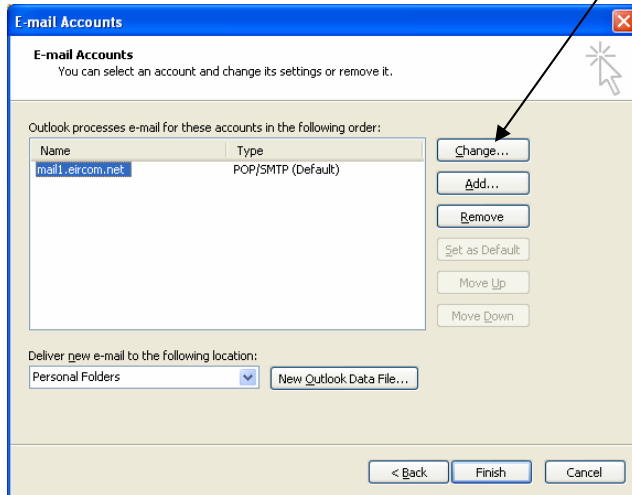
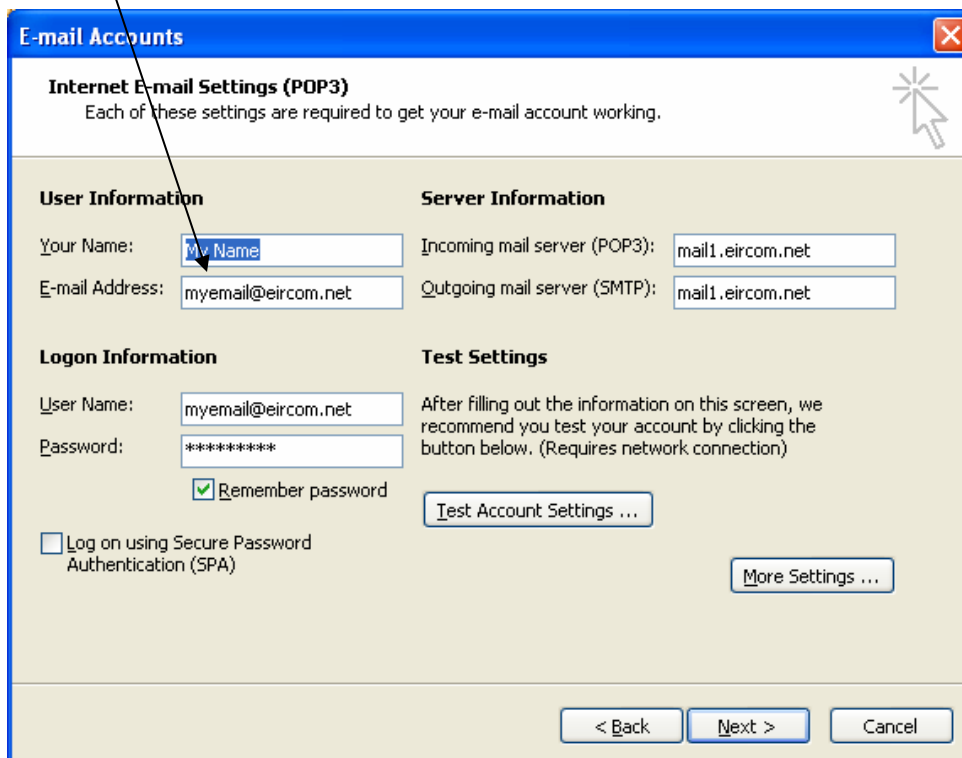


Outlook 2003 Email Configuration

- In Outlook 2003 go to the Tools Menu – Select Email Accounts from the list, select View or change existing account click Next, highlight the account name as shown below and click the change button.



- In the Properties make sure that you have the correct email address in the Email address field as shown below.



- Make sure that the incoming and outgoing mail servers are set to mail1.eircom.net or mail2.eircom.net for Eircom customers. If you use

another provider please contact your provider and ask them for their incoming and outgoing server addresses.

- Confirm with your email provider that you are using the correct login account and password for your email address and enter these details below. For Eircom users the login account is your full email address. Check the option Remember Password so that you don't have to enter your password every time you try to download your email. Make sure the option Log on using Secure Password is not checked unless you are told otherwise by your Email Provider.

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)

- Once you have the correct details below you can run a test by clicking Test Account Settings below. All tests should pass once the correct login and server information has been entered. Click Next and Finish you should now be able to send and receive email.