

## Setting up Microsoft Outlook 2003

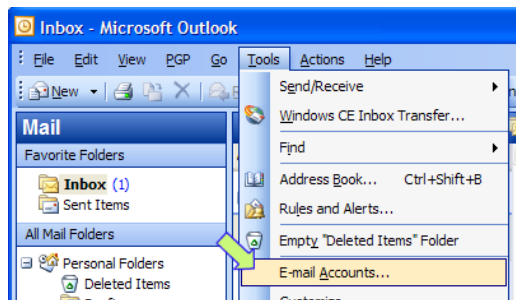
Setting up **Microsoft Outlook 2003\*** is very straightforward. The instructions below may appear long, but providing you proceed through them carefully one step at a time, you should not encounter any problems.

### Before you start...

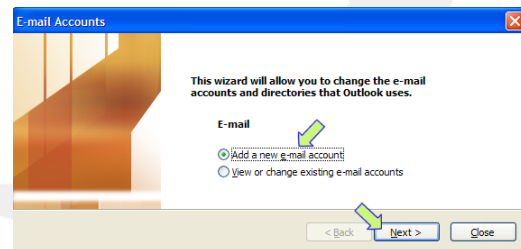
Before you can set up your Outlook 2003 you must have mailbox.

### Setting up Outlook 2003

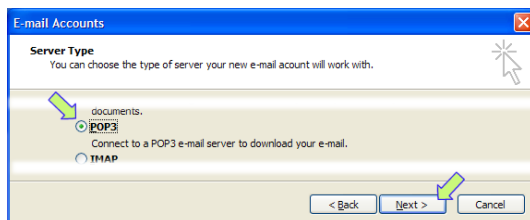
Click on the **Tools** menu in **Microsoft Outlook 2003** and select **E-mail Accounts....**



Set the **Add a new e-mail account** checkbox and then click the **Next** button.



Now select the **Server Type** setting, this should normally be set to **POP3**

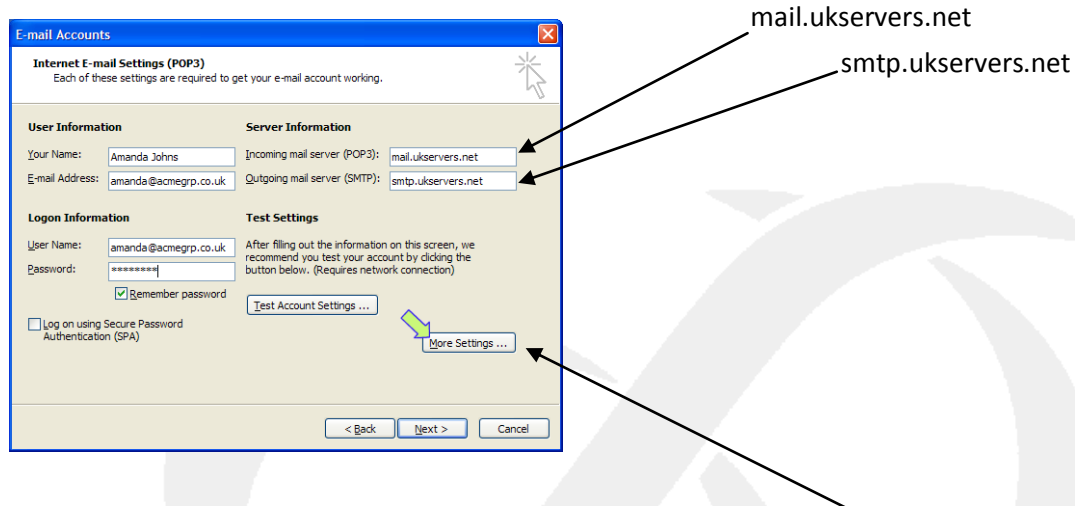


and then click **Next**

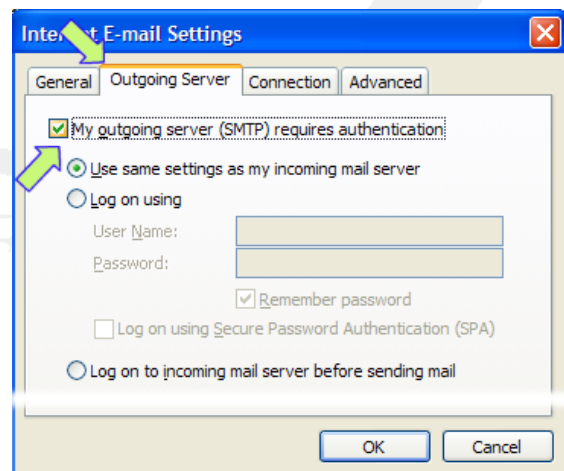
You should now have reached the main settings page, this needs to be filled in carefully with the information for our servers and your account. Our server names are always:

*mail.ukservers.net* for Incoming mail  
*smtp.ukservers.net* for Outgoing mail

You will also need to enter your email address details, your logon **User name** (Usually the same as your email address - if you haven't been told your password please contact us 0845 3700 523).



Fill in this page, but before you click the **Next** button you should click the **More Settings...** button, then click the **Outgoing Server** settings tab, and then enable the **My outgoing server (SMTP) requires authentication** checkbox:



Once you reach the **Finished** page, your setup is now complete! Try sending a test message to [emailteat@jcd.uk.com](mailto:emailteat@jcd.uk.com) you should get an auto reply within a couple of moments if your domain is working (remember domains take 24 hours to start working after registration, or 24-48 hours to work fully after a transfer has completed).

For further information on using **Microsoft Outlook 2003** please consult the user manual that came with the product, or use the built in help function. Unfortunately we cannot provide support in the use of this product.

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