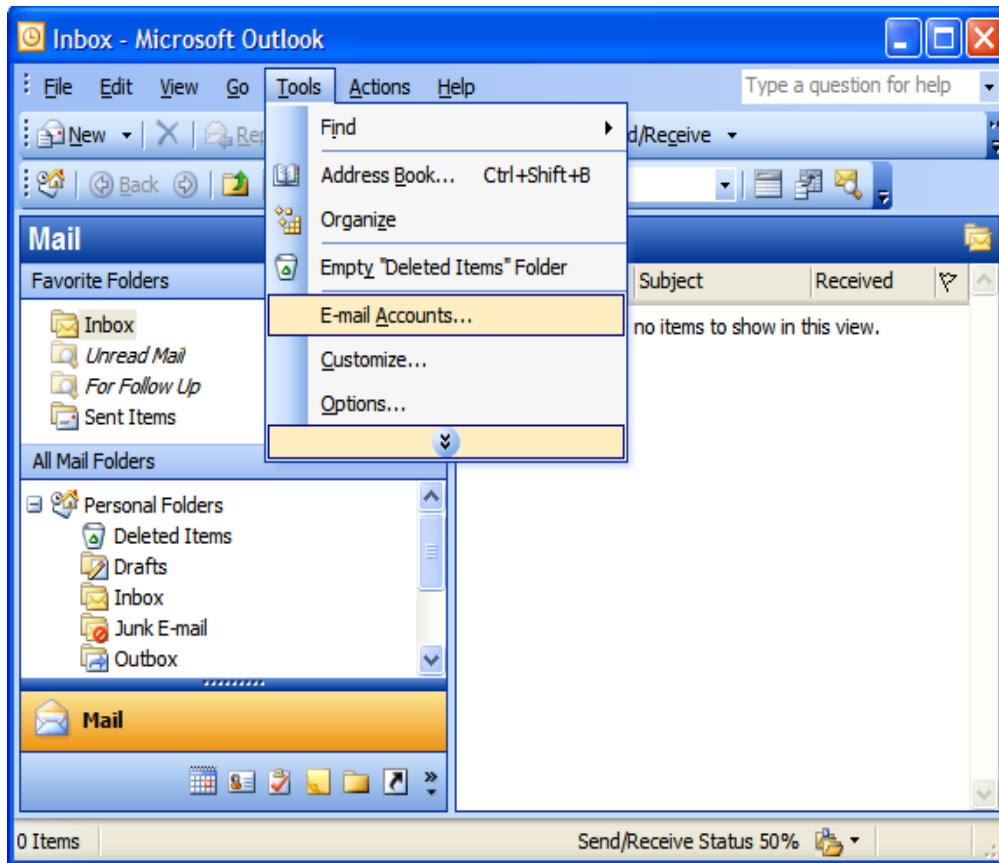


## Configure Outlook 2003 for Server 1

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"

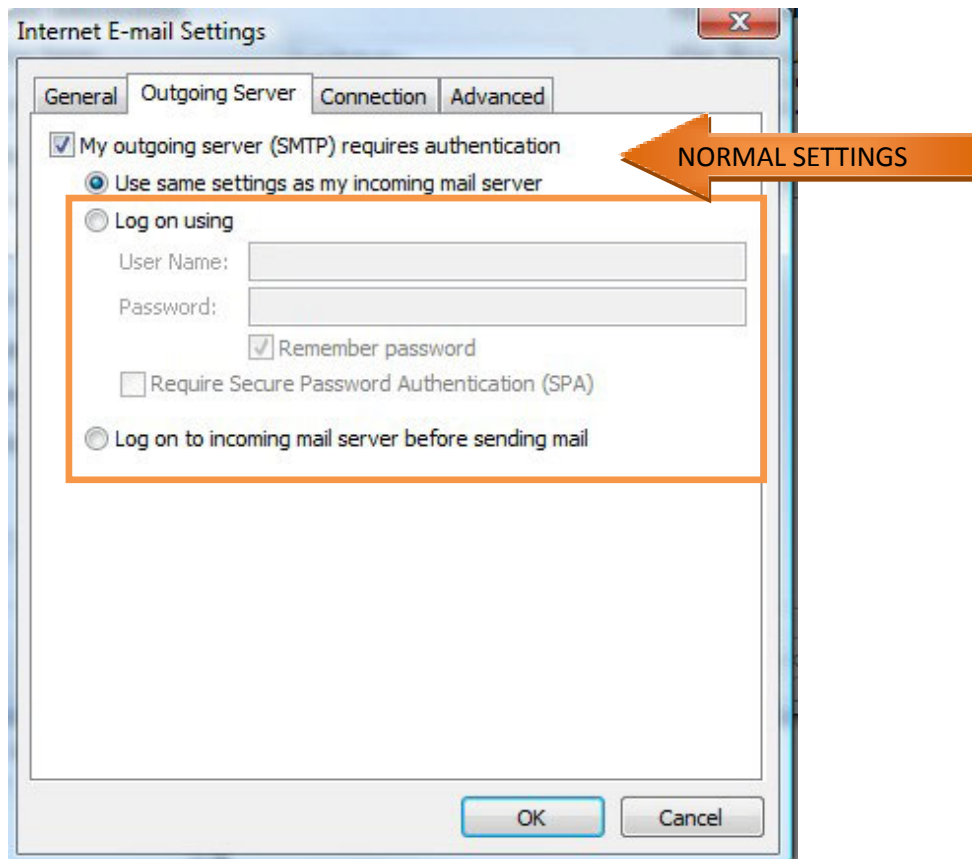


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**8. Select the Outgoing mail server tab and select the check box “My outgoing server (SMTP) requires authentication” and the first radio button**

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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