

# Configure E-mail for Outlook 2003

You can access Standard and Advanced mailboxes using Microsoft Outlook 2003.

You can connect to your mailbox using either the POP3 or IMAP protocols. As a rule of thumb it is better to use POP3 if only one computer accesses your mailbox, while it is better to use IMAP if you have a number of computers that will access your mailbox

**Step 1:** Open Outlook 2003, click **Tools** in the top menu, then click **E-mail Accounts**.

**Step 2:** Select **Add a new e-mail account**, then click the **Next** button.

**Step 3:** Depending upon your favoured type of connection. Select **POP3** or **IMAP** from the list of available server types, then click **Next**.

**Step 4:** Enter your name in the *Your Name* text-box and your email address in the *E-mail Address* text-box.

**Step 5:** Enter your full email address in the *User Name* text-box and your mailbox password in the *Password* text-box.

**Step 6:** In the *Incoming mail server* text-box, enter your mailserver - e.g. mail.yourdomain.co.uk  
**If this is a Standard mailbox and you connect with a provider other than Fasthosts Broadband or Dial, follow your provider's instructions for setting up their SMTP server, then skip to step 11.**

**Step 7:** In the *Outgoing mail server (SMTP)* text-box, enter **smtp.fasthosts.co.uk**.  
**If you are using a Standard mailbox with Fasthosts Broadband or Dial, skip to step 11.**

**Step 8:** Click the **More Settings** button.

**Step 9:** Click the **Outgoing Server** tab.

**Step 10:** Select **My outgoing server (SMTP) requires authentication**, ensure **Use same settings as my incoming mail server** is selected, then click the **OK** button.

**Step 11:** Click the **Test Account Settings** button and correct any errors that it identifies.

**Note:** Outlook's Test Account Settings procedure occasionally fails even if the account settings are correct. If it repeatedly fails and you are certain that the account settings are correct, skip to step 12, then test your setup by sending an email to yourself.

**Step 12:** When the test gives you the message *Congratulations! All tests completed successfully*, click the **Next** button, then click the **Finish** button.