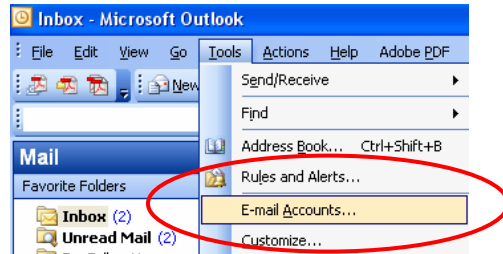


SETTING UP POP3 EMAIL IN OUTLOOK

ASMANDS MARKETING & TRAINING AIDS

Step-by-Step Instructions on Setting Up Your Email in Outlook 2003

- Open Outlook
- Go to **Tools > Email Accounts**
- Select **Add a new e-mail account**
- Click **Next**
- Select **POP3** click **Next**
- A dialogue box appears asking for information.
 - Fill everything out as follows:
NOTE: Do NOT click Next until you finish all steps:



→ User Information

...**Your Name**: This is a free text area. I used my first name only.

...**Email Address**: Your njawbo email

→ Server Information

...**Incoming mail server (POP3)**:

POP3.njawbounion.org

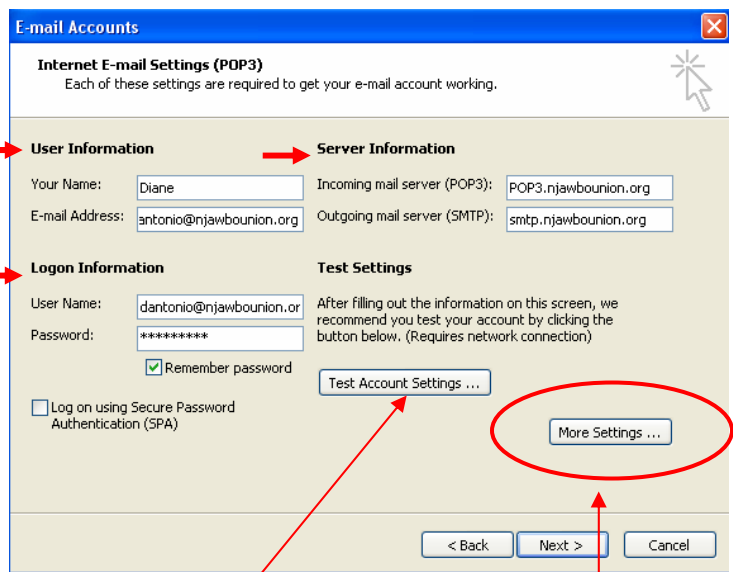
...**Outgoing mail server (SMTP)**:

smtp.njawbounion.org

→ Logon Information

...**User Name**: your njawbo email e.g. dantonio@njawbounion.org

...**Password**: the password Lori gave you. Mine was consult4u. Not sure if everyone's is the same.



Very important step within this dialogue box:

- Click **More Settings ...**
Select the 2nd tab named **Outgoing Server** and check the top box for **My outgoing server (SMTP) requires authentication**
- Click **OK**
- Click **Test Account Settings ...**
- Click **Next**

REFRESH INCOMING/OUTGOING MAIL

To refresh your incoming email:

Go to **Tools > Send/Receive > Send/Receive All**

Or

Click **F9** on your keyboard

