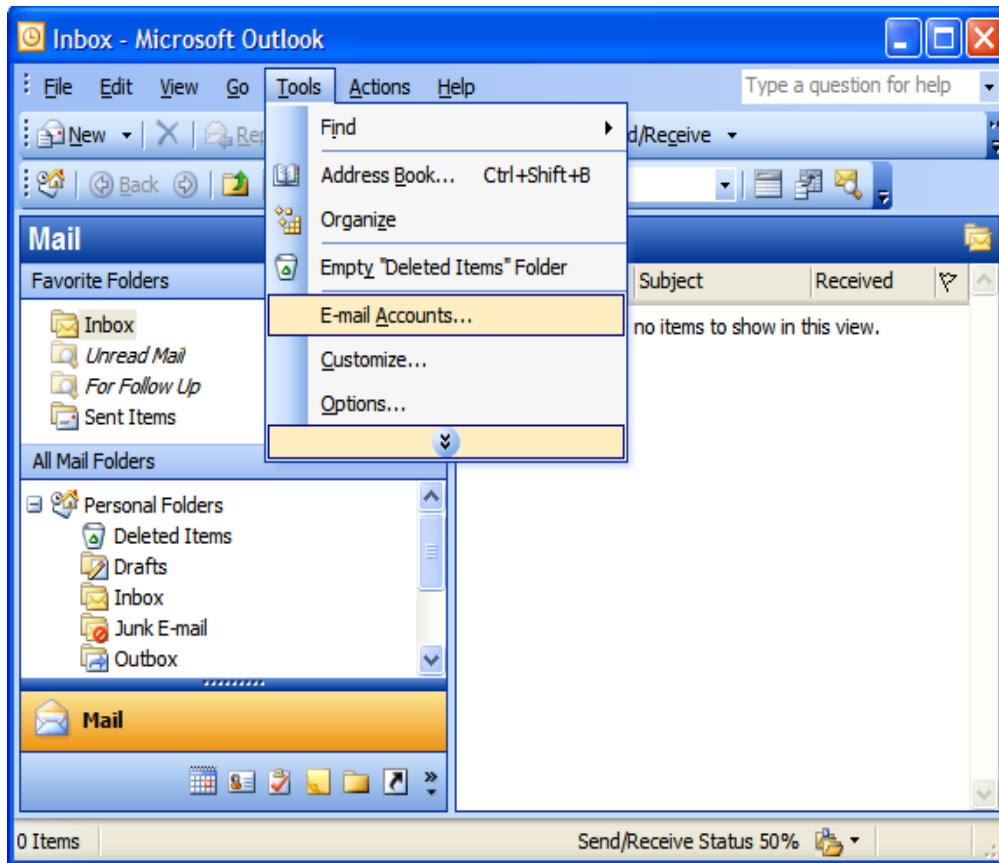


Configure Outlook 2003 for Server 1

If you do not know which server you use, contact TechTriad.

1. Click **TOOLS**, then **Email Accounts**



2. Under Email Accounts, select View or Change Existing Email Accounts
3. Choose Next.
4. Under the email accounts setup box replace the POP3 and SMTP servers with **mail.yourdomain.com** and the SMTP address of your Internet provider.
5. Under login information, your username is your entire email address.



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THESE ARE NEW SETTINGS STARTED IN JULY 2010

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information
Your Name:
E-mail Address:

Server Information
Incoming mail server (POP3):
Outgoing mail server (SMTP):

Logon Information
User Name:
Password:
 Remember password
 Log on using Secure Password Authentication (SPA)

Test Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

[Click Here >>](#)

6. The RED AREA SETTINGS ENLARGED:
mailhop1.greensboronet.com
7. Select "More Settings"

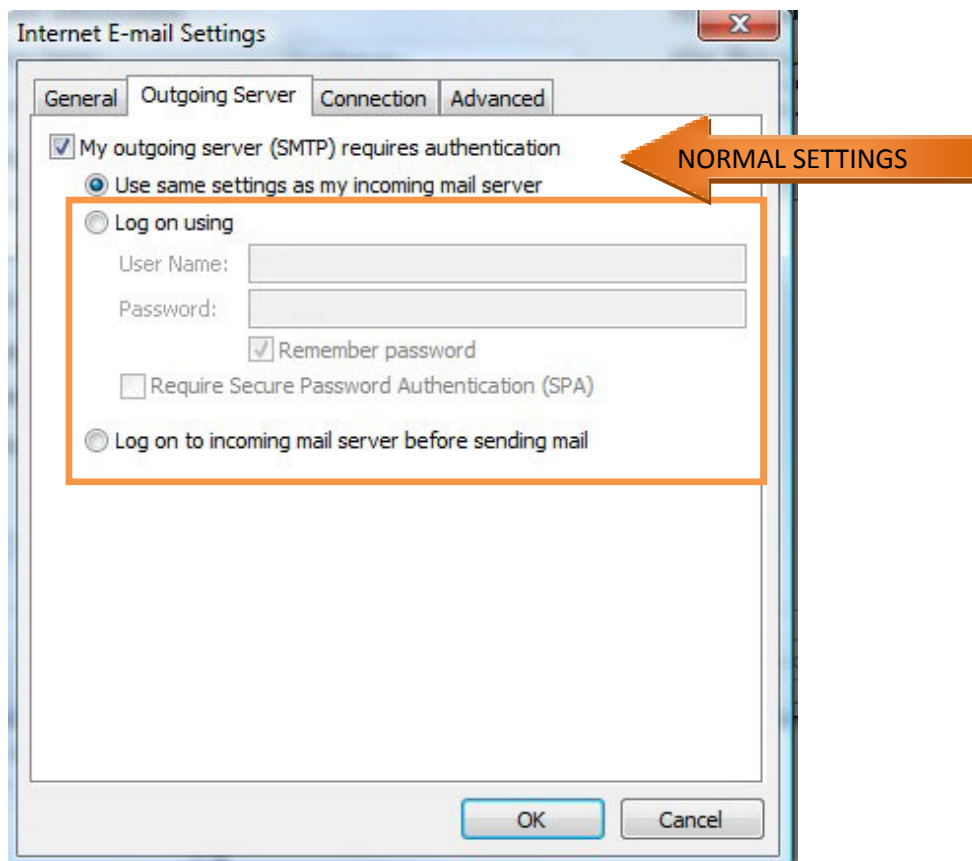


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8. Select the Outgoing mail server tab and select the check box “My outgoing server (SMTP) requires authentication” and the first radio button

NOTE: due to spam controls in place, you need to know your username and password for your email account at your current Internet provider.



9. Click OK, a restart may be required

10. Click Send/Receive to verify your settings



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