



Step 1:

Open Microsoft Outlook 2003. At the top click on 'Tools' then 'Email Accounts'.



Step 2:

In the E-mail Accounts window, select 'View or change existing email accounts' and click 'Next'.

E-mail Accounts	
	This wizard will allow you to change the e-mail accounts and directories that Outlook uses. E-mail
	○ Add a new <u>e</u> -mail account
and the second se	
	Directory
	Add a new directory or address book
	View or change existing directories or address books
\sim	
	< <u>B</u> ack <u>N</u> ext > <u>C</u> lose

Step 3:

Select CitéNet Account [pop.citenet.net] and click on 'Change'.

E-ma	il Accounts		X			
E-n	n ail Accounts You can select an ac	ccount and change its settings or remove it.	×			
Out	Outlook processes e-mail for these accounts in the following order:					
Na	ame	Type <u>C</u> hange				
po	p.citenet.net	POP3/SMTP				
		Remove				
		<u>S</u> et as Default				
		Move Up				
		Move <u>D</u> own				
Deli	ver <u>n</u> ew e-mail to the	e following location:				
Per	sonal Folders	New <u>O</u> utlook Data File				
		< <u>B</u> ack Finish	Cancel			

Step 4:

Under Logon Information, ensure your full email address (e.g. jsmith@citenet.net) and password appear in the 'User Name' and 'Password' fields.

Check off 'Remember password'.

Click on 'More Settings'.

E-mail Accounts				
Internet E-mail Settings (POP3) Each of these settings are required to get your e-mail account working.				
User Information		Server Information		
Your Name:	John Smith	Incoming mail server (POP3):	pop.citenet.net	
<u>E</u> -mail Address:	jsmith@citenet.net	Outgoing mail server (SMTP):	smtp.citenet.net	
Logon Informat	ion jsmith@citenet.net			
Password:	*****			
	Remember password			
Log on using Secure Password Authentication (SPA)			More Settings	
		< <u>B</u> ack	<u>N</u> ext > Car	ncel

Step 5:

In the Internet E-mail Settings window, select the 'Outgoing Server' tab.

Check off 'My outgoing server (SMTP) requires authentication'.

Ensure 'Use same settings as my incoming mail server' is selected.

This option ensures that the email address and password you entered as your logon information will be used to authenticate you when you send an email.

Select the "Advanced" tab

Internet E-mail Setting	gs	×	
General Outgoing Server	Connection Advanced	_	
My outgoing server (S	SMTP) requires authentication		
Use same settings as my incoming mail server			
◯ <u>L</u> og on using			
User <u>N</u> ame:			
Password:			
	Remember password		
Log on using <u>S</u> e	ecure Password Authentication (SPA)		
	OK Cance		

Step 6:

Change the **Outgoing server (SMTP)** port to **587** and Click **OK** at the bottom of the **"Internet E-mail Settings"** window.

Internet E-mail Settings
General Outgoing Server Connection Advanced
Server Port Numbers
Incoming server (POP3): 110 Use Defaults
This server requires an encrypted connection (SSL)
Outgoing server (SMTP): 587
Use the following type of encrypted connection: None 💌
Server Timeouts
Short 🤝 Long 1 minute
Delivery
Leave a copy of messages on the server
Remove from server after 10 days
Remove from server when deleted from 'Deleted Items'

Step 7:

Click 'Finish'.