

Outlook XP, Outlook 2002, Outlook 2003 Enabling SMTP authentication

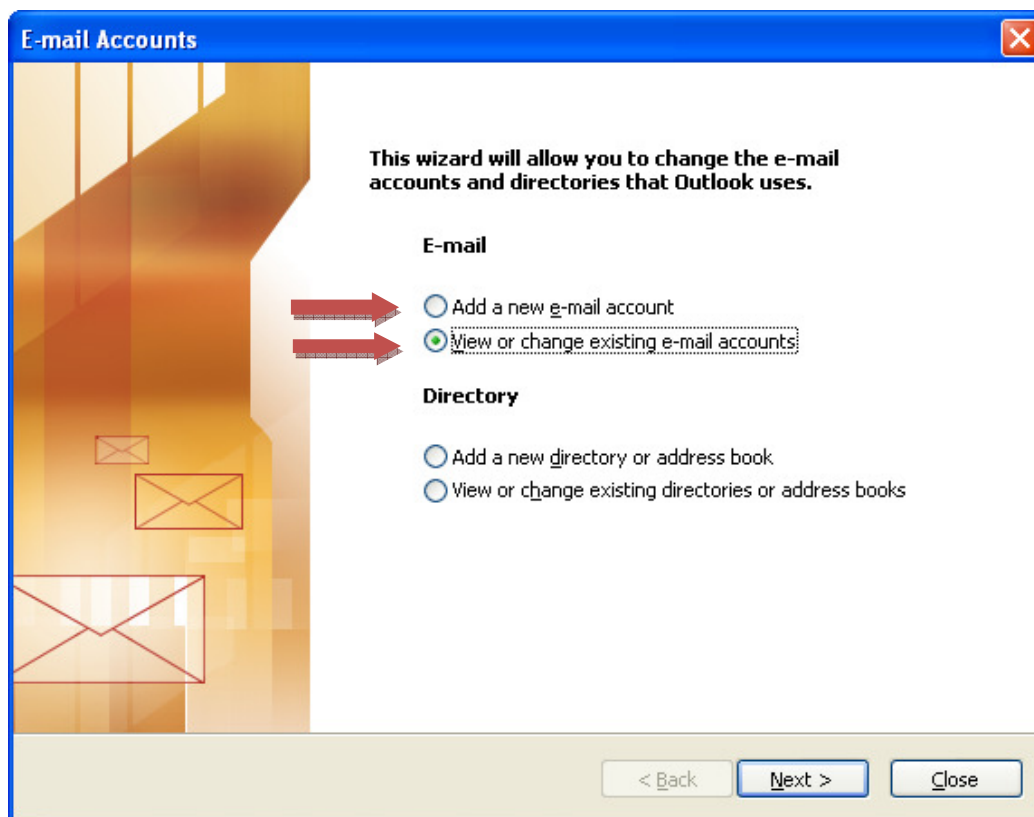
In order to reduce the chance for spam to be sent to our email users it is necessary to implement SMTP authentication for sending messages for our email customers.

Use these instructions to update your outbound mail server on existing accounts.

You do NOT need to make any changes if you are using the Web Mail service. (i.e. using your Internet browser to send and receive your email).

Please review the following list of instructions for your email service. If you have questions while making these changes please contact your technical support person.

1. Open **Outlook**.
2. From the **Tools** menu, select **Email Accounts**. The **Email Accounts** box appears.



3. Verify that the circle-box **View or change existing email accounts** is selected and click **Next**.
4. Your email account appears, usually labeled **mail.domain.com**

5. Click on your email account, and click the **Change** button on the right. The **Internet Email Settings** appear. (below)

E-mail Accounts [Close]

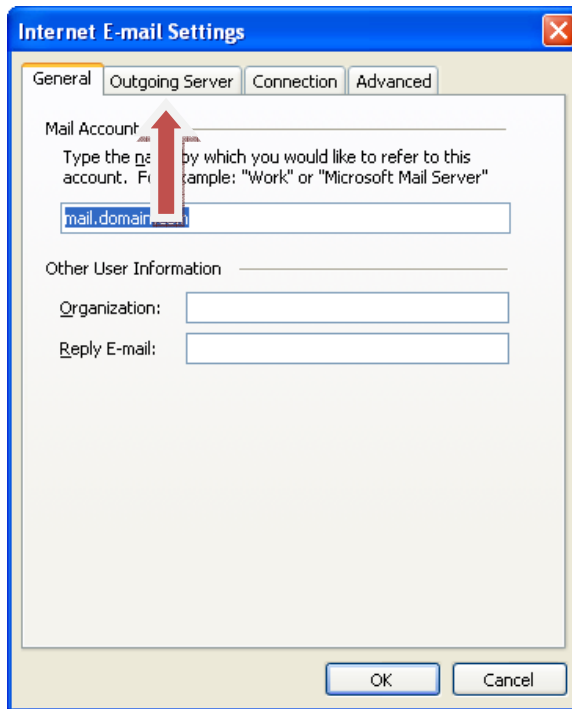
Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="User Name"/>	Incoming mail server (POP3): <input type="text" value="mail.domain.com"/>
E-mail Address: <input type="text" value="username@domain.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.domain.com"/>

Logon Information	Test Settings
User Name: <input type="text" value="username"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

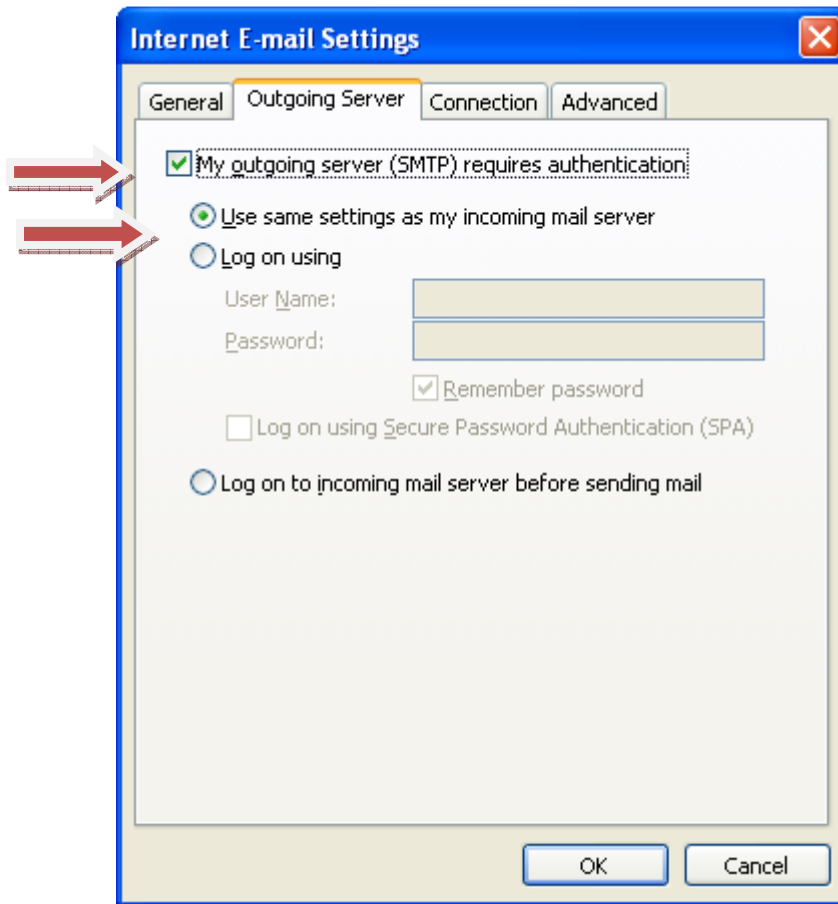
< Back Next > Cancel

6. Click the button **More Settings...** in the lower right-hand corner. **The Internet Email Settings** box appears. (below)



7. Click the **Outgoing Server** tab.

8. Click the circle-box **My outgoing server (SMTP) requires authentication**, and verify that the circle-box **Use same settings as my incoming mail server** is selected.



9. Click **OK** to close **the Internet Email Settings** box.
10. Click the **Next**, then **Finish** button to close the **Email Accounts** box. SMTP authentication has now been enabled.
11. To test the account, you may send an email to your email address.