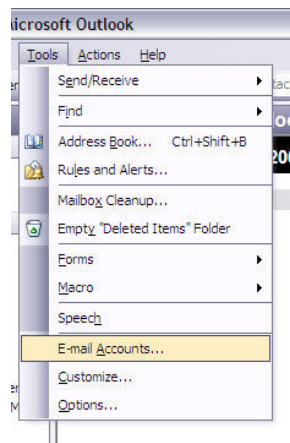


Configuring Outlook to Receive Emails using POP3

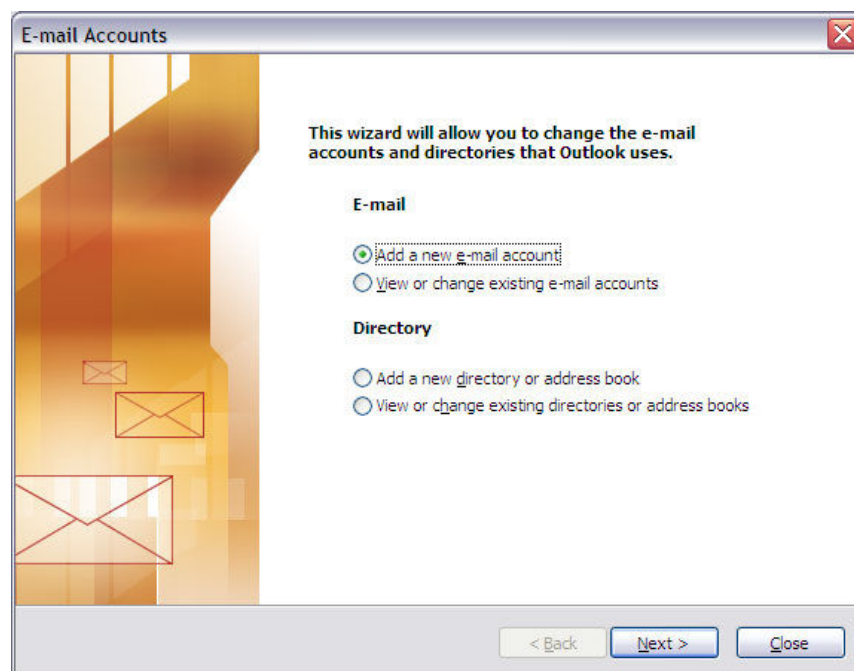
This document is based on setting up Microsoft Outlook 2003. Other versions should be similar (Outlook 2000 and prior are not supported). This document is not for Outlook Express.

Document Version 1.3 – 12/01/2008

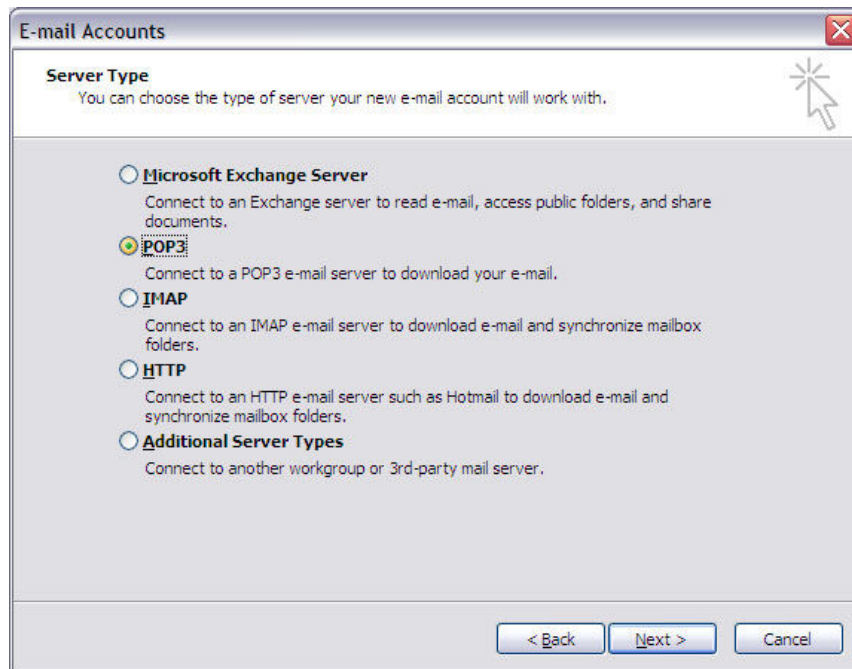
- 1) Open Outlook and, if not prompted to enter email account details (this is default on a new blank profile), click on the “Tools” menu, and select “Email Accounts”.



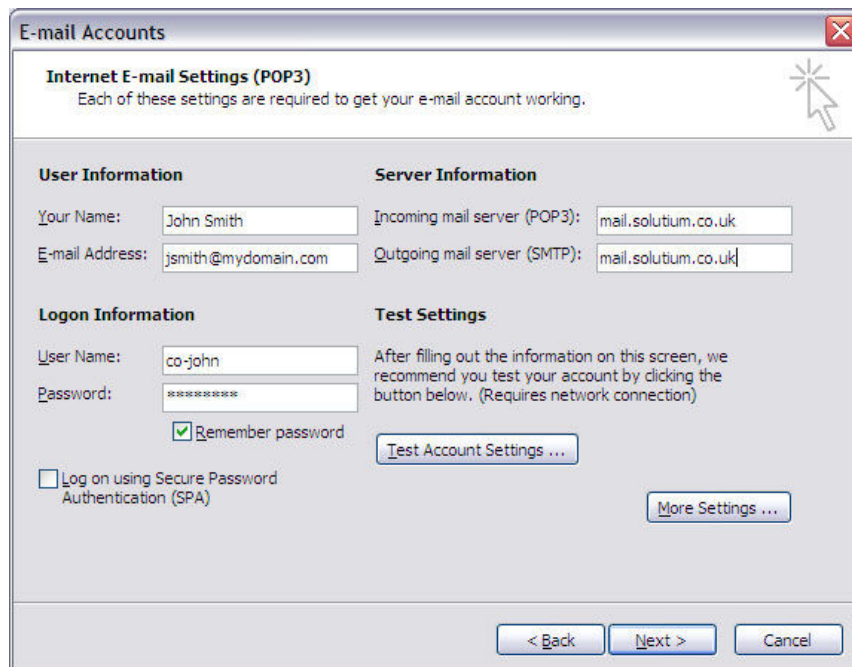
- 2) Select “Add a new e-mail account”, and click “Next”.



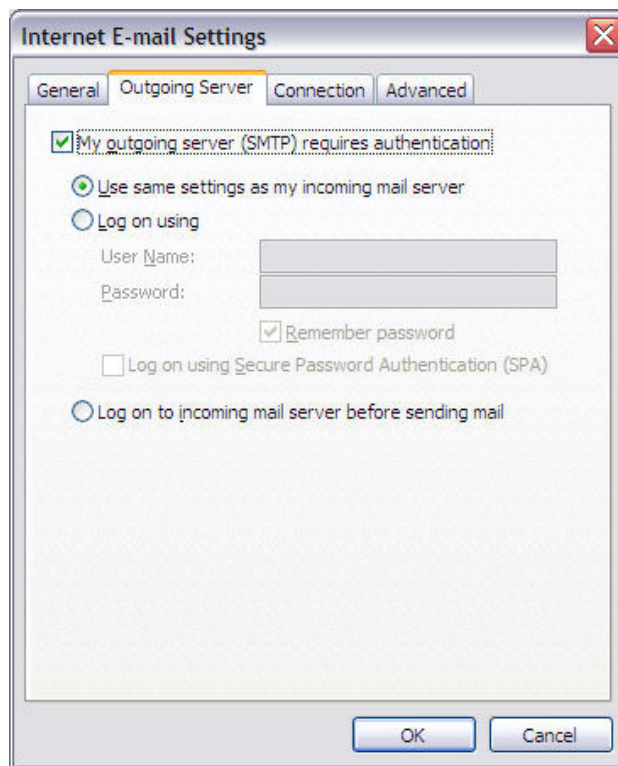
3) For Server Type, select “POP3” and click “Next”.



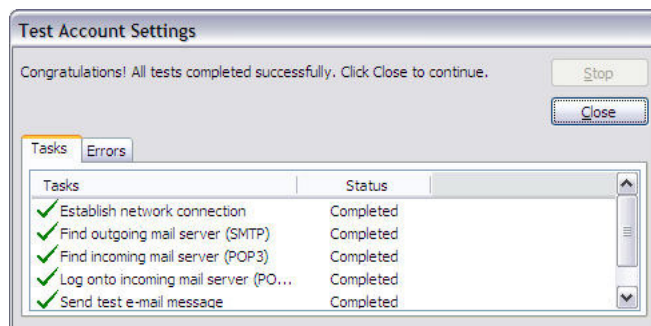
4) Enter your name, your email address, username (in lowercase), and password (as advised when your account was set up), set both “Incoming mail server (POP3)” and “Outgoing mail server (SMTP)” to “mail.solutium.co.uk”.



- 5) Click “More Settings”, click on the “Outgoing Server” tab, and make sure that “My outgoing server (SMTP) requires authentication” is ticked. The first option (“Use same settings as my incoming mail server”) will work.



- 6) Click “Test Account Settings” and make sure that all steps get a green tick. If any fail, double check the details you entered in step 4 and 5.



7) Click “Next”, then click “Finish”.

