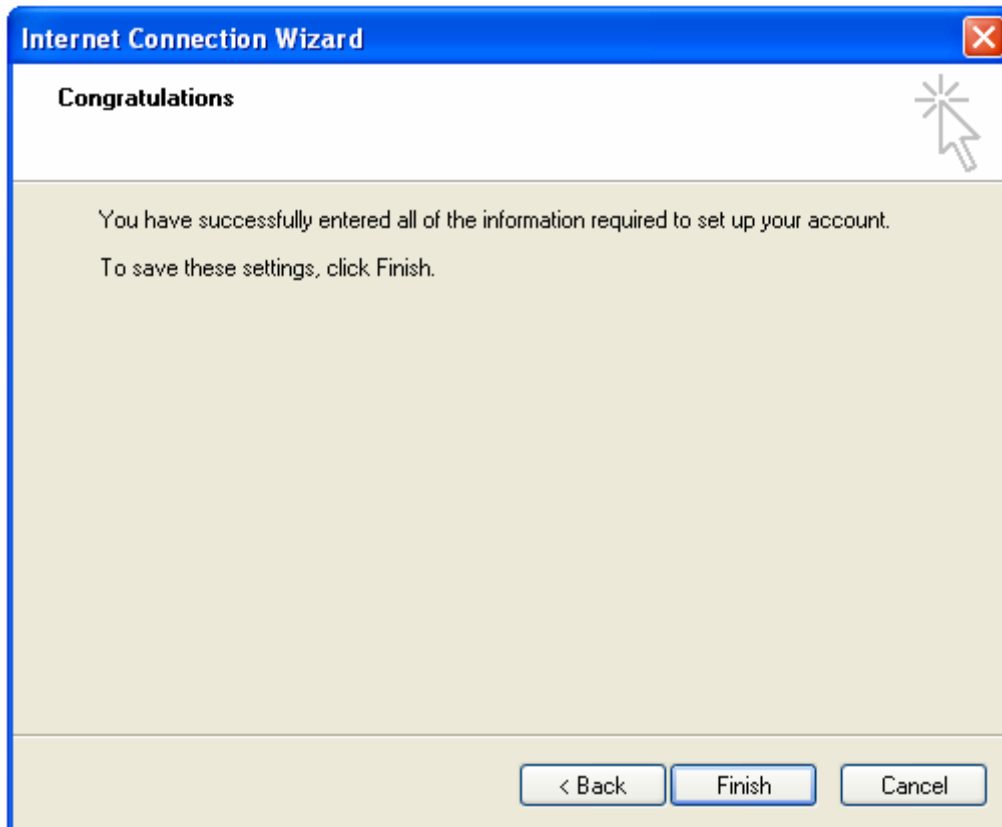
- Instruction: "Type the account name and password your Internet service provider has given you."
- Field: "Account name:" with a text box containing "jsmith@cihssinc.org".
- Field: "Password:" with an empty text box.
- Checkbox: Remember password
- Text: "If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box."
- Checkbox: Log on using Secure Password Authentication (SPA)
- Buttons: "< Back", "Next >", and "Cancel" at the bottom.

In the box next to 'Account name:' enter your full e-mail address (jsmith@cihssinc.org).

In the box next to 'Password:' enter the password that was provided to you.

If you want to enter your password to get your new mail, uncheck the box next to 'Remember password'

Click on the 'Next >' button.



Click on the ['Finish'](#) button.