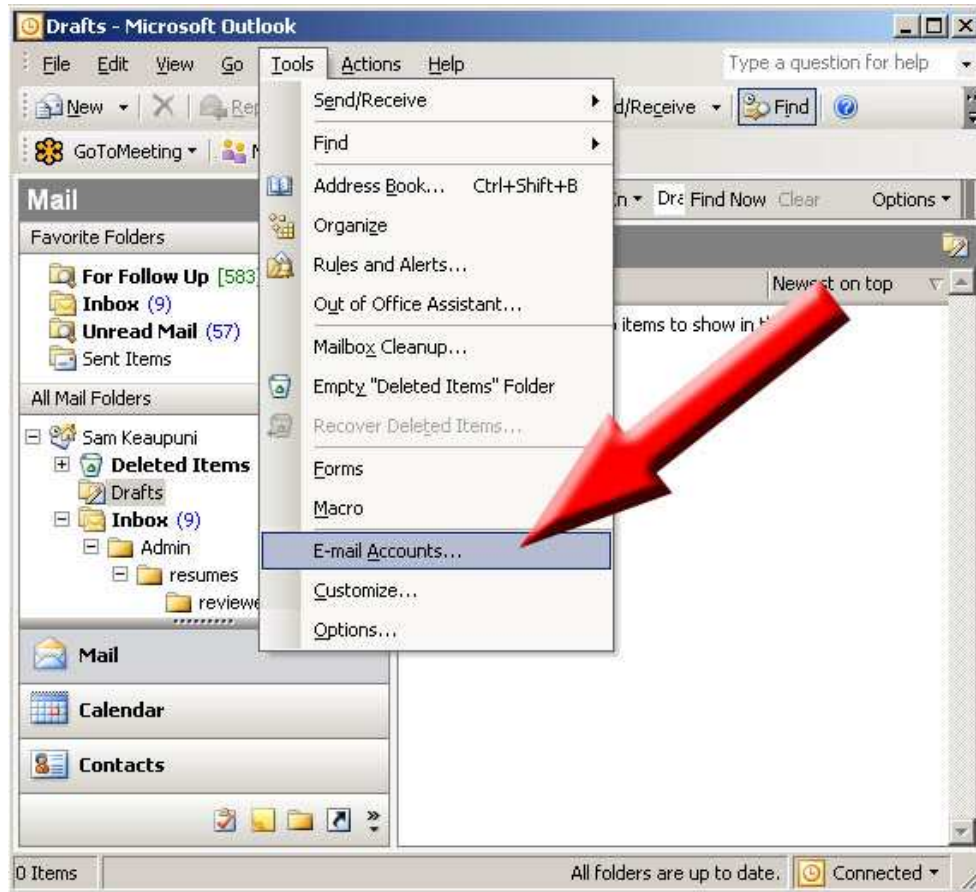


## POP3 Instructions

### Outlook 2003

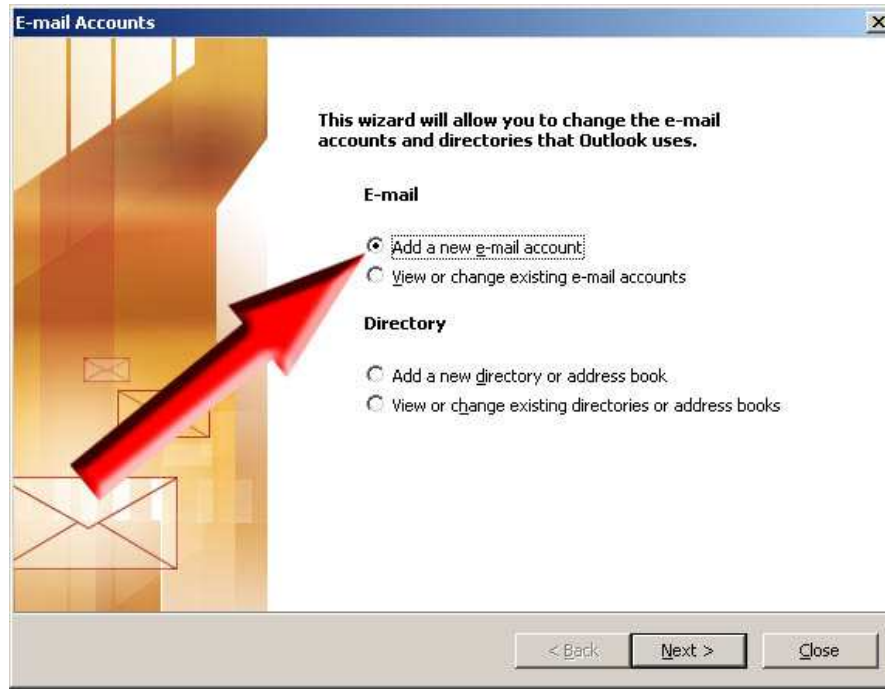
#### Step 1:

In the menu bar click “Tools”. Then click “E-Mail Accounts...”



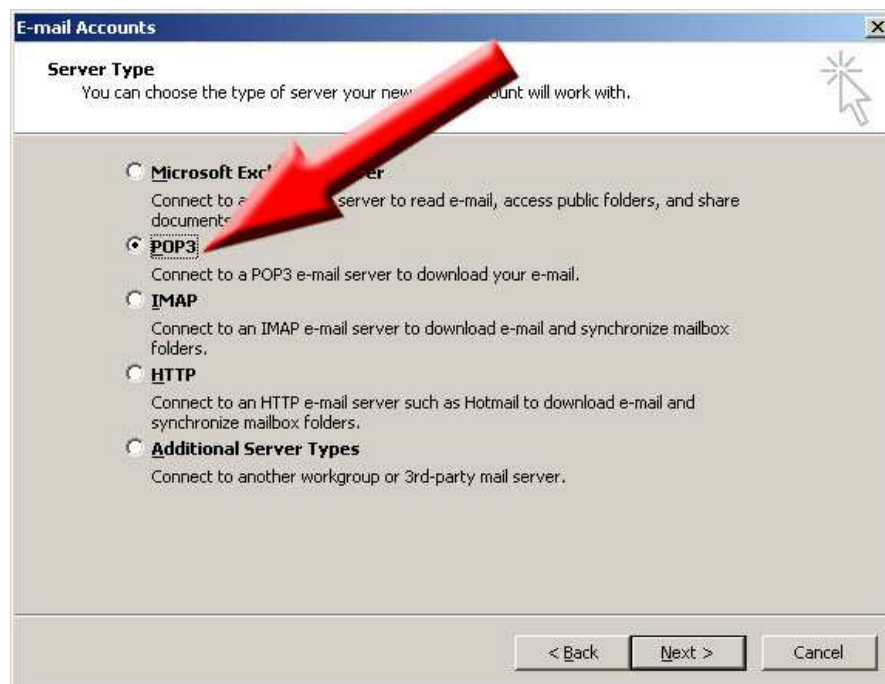
### Step 2:

On the E-mail Accounts screen, click on “Add a new e-mail account”, then click “Next”



### Step 3:

In the Server Type screen, select “POP3”, then click “Next”.

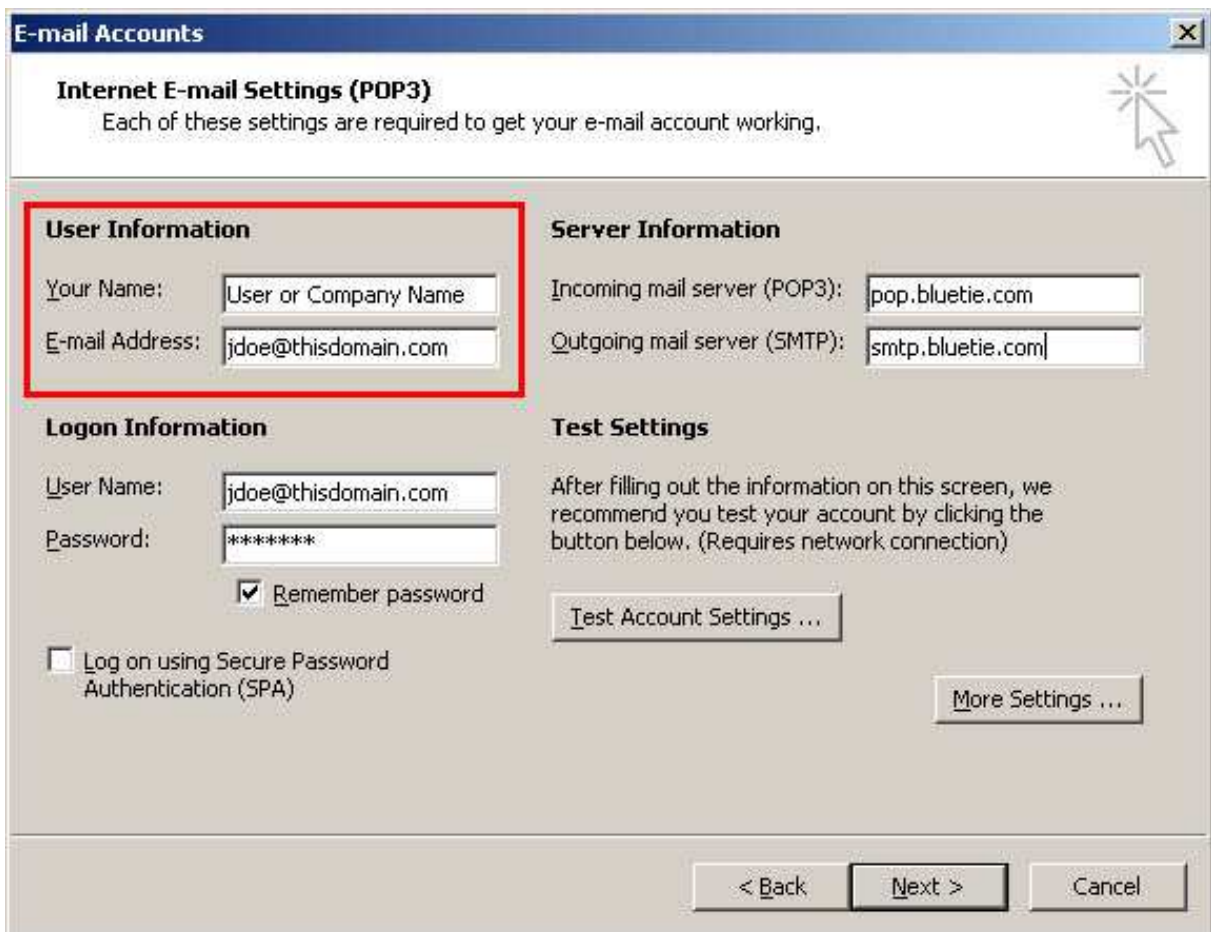


### Step 4:

In the Internet E-Mail Settings (POP3) screen, we will handle this in 3 steps. First, add your User Information.

The “Your Name” field will be what people see in the “From” field of their email when they receive a message from you. Things you could place here would your name, company name, or email address.

The “E-mail Address” is where you will enter your full email address.



**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**

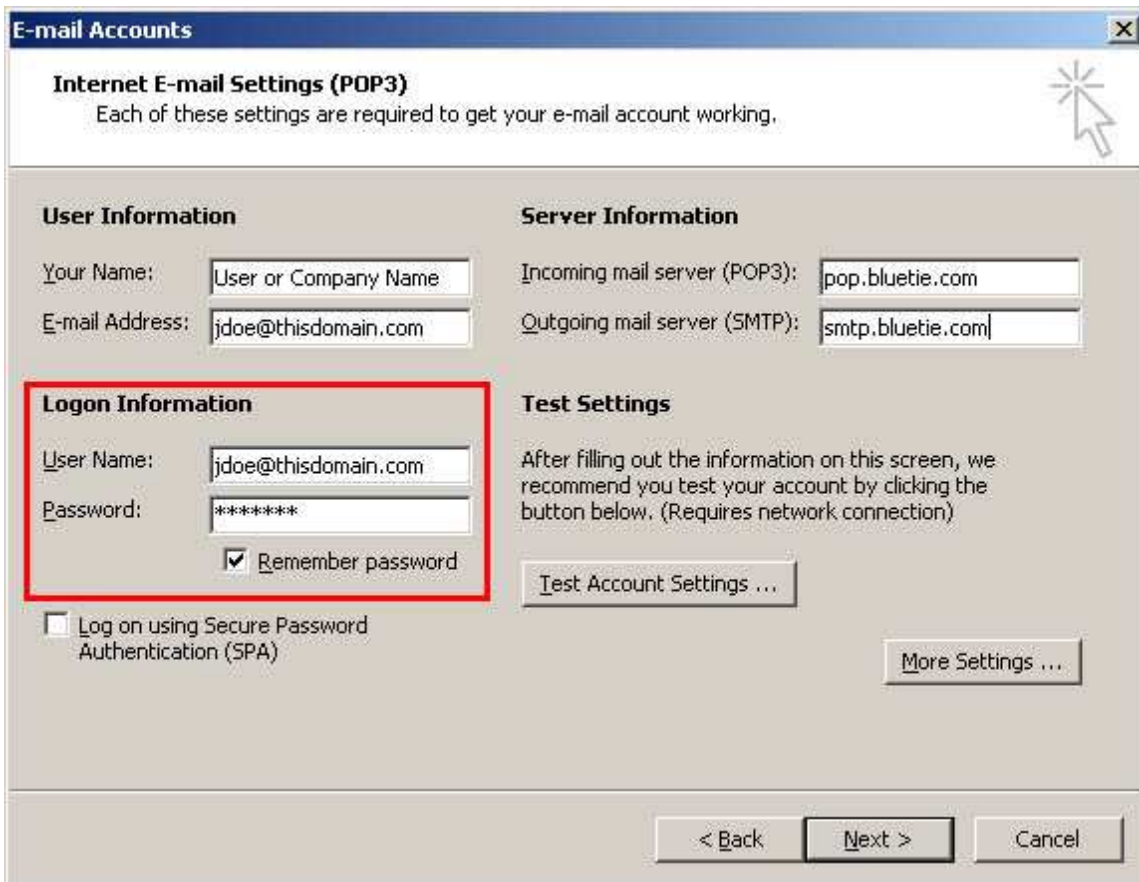
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

## Step 5:

Next, we'll work on your Logon Information.

In the "User Name" field, enter your full email address as the user name.

In the "Password" field, enter the password that you either specified or were assigned when your account was set up. **NOTE:** If you don't want to be prompted for a password each time you try to get mail, put a check in the box labeled "Remember password"



**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)

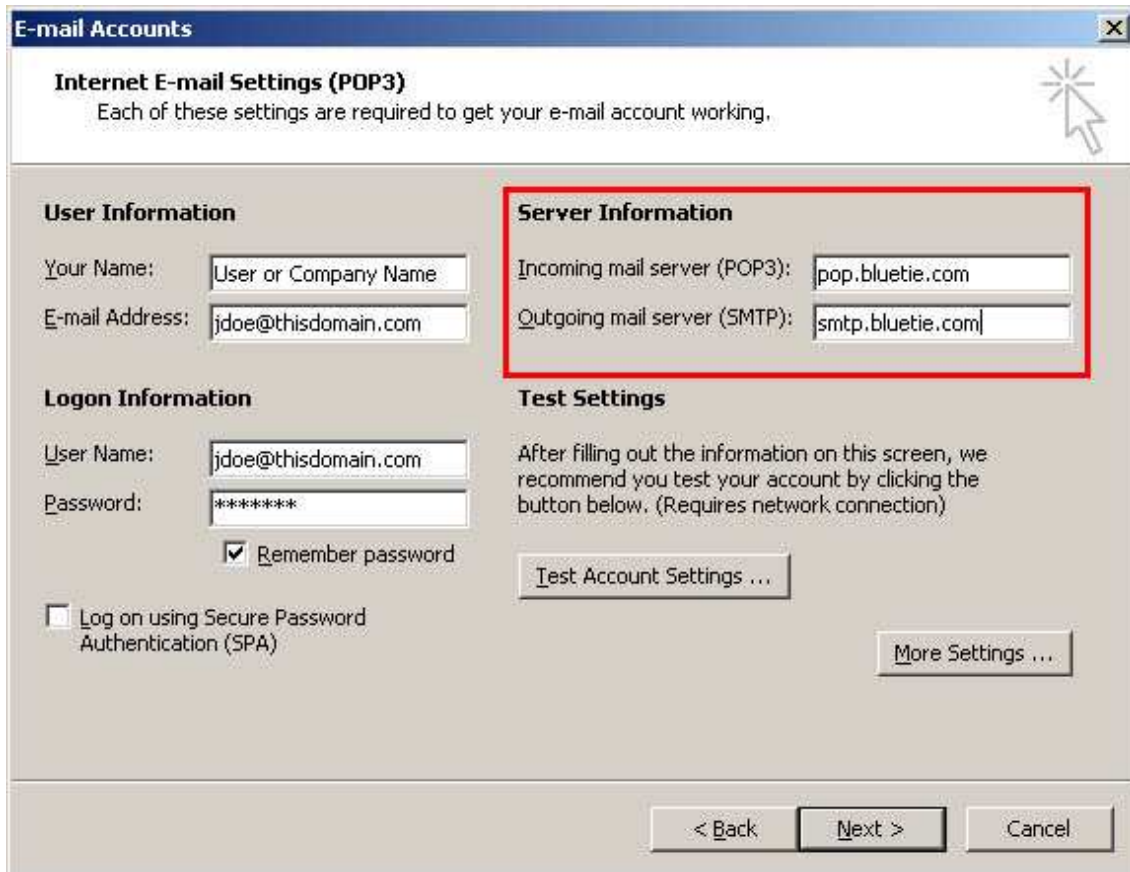
## Step 6:

Next, we will add your Server Information.

For the “Incoming mail server (POP3)”, you can enter either “**pop.bluetie.com**” or “pop.your domain”  
Example: If your domain name is “myproduct.com” you would enter “pop.myproduct.com”

For the “Outgoing mail server (SMTP)”, you can enter either “**smtp.bluetie.com**” or “smtp.your domain”  
Example: If your domain name is “myproduct.com” you would enter “smtp.myproduct.com”

*Alternatively, you can enter your Internet Service Provider (“ISP”) information. Usually it will be something like mail.isp.com where ISP is your Internet Service Provider (you might have to contact your ISP for the correct information).*



**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:

**Logon Information**

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

**Server Information**

Incoming mail server (POP3):

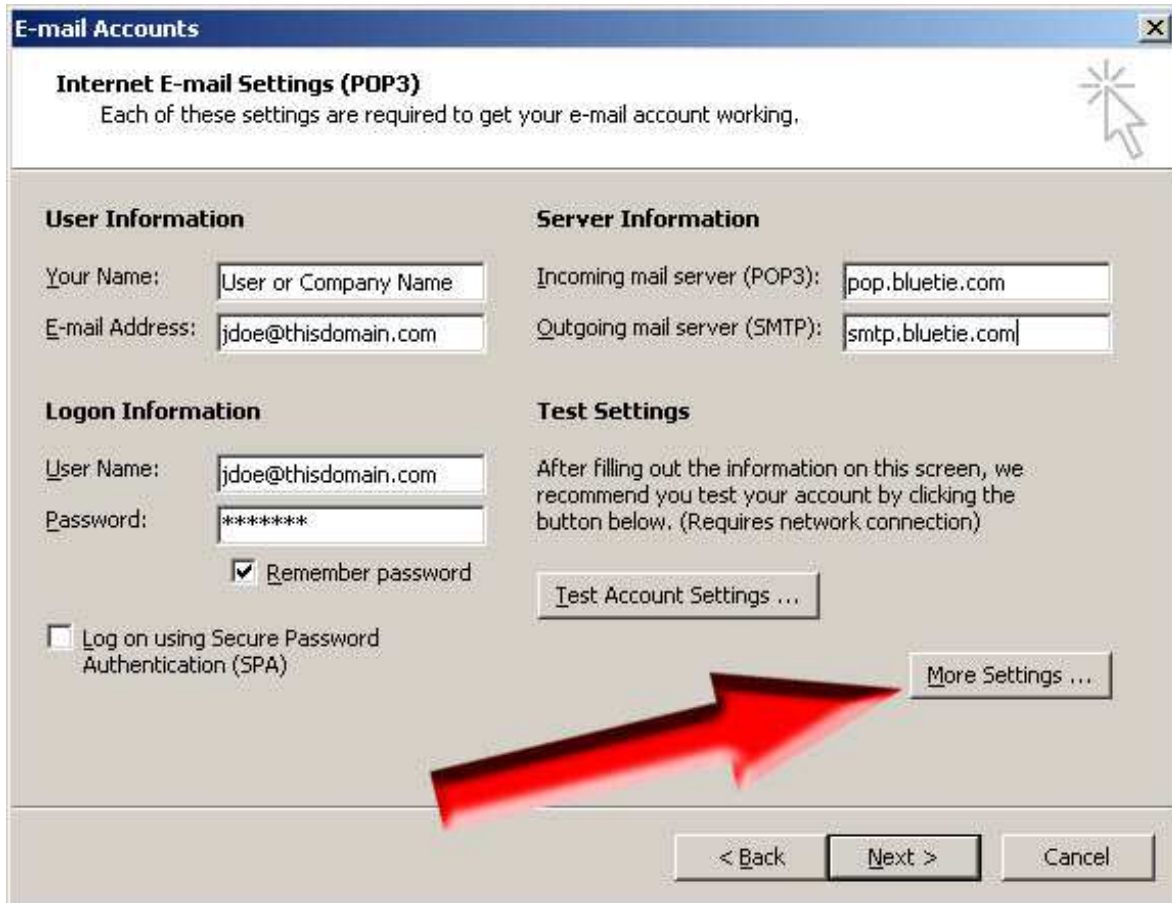
Outgoing mail server (SMTP):

**Test Settings**

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

### Step 7:

Click on the “More Settings...” button.



**E-mail Accounts** [X]

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name: [User or Company Name]  
E-mail Address: [jdoe@thisdomain.com]

**Server Information**

Incoming mail server (POP3): [pop.bluetie.com]  
Outgoing mail server (SMTP): [smtp.bluetie.com]

**Logon Information**

User Name: [jdoe@thisdomain.com]  
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)

[Test Account Settings ...]

[More Settings ...]

[< Back] [Next >] [Cancel]

### Step 8 (optional):

On the Internet E-mail Settings screen, you can change the information in the “Mail Account” section so it is easier to recognize which account is yours if you have more than one on your computer. A good way to do this is to put your email address into that field.

Click on the “Outgoing Server” tab when you are done.



*Don't click "OK" yet...it will take you out of these settings and return you to the Internet E-mail Settings screen. Instead, just navigate through the tabs at the top until you are done making changes. THEN, click "OK".*

**Step 9:**

On the Outgoing Server tab, add a check mark to the checkbox labeled “My outgoing server (SMTP) requires authentication”. The default option will be to “Use same settings as my incoming mail server” – you can leave that as-is.

Click on the Advanced tab next.



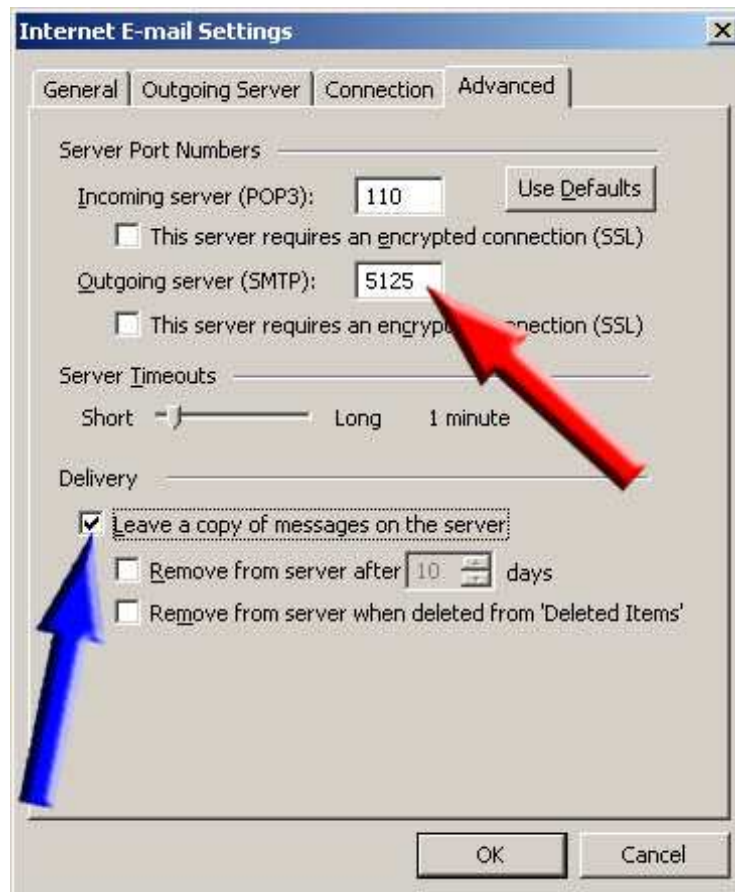


### Step 10 (optional):

On the Advanced tab, you can change the server ports and delivery options for your account.

The Server Port Numbers section can be useful **if you are having trouble sending mail**. Sometimes, local Internet Service Providers will block your computer from using other email systems to send mail out. They do this by retaining sole access to the default Outgoing mail port, port 25. Try changing the Outgoing mail port number from 25 to 5125 – that may solve your problem.

The Delivery section can help if you want to access your email from more than one computer, or using more than one program. The default setting is “unchecked”, which means that your messages will be deleted from the server when Outlook checks for new messages. Any other computer or program that tries to get email from your account will not find any there. If you want to leave a copy of your email on the server, check the box labeled “Leave a copy of messages on server”. *We recommend that you do not activate this unless you will be accessing your email account from the web as well as with Outlook.*



Click “OK” when you are finished.