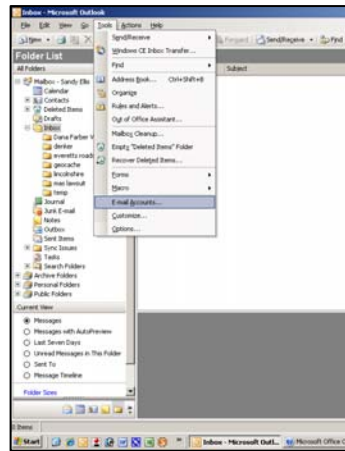


# Outlook 2000/2003 Setup TechPro Hosted Email Quick Reference Guide

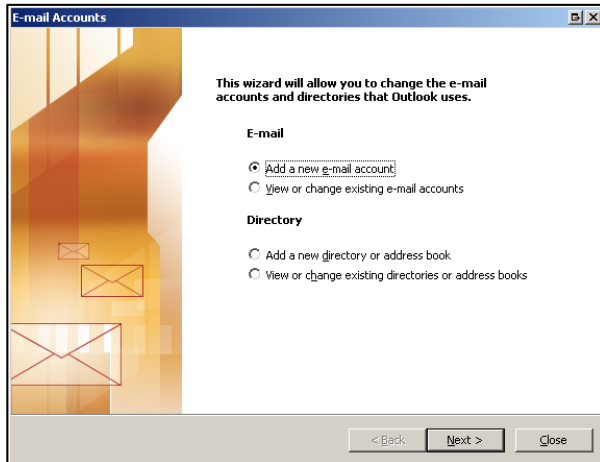
## Open Outlook 2000 to 2003

**Note** Images are from Outlook 2003. Outlook 2000-2002 will look different but the commands are the same.

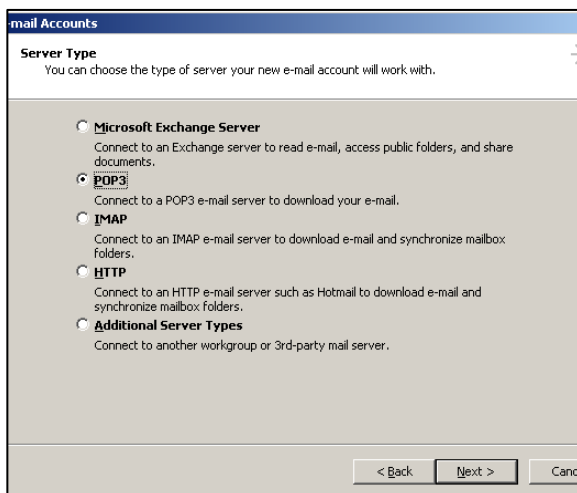
1. From your Outlook Menu select **Tools ► Email Accounts**.



2. Select **Add a new e-mail account**. (If you previously used Outlook with another provider, you may wish to select **View or change existing email accounts**.) Click **Next**.

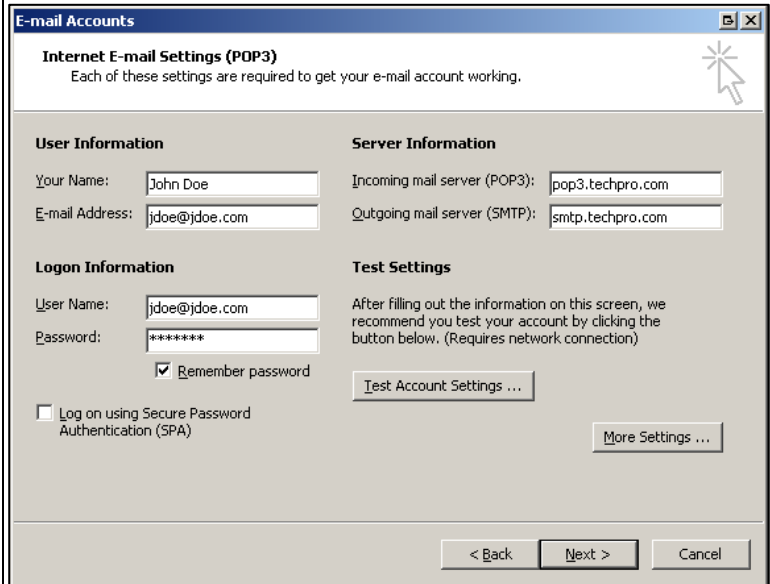


3. Select **POP3**, click **Next**.



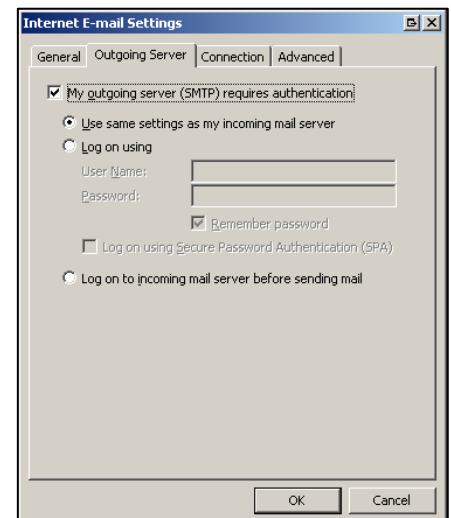
## Email Settings

1. **User Information** – See below (fill in with your own name and email address)
2. **Logon Information** – User name contains your email address and password.
3. **Server Information**  
Incoming mail server (POP3): **pop3.techpro.com**  
Outgoing mail server (SMTP): **smtp.techpro.com**



4. Click **More Settings...** button.

5. On **Outgoing Server** tab, enable **My outgoing server (SMTP) requires authentication** and **Use same settings as my incoming mail server**.



6. Click **OK** which returns you to previous page.

7. Click **Next** and then **Finish** to dismiss **Congratulations** dialog.