



southern cross  
TELCO

## Outlook 2003

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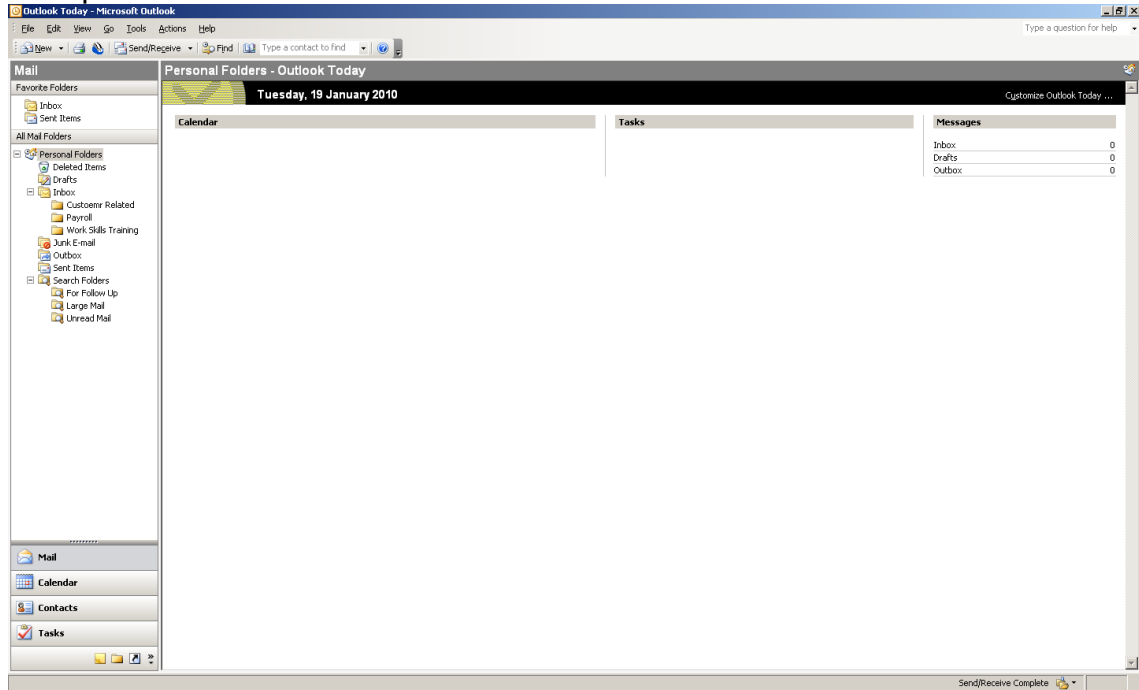
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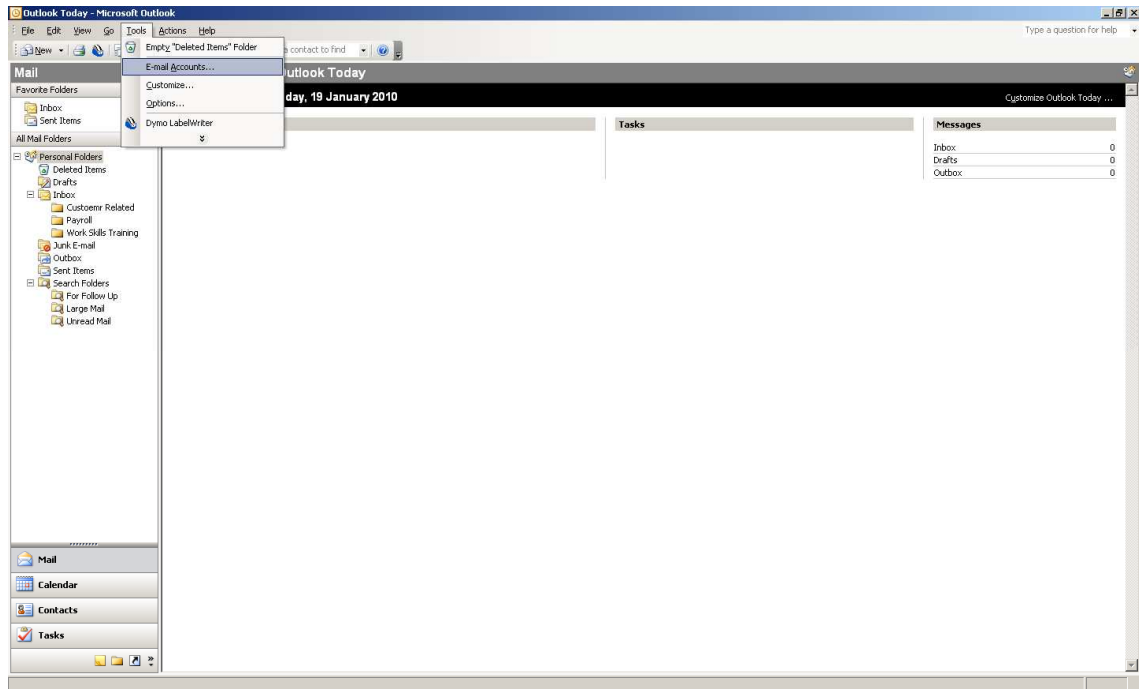


## New Email Setup

### 1. Open Outlook 2003.

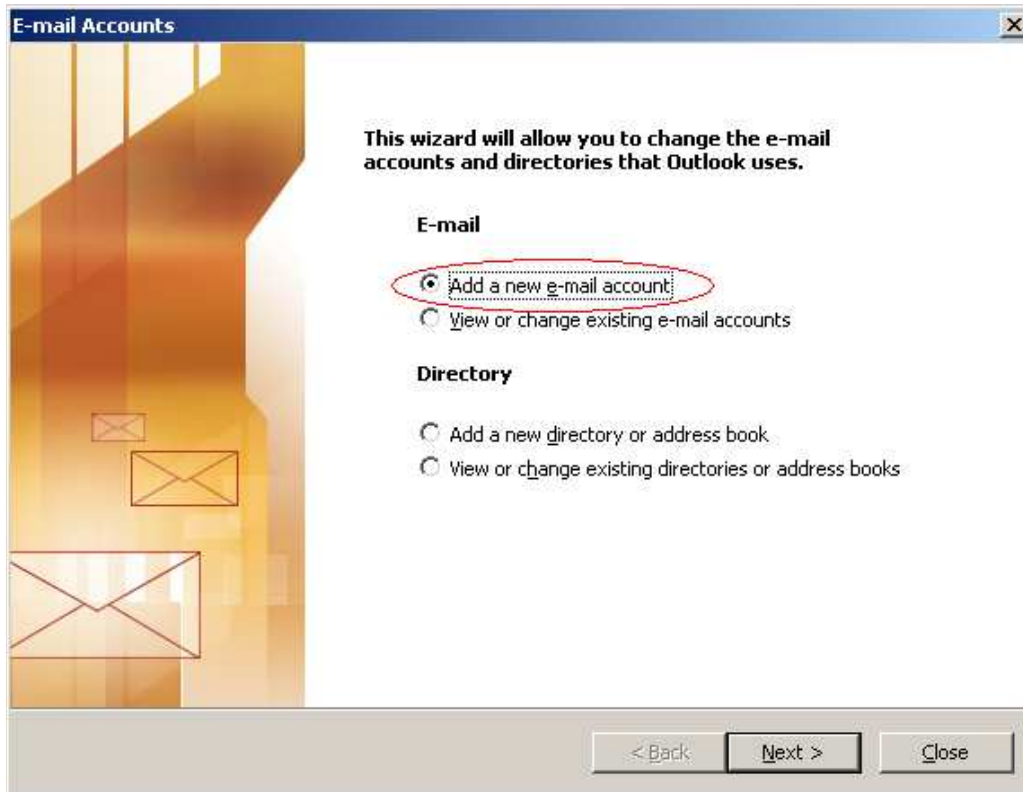


### 2. Go to the Tools Menu and select Accounts

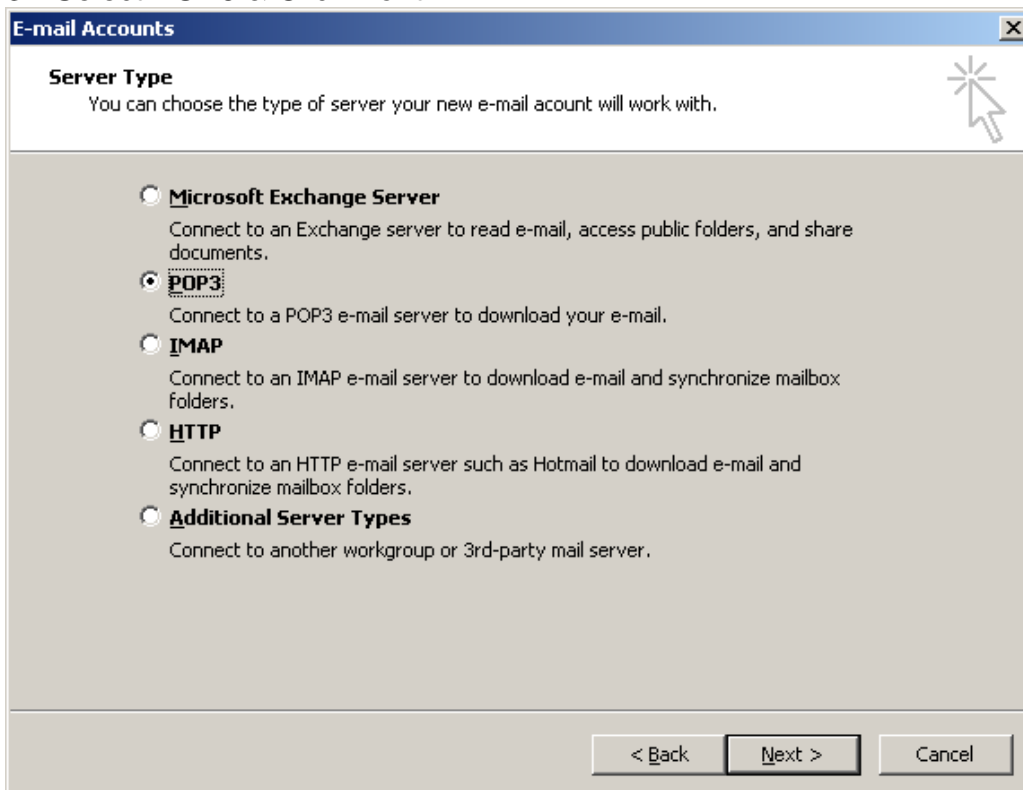




### 3. Select 'Add a New e-mail account & click next



### 3. Select POP3 & Click Next



### 4. Fill in the required field as listed below & click Next



**E-mail Accounts** [Close]

**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:

**Logon Information**

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**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

5. Click the **Finish** Button.

**E-mail Accounts** [Close]

**Congratulations!**

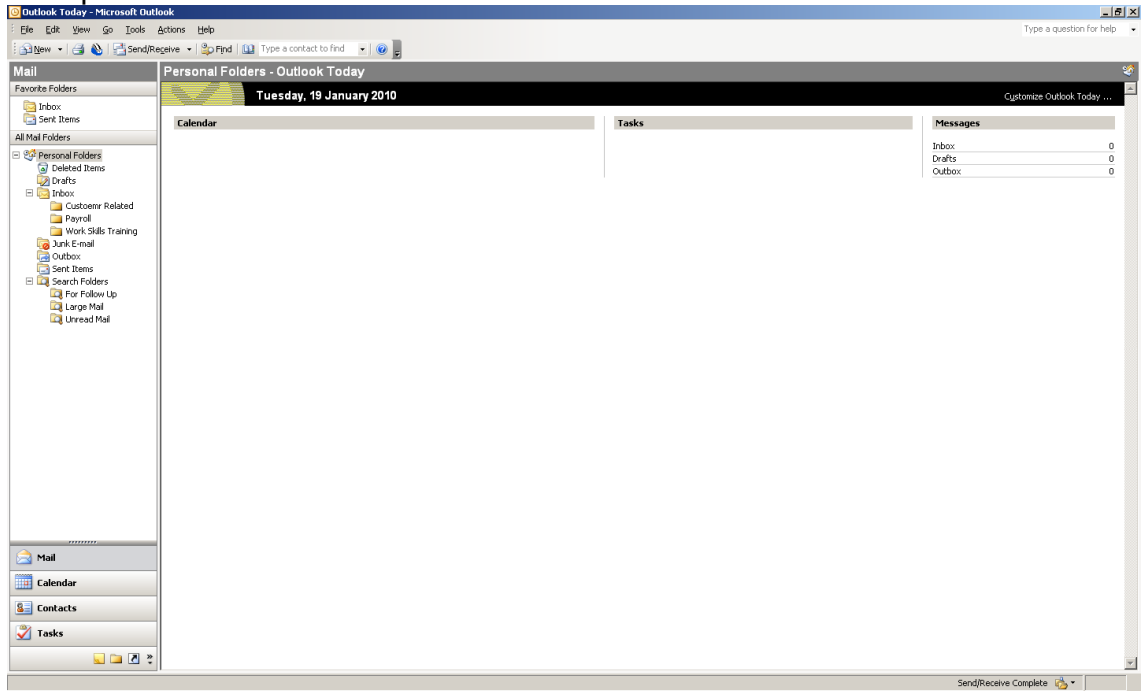
You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

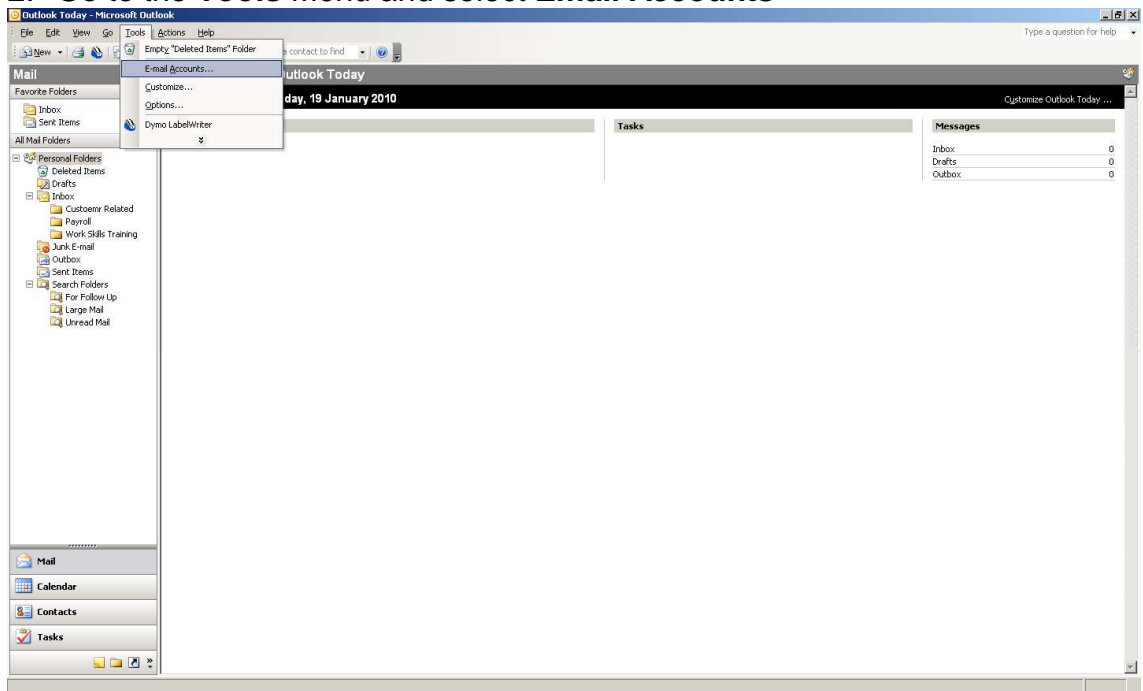
< Back    Finish

## Remove Old Account

### 1. Open Outlook 2003.

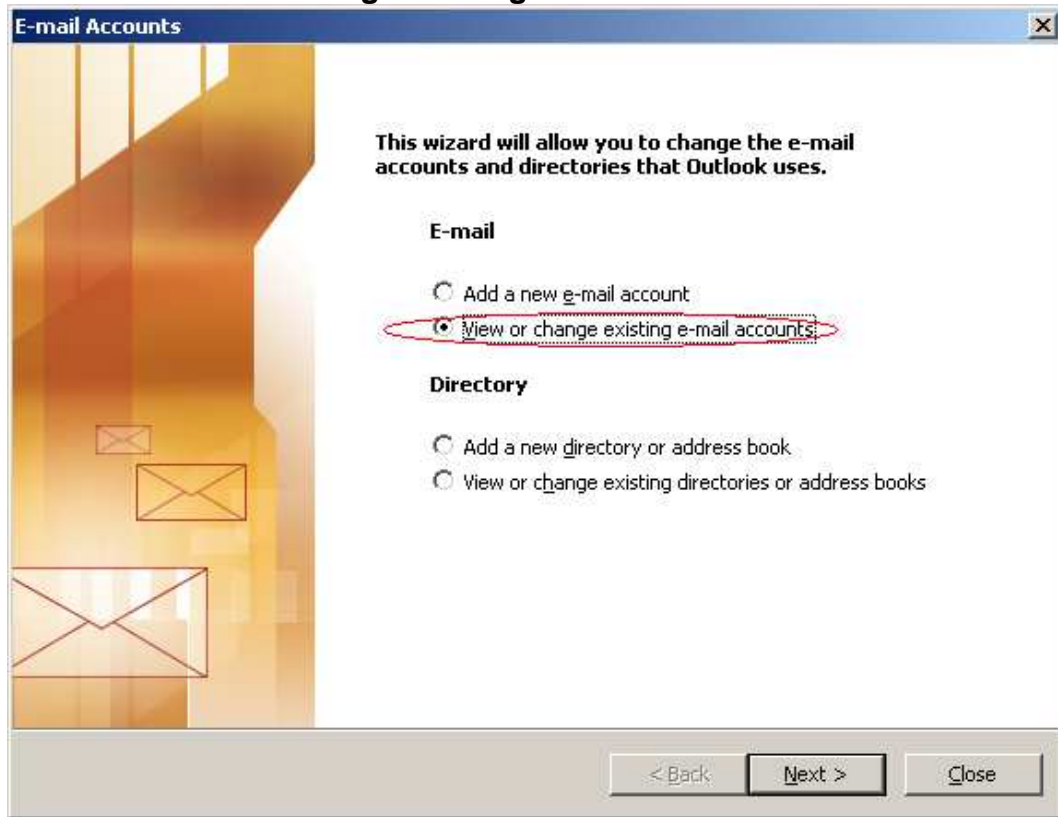


### 2. Go to the Tools Menu and select Email Accounts

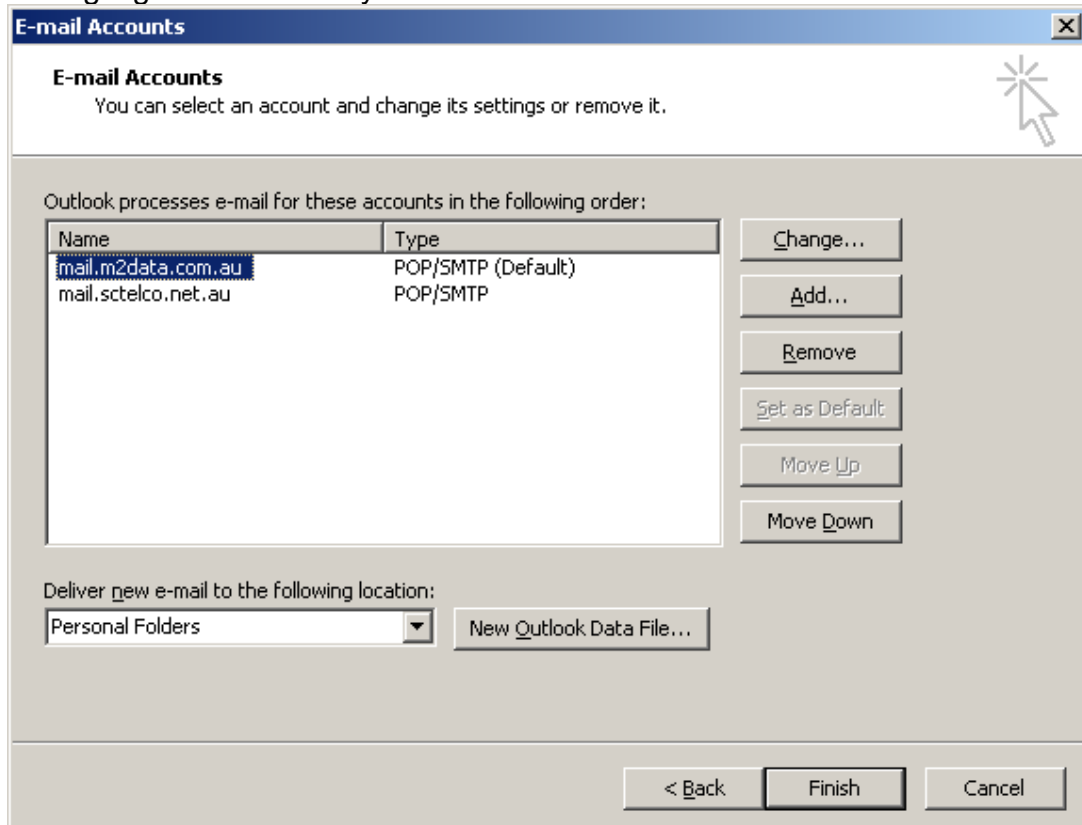




3. Select 'View or change existing e-mail accounts' & click Next

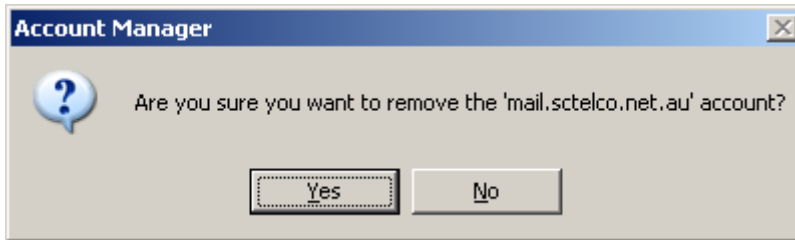


4. Highlight the account you wish to delete and click the **Remove** button.

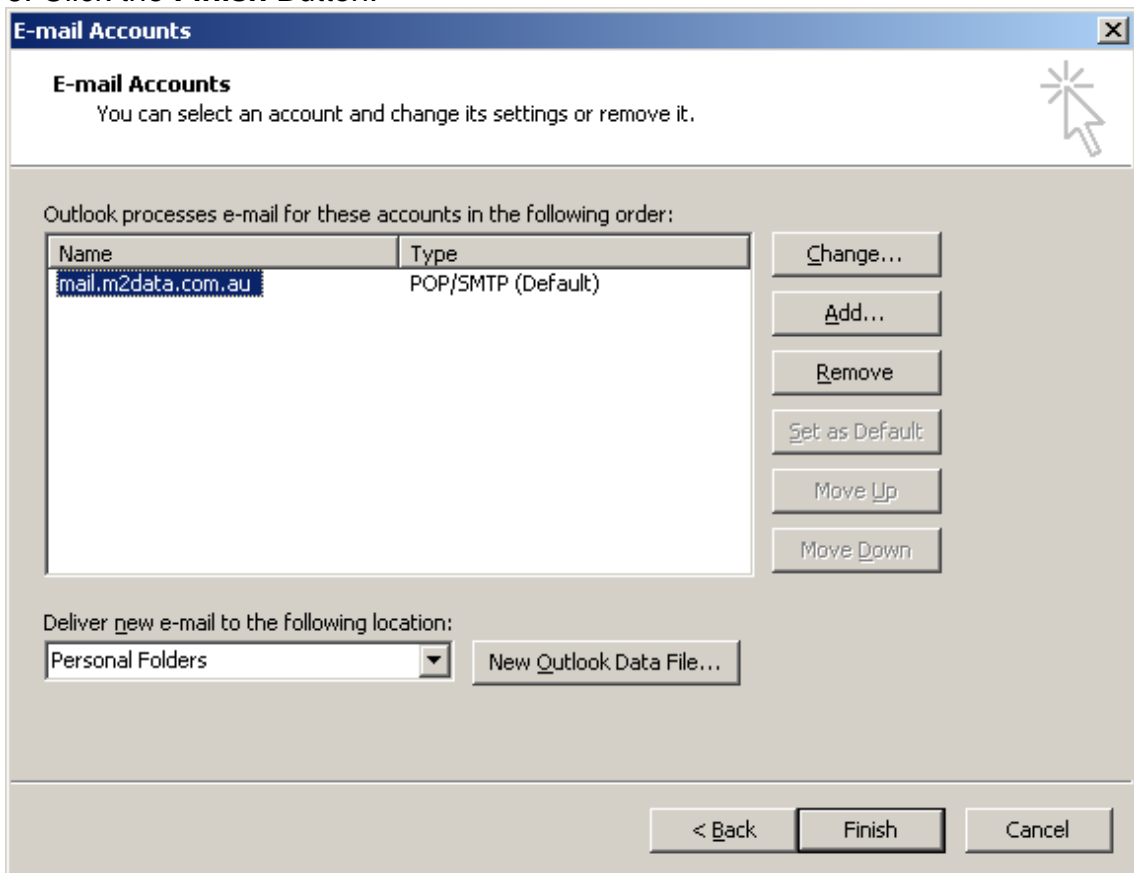




5. Click **Yes**.



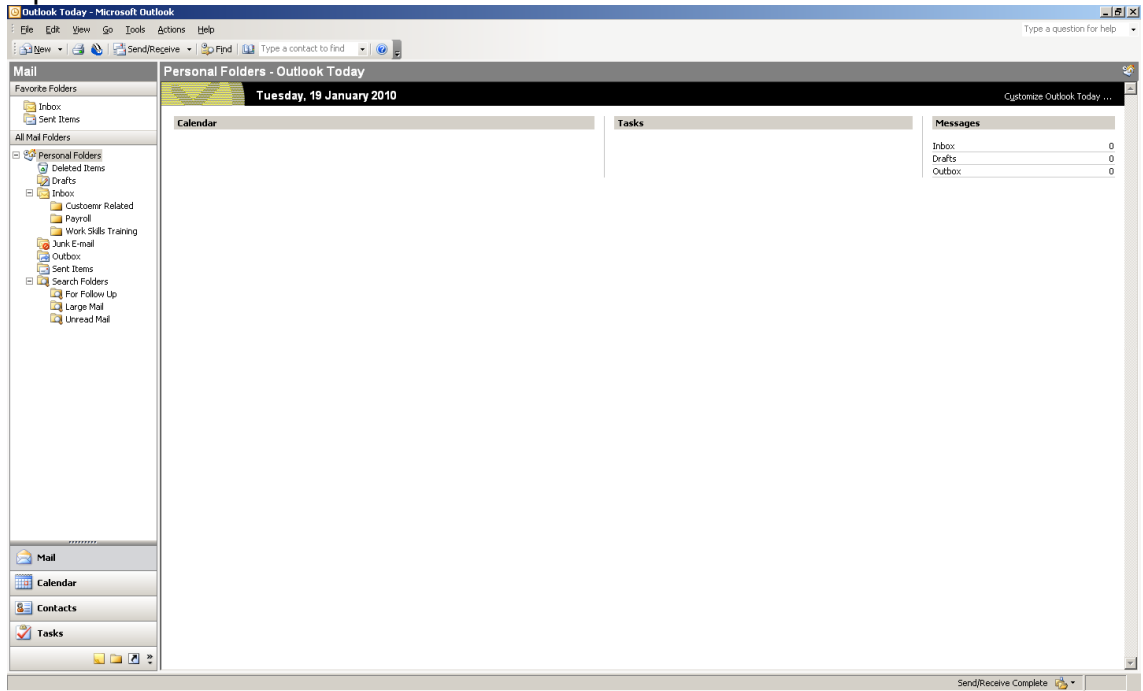
6. Click the **Finish** Button.



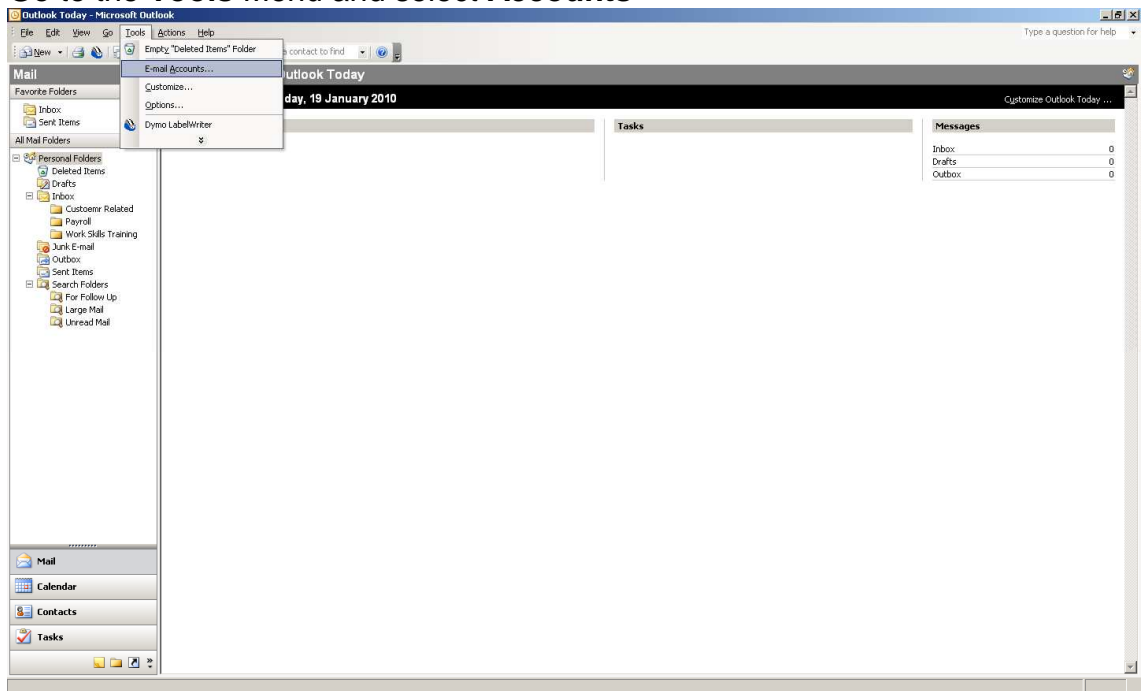


## Change Timeout Period

### 1. Open Outlook 2003.

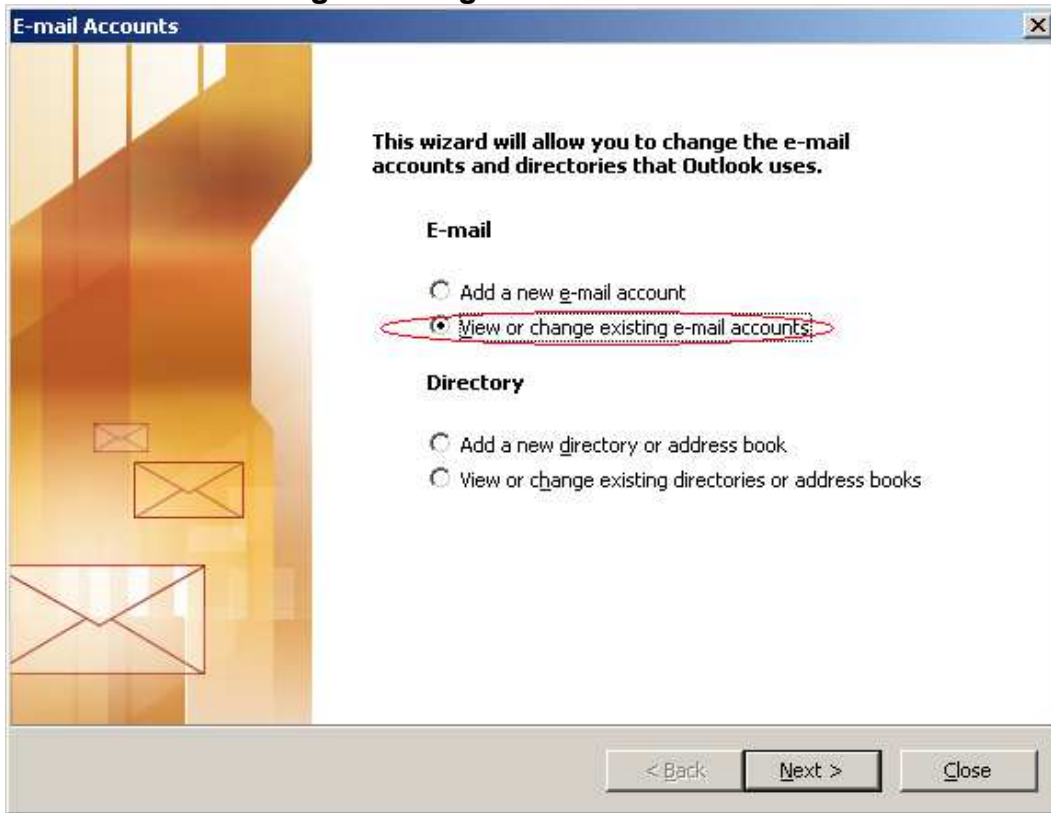


### 2. Go to the Tools Menu and select Accounts

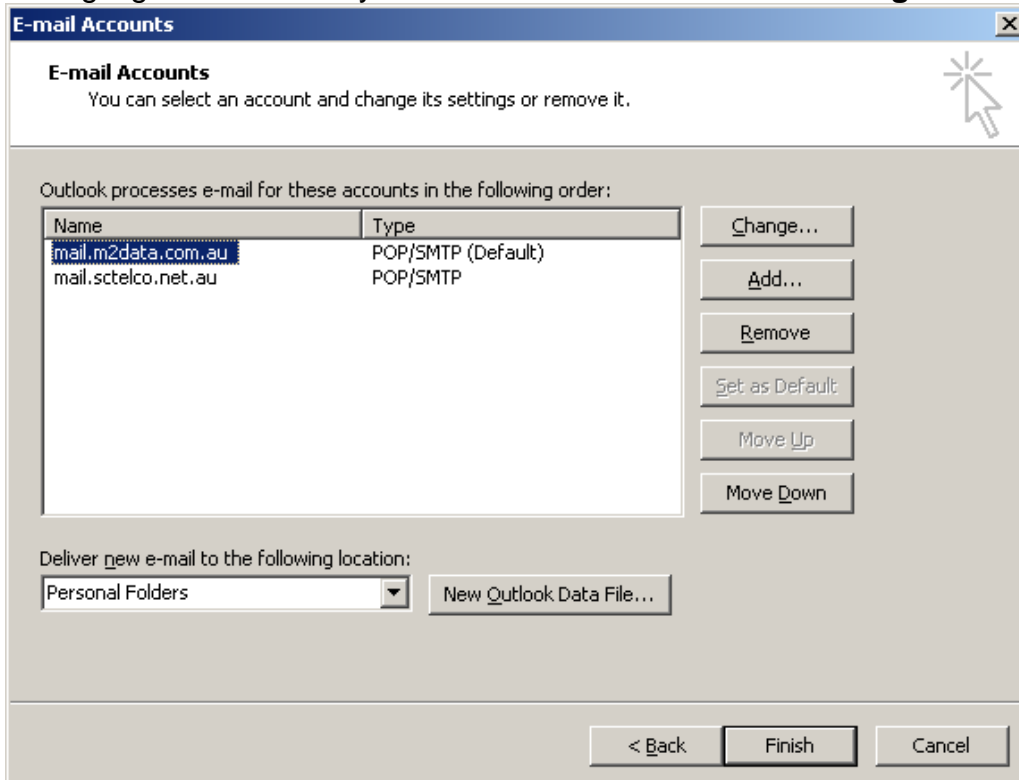




3. Select 'View or change existing e-mail accounts' & click **Next**



4. Highlight the account you wish to delete and click the **Change** button.



5. Click on 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

6. Click on the **Advanced** Tab

**Internet E-mail Settings** [X]

General    Outgoing Server    Connection    **Advanced**

Mail Account \_\_\_\_\_

Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

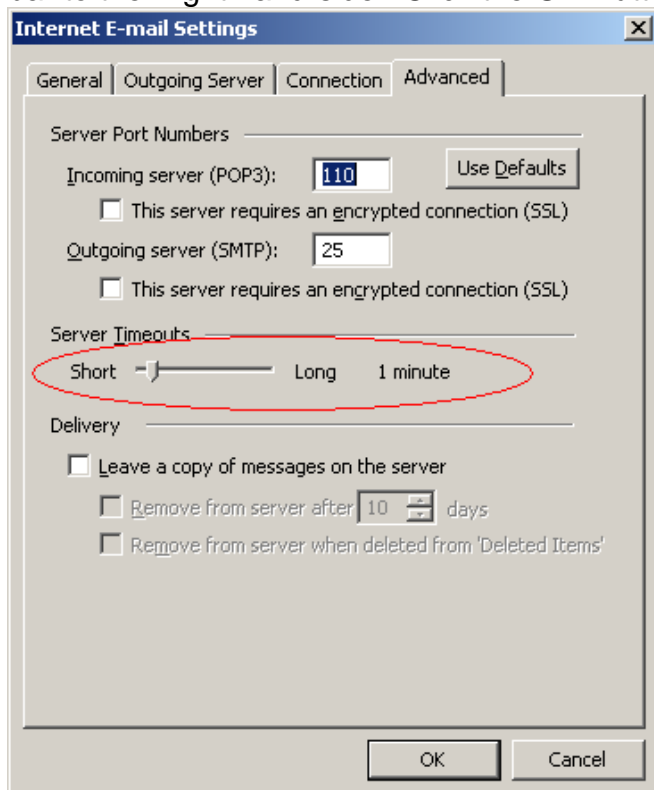
Other User Information \_\_\_\_\_

Organization:

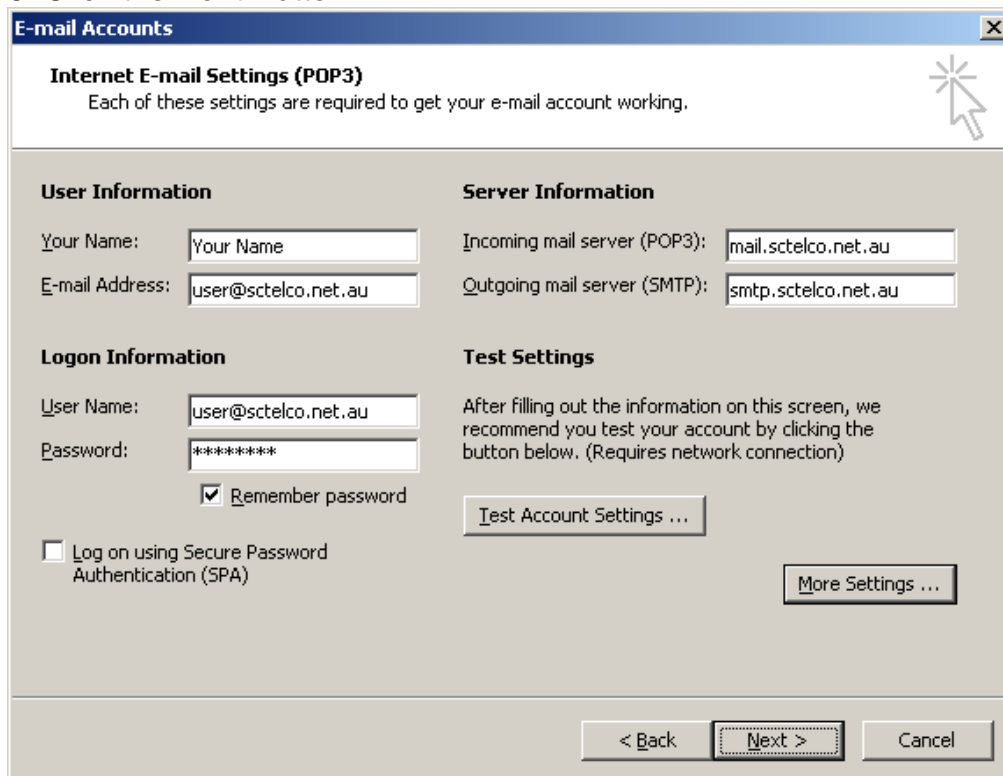
Reply E-mail:



7. In the middle of the page, you will have the Server Timeouts bar. Drag the bar to the Right hand-side. Click the **OK** Button

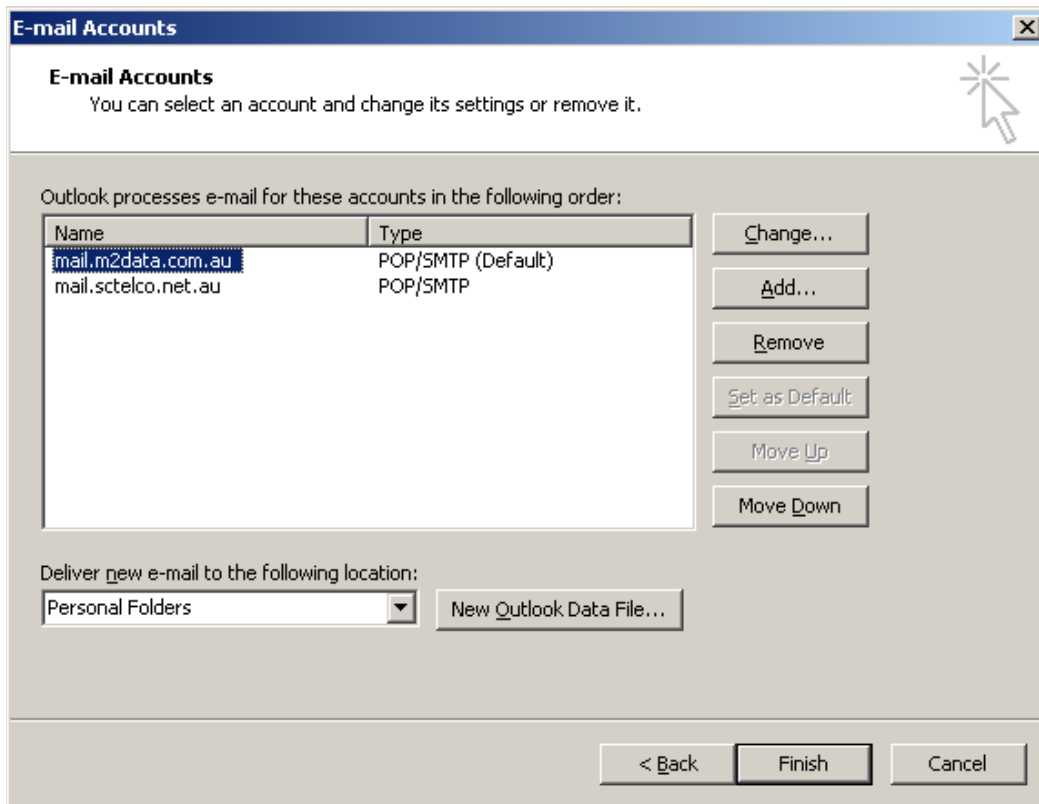


8. Click the **Next** Button





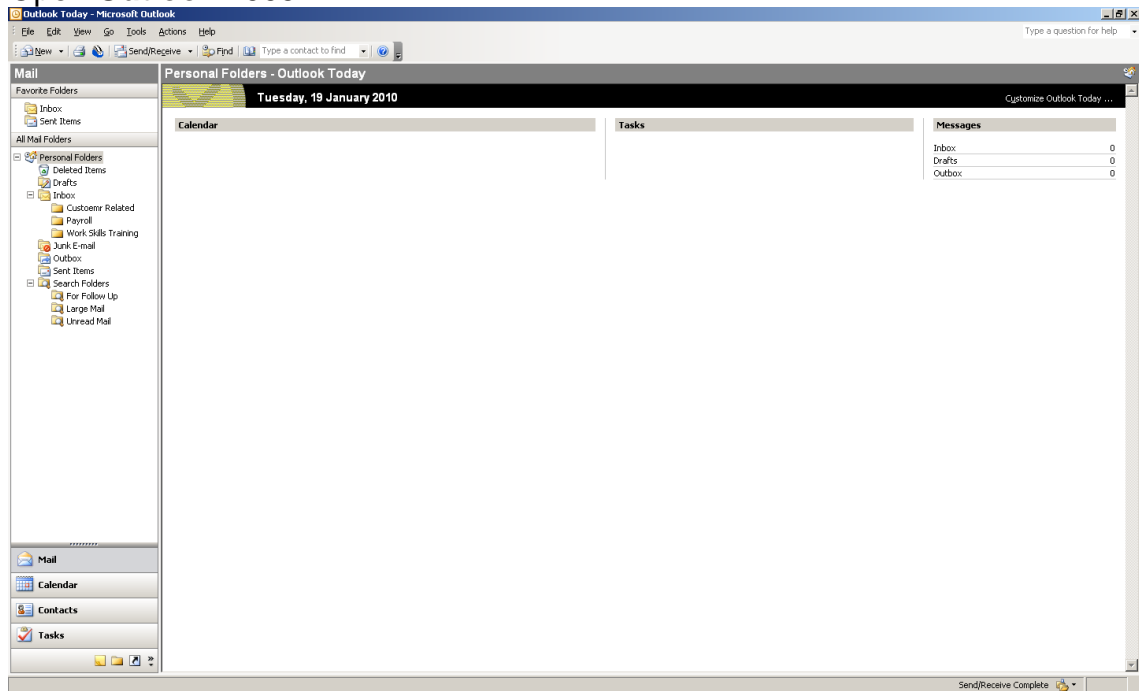
9. Click the **Finish** button.



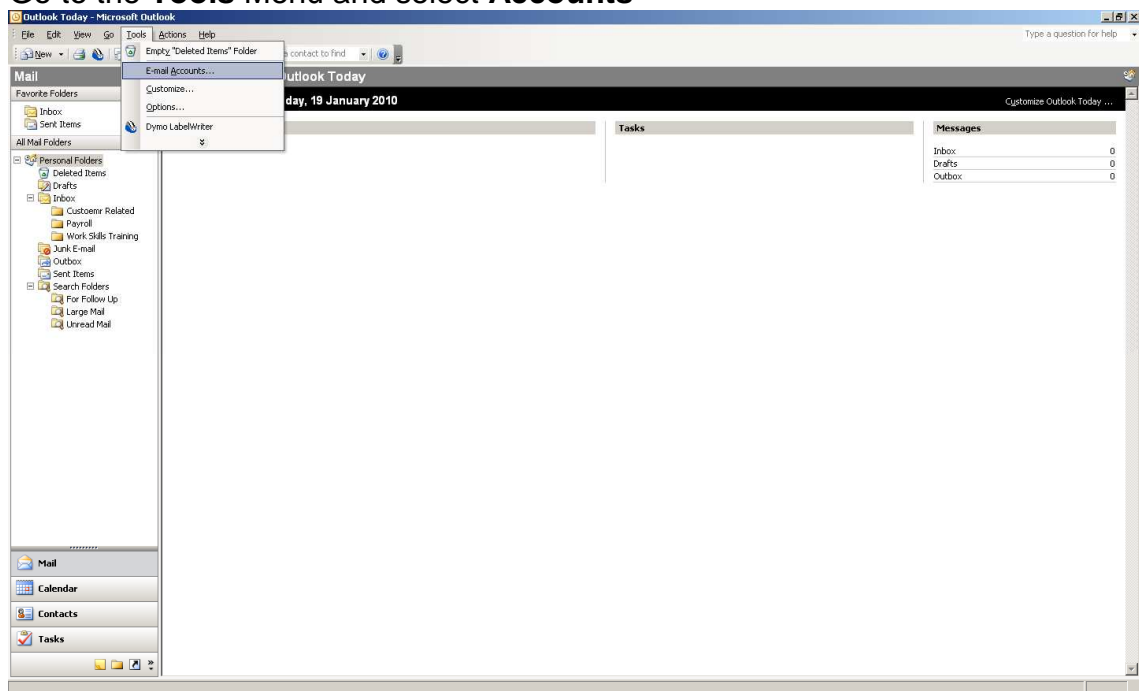


## Leave Copy of Message On Server

### 4. Open Outlook 2003.

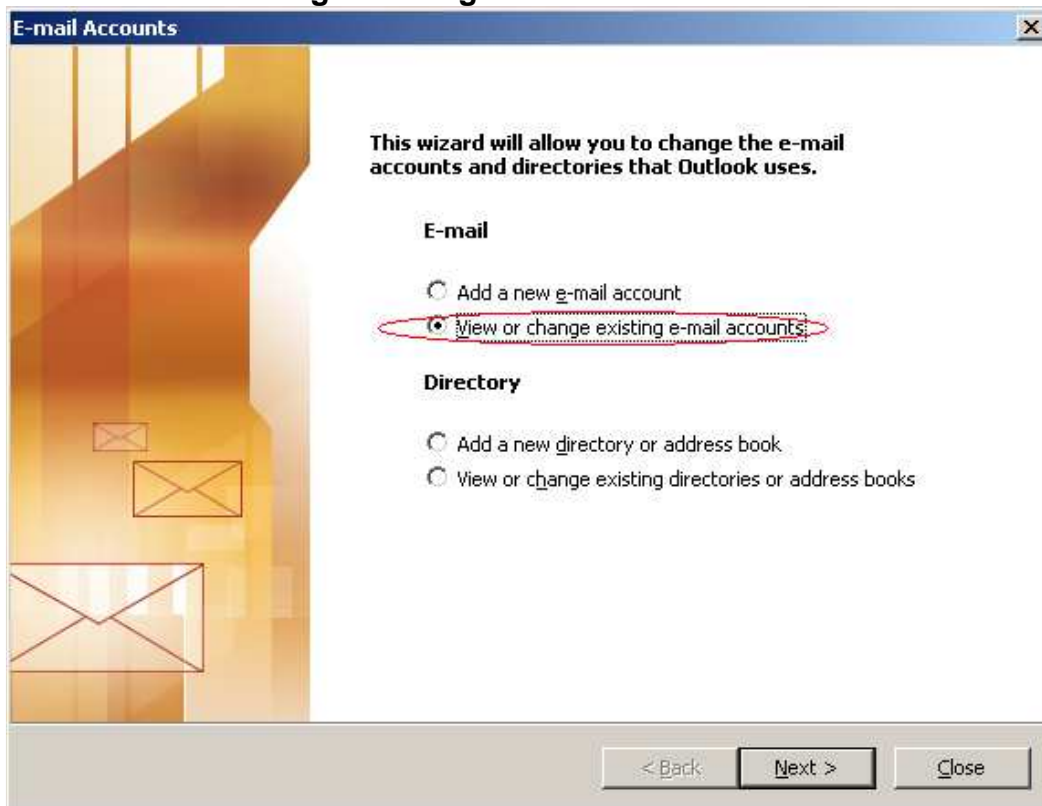


### 5. Go to the Tools Menu and select Accounts

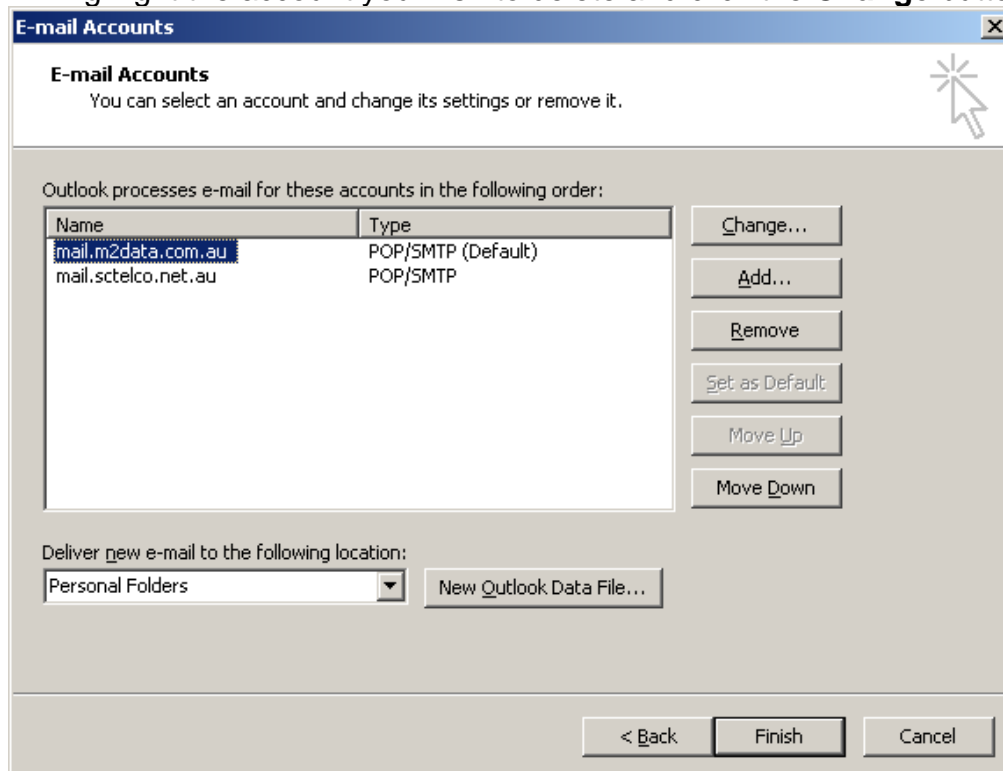




6. Select 'View or change existing e-mail accounts' & click Next



4. Highlight the account you wish to delete and click the **Change** button.

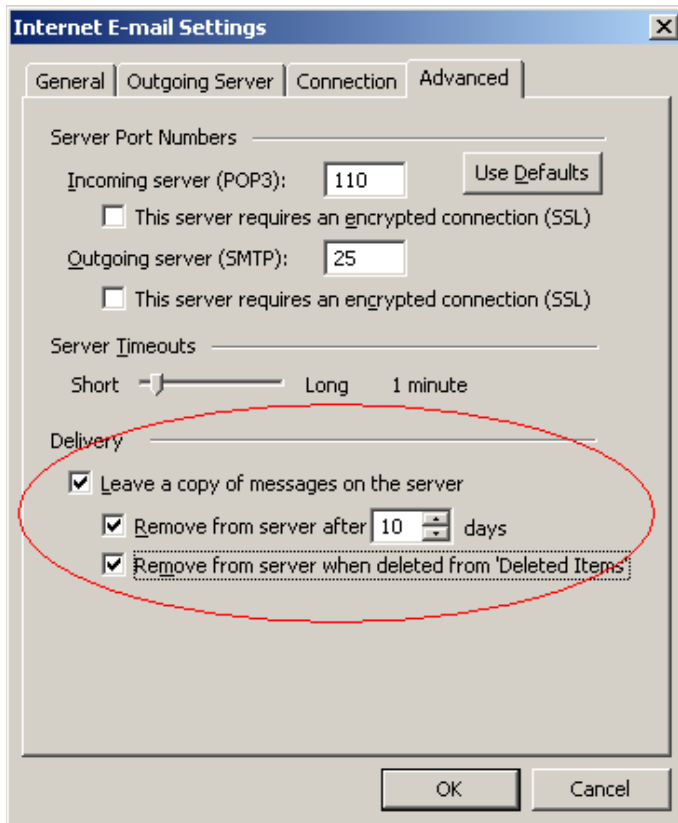




7. Click on the **More Settings** Button.

8. Click on the **Advanced** Tab

9. Tick the following boxes.  
Leave a copy of the messages on the server  
Remove from server after 10 days  
Remove from server when deleted from 'Deleted Items'





### 10. Click the **Next** Button

### 11. Click the **Finish** button.