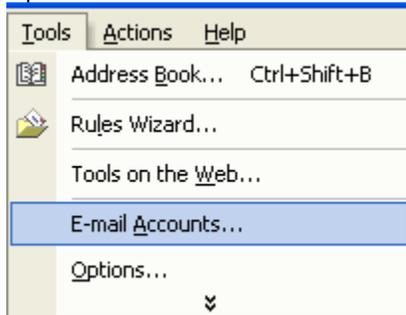


Outlook 2002 E-Mail Setup

1. Open **Outlook 2002**. Click on the **Tools** menu and select **E-Mail Accounts**.



2. Select **Add a new e-mail account**. Click **NEXT**.



3. Select **POP3** and then click **NEXT**.

The screenshot shows the 'E-mail Accounts' dialog box with the 'Server Type' tab selected. The title bar reads 'E-mail Accounts' and includes help and close buttons. Below the title bar, the text says 'Server Type' and 'You can choose the type of server your new e-mail account will work with.' There is a mailbox icon in the top right corner. The main area contains five radio button options: 'Microsoft Exchange Server', 'POP3', 'IMAP', 'HTTP', and 'Additional Server Types'. The 'POP3' option is selected. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

4. Enter your **name**, **e-mail address**, **incoming and outgoing mail servers**, and **your username and password**. Click **NEXT**.

The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (POP3)' tab selected. The title bar reads 'E-mail Accounts' and includes help and close buttons. Below the title bar, the text says 'Internet E-mail Settings (POP3)' and 'Each of these settings are required to get your e-mail account working.' There is a mailbox icon in the top right corner. The main area is divided into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. 'User Information' has fields for 'Your Name' and 'E-mail Address'. 'Server Information' has fields for 'Incoming mail server (POP3)' and 'Outgoing mail server (SMTP)'. 'Logon Information' has fields for 'User Name' and 'Password', a 'Remember password' checkbox, and a 'Log on using Secure Password Authentication (SPA)' checkbox. 'Test Settings' has a 'Test Account Settings ...' button and a note: 'After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. A 'More Settings ...' button is also present in the bottom right.

5. Click **FINISH**. You can now use your new e-mail. To check for new messages, click the **Send/Receive** icon.

