Step 1:
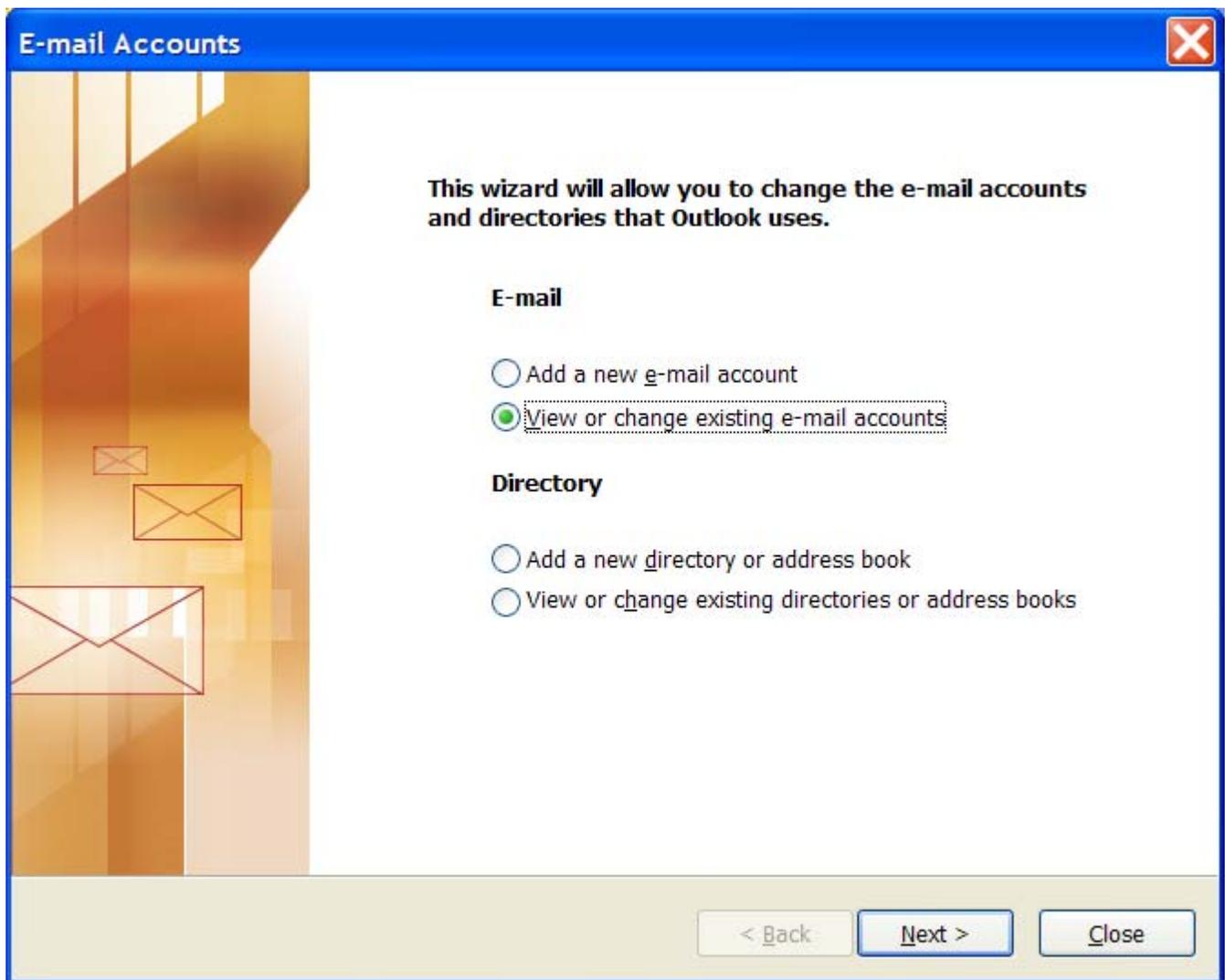
Open Microsoft Outlook 2003. At the top click on '**Tools**' then '**Email Accounts**'.
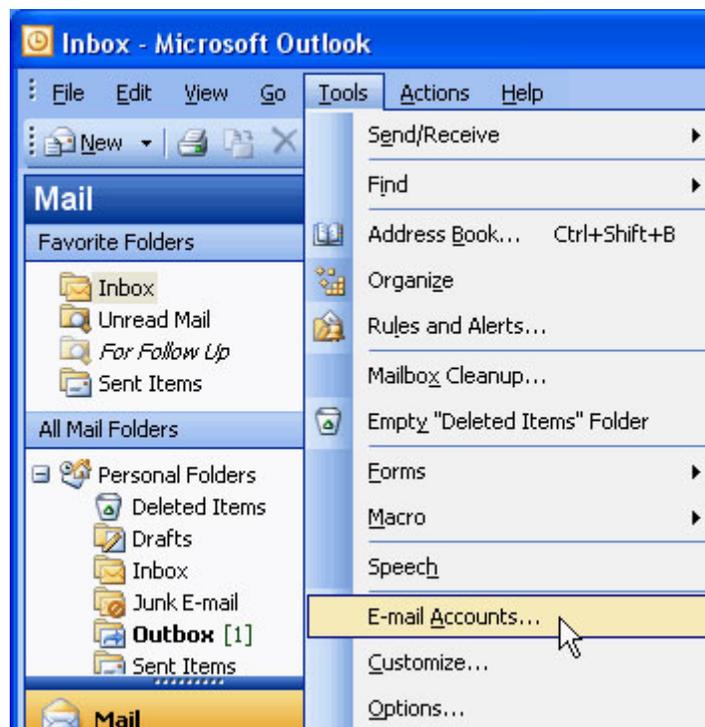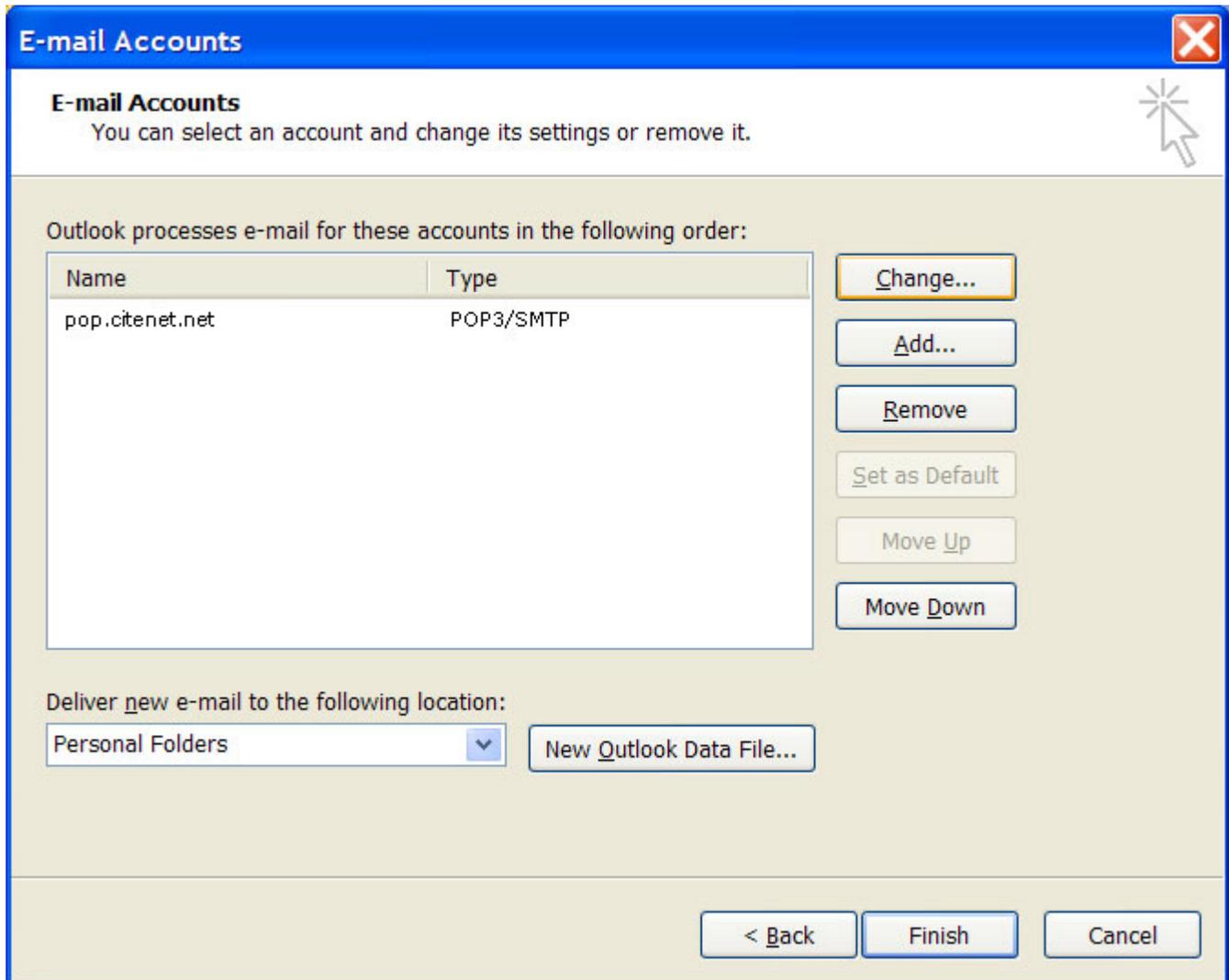
Step 2:

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

Step 3:

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

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**'.

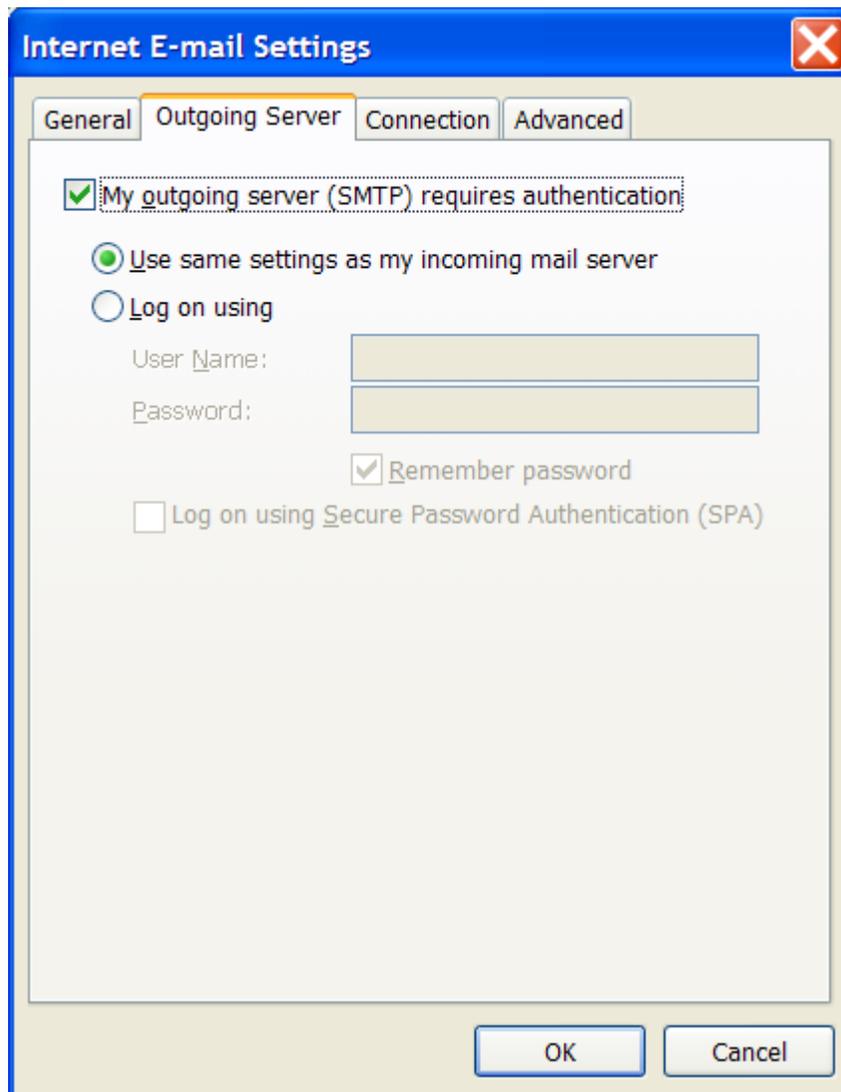Click on '**More Settings**'.

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

Step 6:

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

Step 7:

Click '**Finish**'.