## Outlook 2000/2003 Setup TechPro Hosted Email

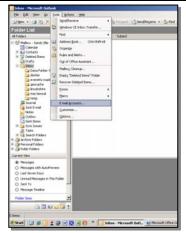
## **Quick Reference Guide**



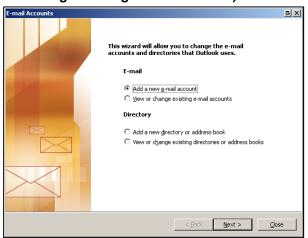
## Open Outlook 2000 to 2003

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

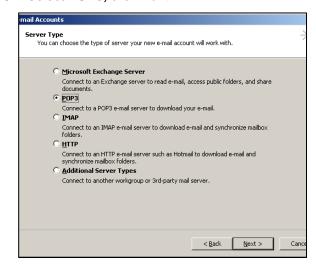
1. From your Outlook
Menu select Tools ➤ Email
Accounts.



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.

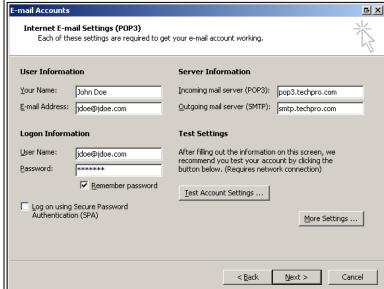


TPW-104-Setup Outlook 2000/2003-TechPro Hosted Email-POP3

## **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



Internet E-mail Settings

- 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.
  - General Outgoing Server Connection Advanced

    | My outgoing server (SMTP) requires authentication
    | Lise same settings as my incoming mail server
    | Log on using User Name:
    | Password: | Remember password |
    | Log on using Secure Password Authentication (SPA)
    | Con Log on to incoming mail server before sending mail

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- **6.** Cllick **OK** which returns you to previous page.
- 7. Click **Next** and then **Finish** to dismiss **Congratulations** dialog.