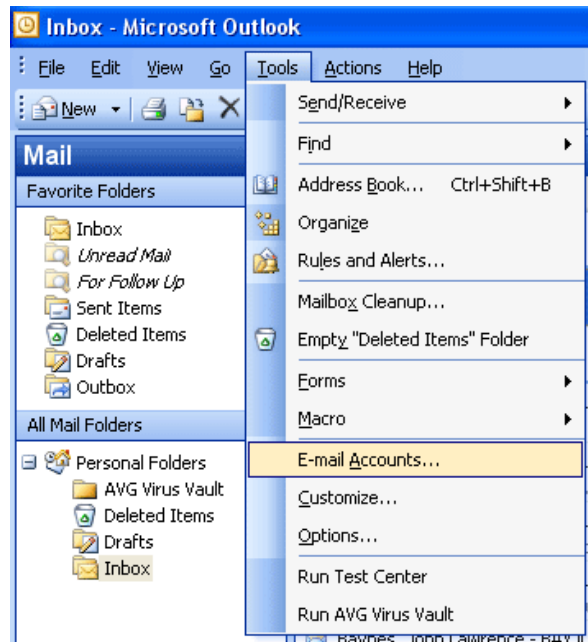
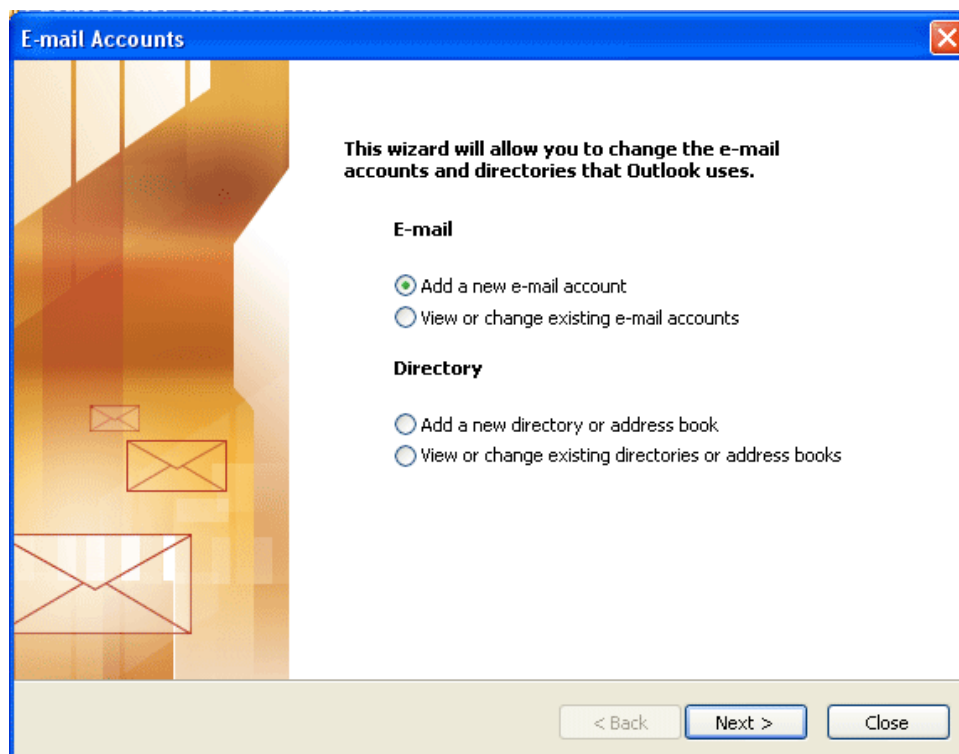


How can I add a new Easy Internet email account to Outlook 2003?

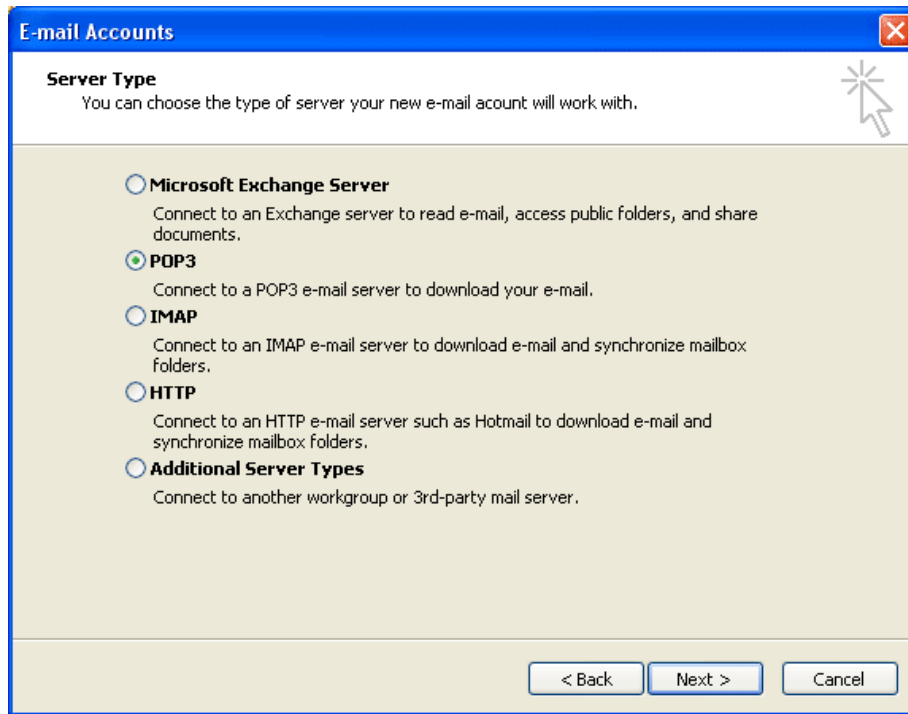
- Start **Microsoft Outlook 2003**. If you have not yet installed it, you will need to do so before continuing with this guide.
- Select **E-mail Accounts** from the **Tools** menu.
- If you can't find the **E-mail Accounts** menu item, it may be hidden. If Outlook is hiding menu items, the Expand button will be displayed at the bottom of the **Tools** menu. Click the Expand button to reveal more options.



- Place a dot (by Left-Clicking) in the **Add a new e-mail account** dotbox.
- Click the **Next** button.



- Place a dot (by Left-Clicking) in the **POP3** dotbox.
- Click the **Next** button.



1. Type your name in the **Your Name** box.
 - E-mail messages you send will contain the name you enter here, as the sender.
2. Type your e-mail address (your **Easy Internet username** followed by **@easynet.net.au**) in the **E-mail Address** box.
3. Type **mail.easynet.net.au** in the **Incoming mail server (POP3)** box.
4. Type **mail.easynet.net.au** in the **Outgoing mail server (SMTP)** box.
5. Type your **Easy Internet username** in the **User Name** box.
6. Place a tick in the **Remember password** tickbox, and type your **password** in the **Password** box.
 - The password will be displayed as a series of * or dot characters.
 - Placing a tick in the **Remember password** tickbox will not negate the need to enter your password when connecting to the Internet.
7. Ensure that **Log on using Secure Password Authentication (SPA)** is unticked.
8. Click the **More Settings** button.

E-mail Accounts [X]

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

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

< Back Next > Cancel

- Click the **Connection** tab.
- Place a dot (by Left-Clicking) in the **Connect using Internet Explorer's or a 3rd party dialer** dotbox.
- Click the **OK** button.

Internet E-mail Settings [X]

General Outgoing Server **Connection** Advanced

Please specify the type of connection to use for e-mail.

Connection

Connect using my local area network (LAN)

Connect via modem when Outlook is offline

Connect using my phone line

Connect using Internet Explorer's or a 3rd party dialer

Modem

Use the following Dial-Up Networking connection:

- Click the **Next** button.

E-mail Accounts [X]

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

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

< Back **Next >** Cancel

- Click the **Finish** button to finish.

E-mail Accounts [X]

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back **Finish**