# Setting Up Your POP or IMAP Email Address in Microsoft Outlook

This tutorial shows you how to set up Microsoft Outlook 2003® to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous or recent versions of Microsoft Outlook by using the settings in this tutorial.
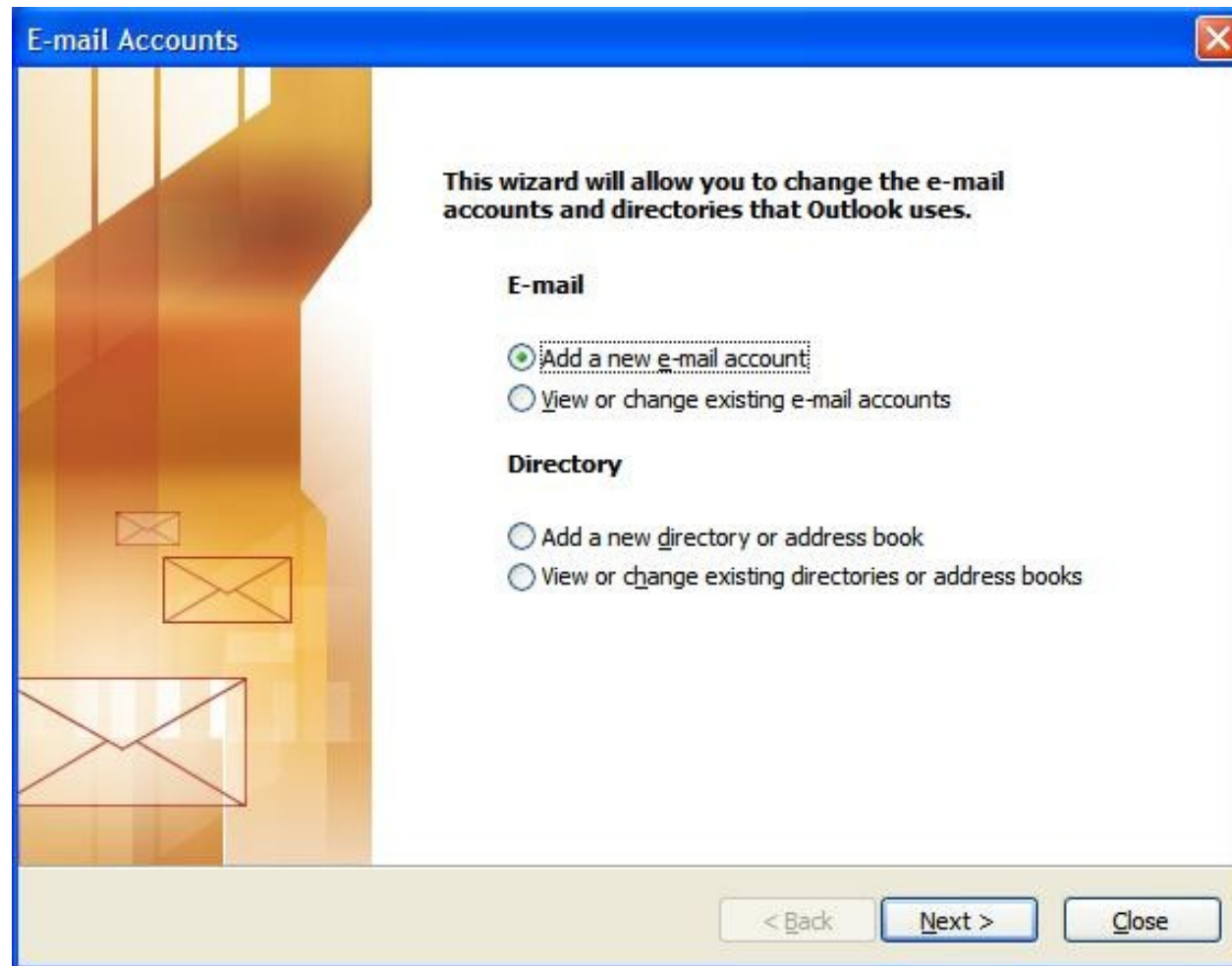
STEP 1

In Microsoft Outlook, from the E-mail Accounts menu, select Tools.
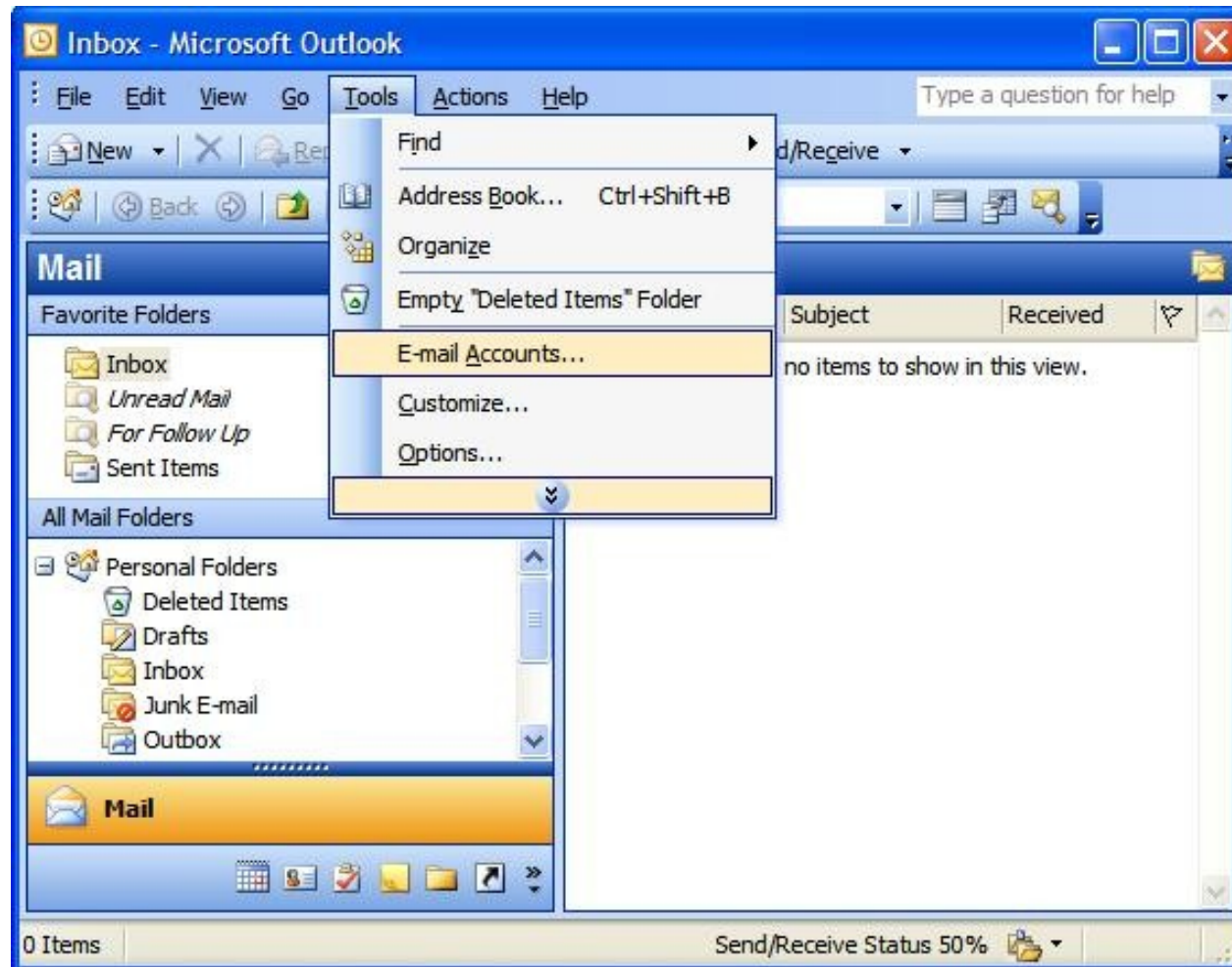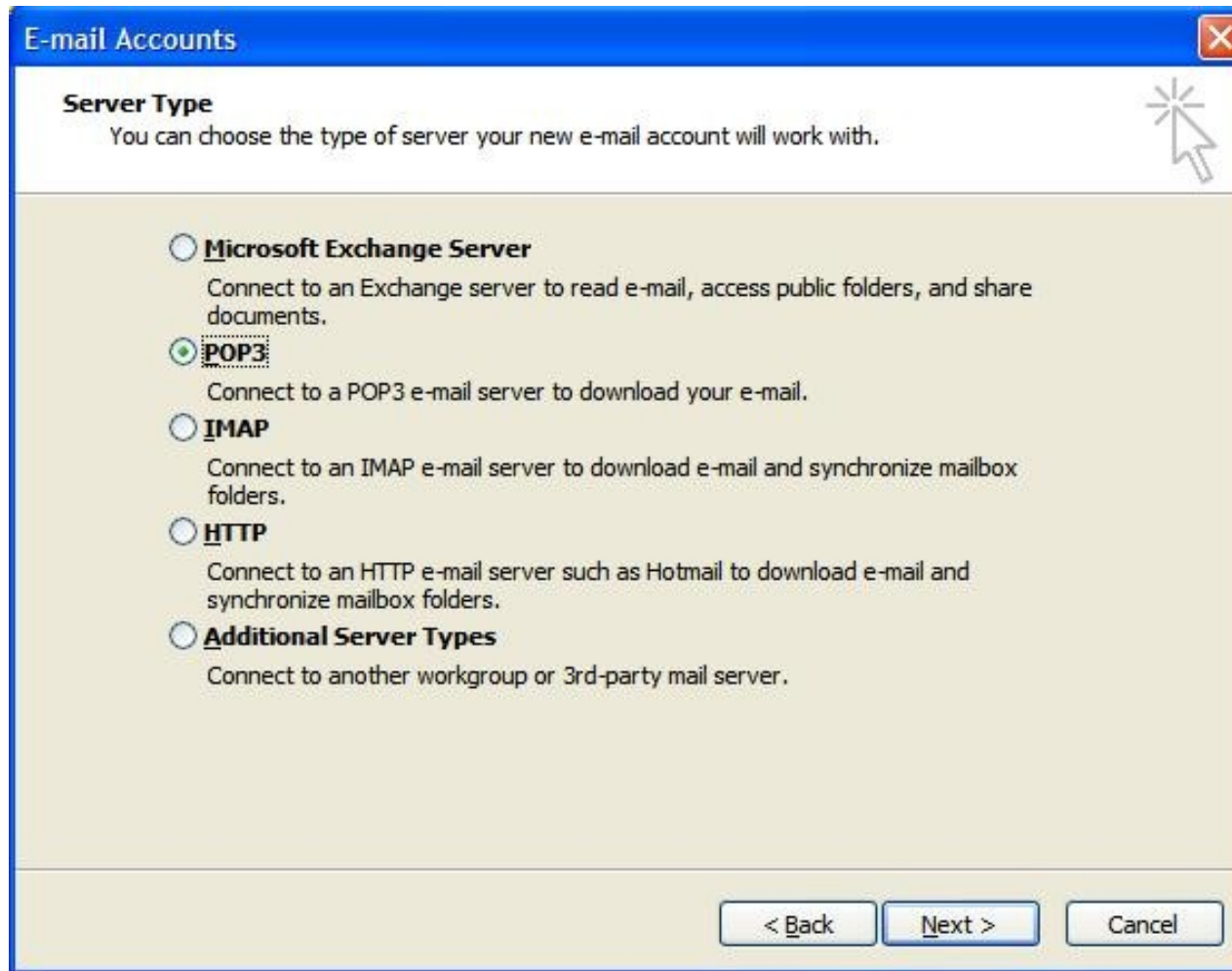
STEP 2

On the E-mail Accounts wizard window, select Add a new e-mail account, and then click Next.

STEP 3

For your server type, select POP3 or IMAP, and then click Next.

STEP 4

On the Internet E-mail Settings (POP3/IMAP) window, enter your information as follows:

Your Name:
Your first and last name.

E-mail Address:
Your email address.

User Name:
Your email address, again.

Password:
Your email account password.

Incoming mail server (POP3 or IMAP):
mail.yourdomain.com

Outgoing mail server (SMTP):
mail.yourdomain.com

Screenshot on next screen.

STEP 4

Click More Settings..

STEP 5

On the Internet E-mail Settings window, go to the Outgoing Server tab.

Select My outgoing server (SMTP) requires authentication. Select Use same settings as my incoming mail server.
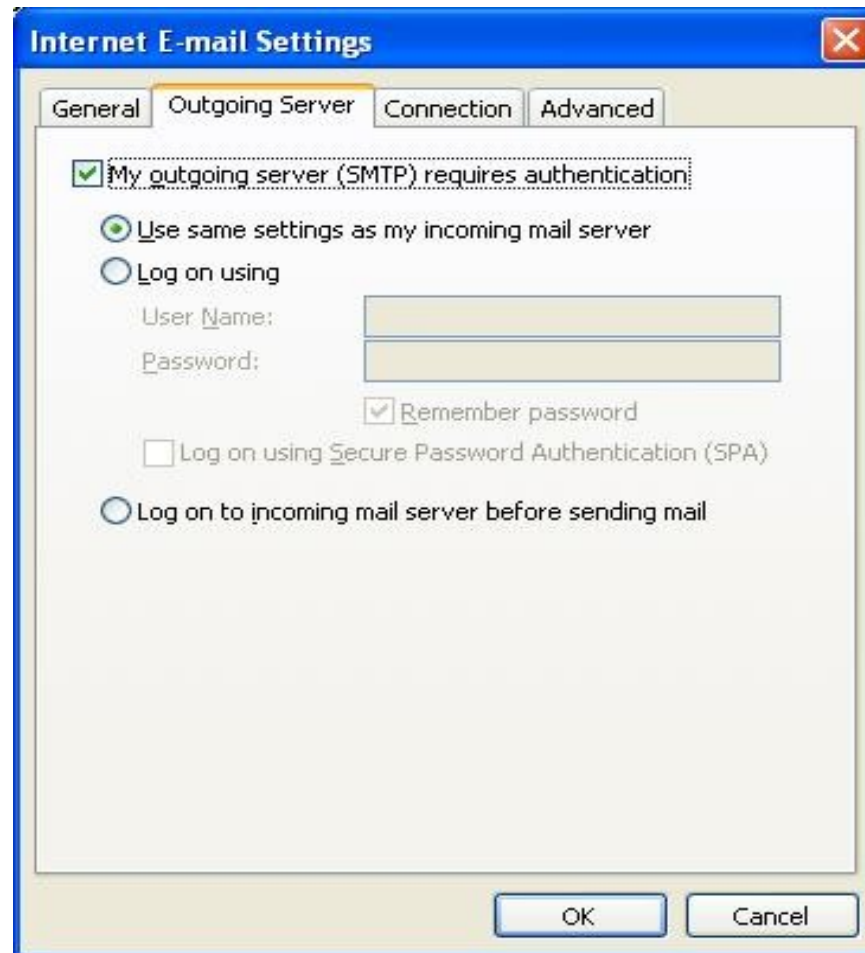
STEP 6

Go to the Advanced tab, and then change the Outgoing server (SMTP) port to 587. Click OK.

If you are using Server Type IMAP in Step 3, then you may want to Select Leave a copy of messages on the server option in Delivery subsection. Leaving copy of messages on the server allows access to emails via Webmail.
Webmail url is http://webmail.yourdomain.com

STEP 7

Click Next

STEP 8

Click Finish