

New mail server settings for Outlook 2003

1. Open Outlook 2003
2. Single left mouse click on the Tools pull down menu and single left click on E-mail Accounts. The E-mail Accounts window will appear. (see figure 1)
3. Single left mouse click on your account to change.
4. Single left mouse click on the change button.
5. Single left mouse click on the More Settings button. (see figure 2)
6. Single left mouse click on the Outgoing Server Tab and add left mouse click in the (My outgoing server (SMTP) requires authentication).
7. Single left mouse click on the Advanced Tab
8. To the left of “This server requires an encrypted connection (SSL)” single left mouse click in the selection box to add a check mark on both the Incoming and Outgoing server. (see figure 3)
9. Remove anything to the right of (Root folder path:)
10. Single left mouse click on the OK button on the bottom of the Internet E-mail Settings window.
11. If you have more accounts to change, single left mouse click on the back button and repeat steps 3—7 then continue. If you have only one account continue to step 9.
12. Single left mouse click on the Finish button on the bottom of the Account settings window.

All the changes required are done.

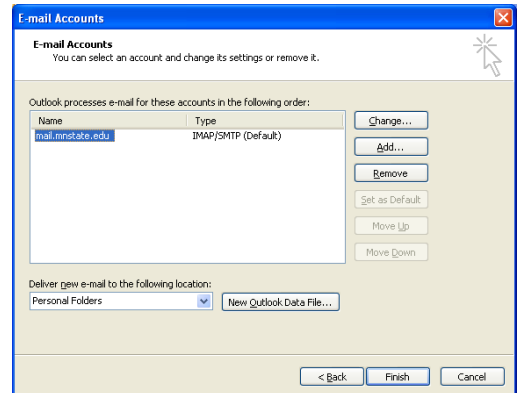


Figure 1

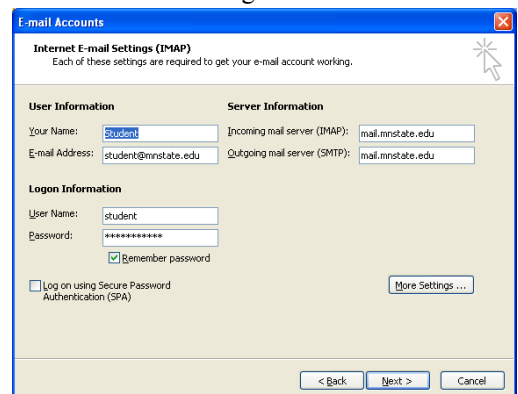


Figure 2

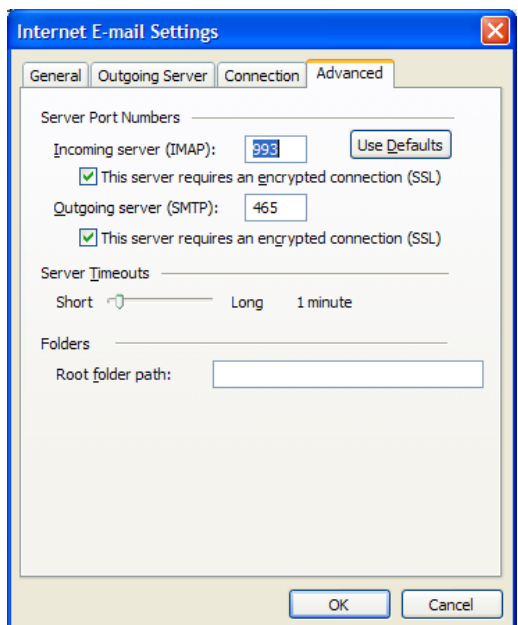


Figure 3