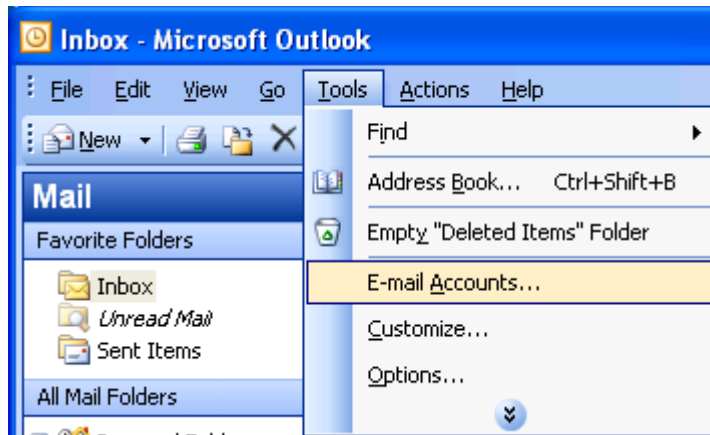
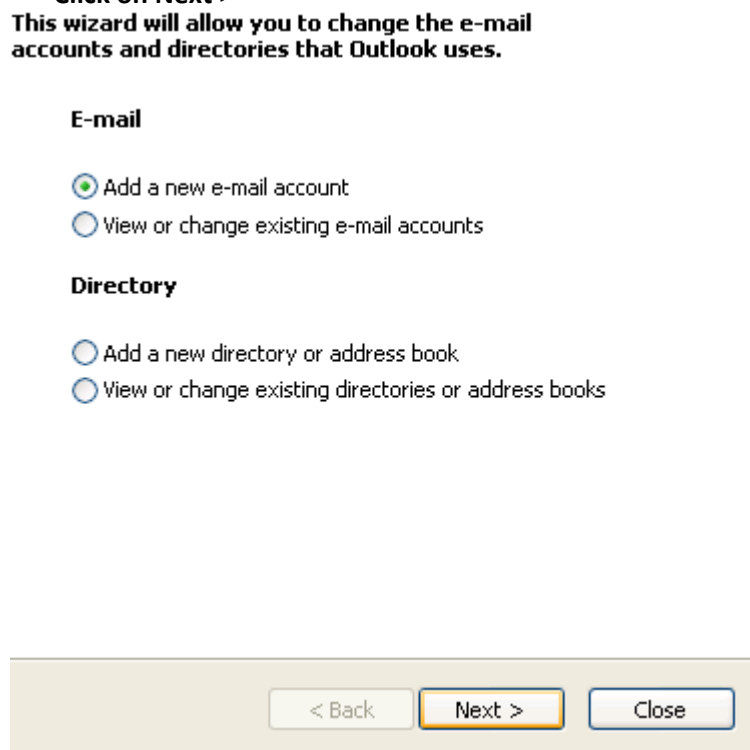


Outlook 2003 New Installation

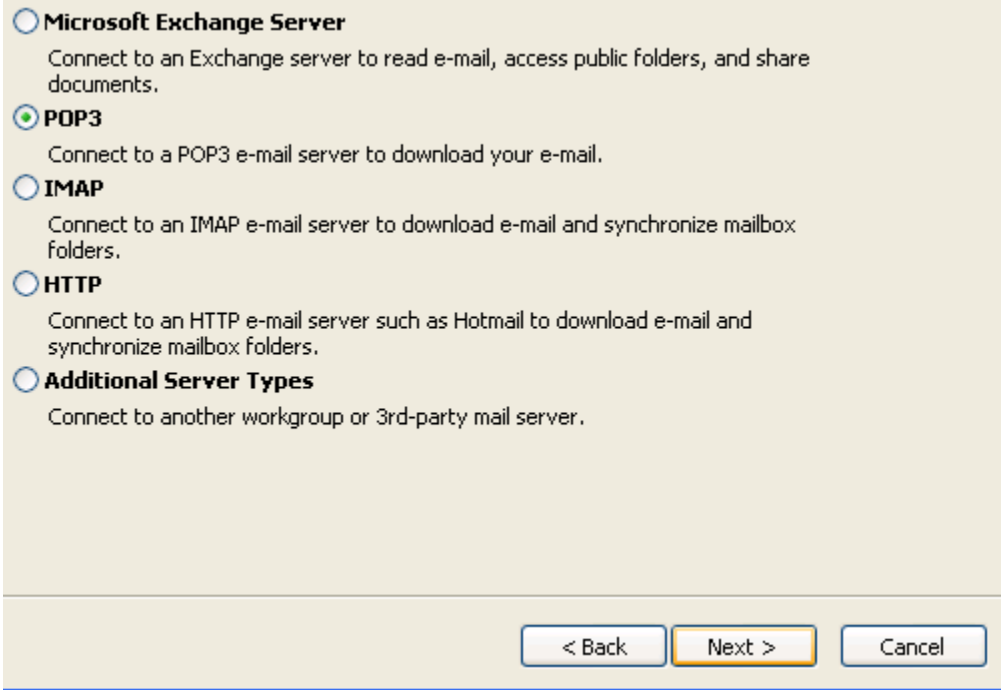
1. In Outlook 2003 **Click on Tools** and select **E-mail Accounts...**



2. If there are currently no accounts set up Add a new e-mail account should already be selected, **Click on Next >**



3. **Select POP3** for your Server Type and **click on Next >**



The image shows a dialog box with a light beige background and a blue border. It contains five radio button options for selecting a server type. The 'POP3' option is selected, indicated by a green dot. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a yellow border.

Microsoft Exchange Server
Connect to an Exchange server to read e-mail, access public folders, and share documents.

POP3
Connect to a POP3 e-mail server to download your e-mail.

IMAP
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.

HTTP
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.

Additional Server Types
Connect to another workgroup or 3rd-party mail server.

< Back Next > Cancel

4. Enter the following information in the POP3 E-mail Settings fields

User Information

- Your Name: **Enter in your name as you would like displayed on outgoing emails**
- E-mail Address: **Enter your return e-mail address**

Server Information

- Incoming mail server (POP3): **pop3.molalla.net**
- Outgoing mail server (SMTP): **smtp.molalla.net**

Logon Information

- User Name: **Your full molalla.net email address**
- Password: **Your password** for the molalla.net email address

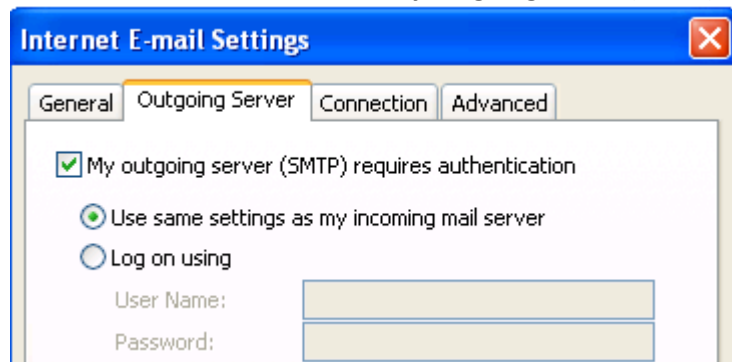
Click on More Settings

The screenshot shows a Windows-style dialog box titled "E-mail Accounts" with a close button in the top right corner. The main title is "Internet E-mail Settings (POP3)" with a sub-note: "Each of these settings are required to get your e-mail account working." The dialog is divided into four sections: "User Information", "Server Information", "Logon Information", and "Test Settings".

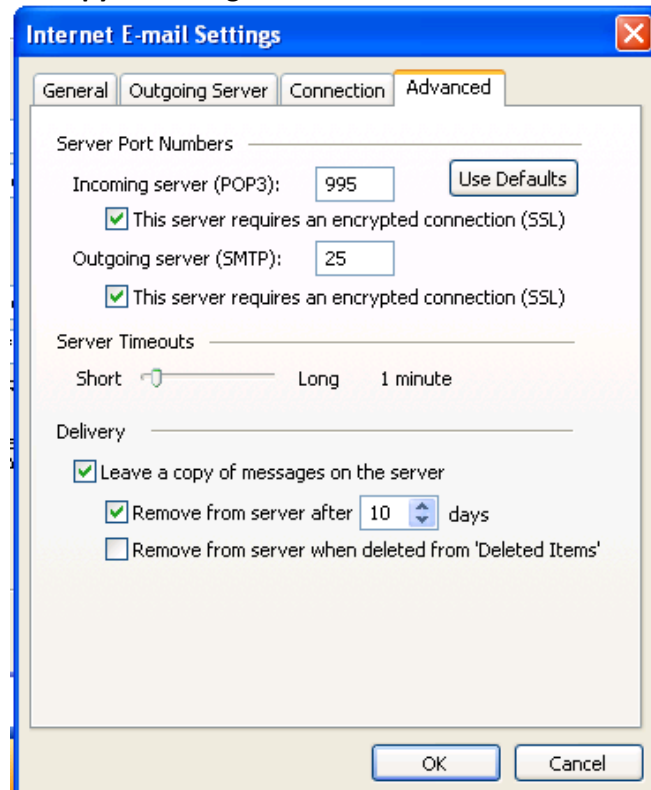
- User Information:** "Your Name:" field contains "MCC Support"; "E-mail Address:" field contains "support@molalla.net".
- Server Information:** "Incoming mail server (POP3):" field contains "pop3.molalla.net"; "Outgoing mail server (SMTP):" field contains "smtp.molalla.net".
- Logon Information:** "User Name:" field contains "support@molalla.net"; "Password:" field contains "*****"; a checked checkbox "Remember password" is present; an unchecked checkbox "Log on using Secure Password Authentication (SPA)" is also present.
- Test Settings:** A text block reads: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below this is a "Test Account Settings ..." button.

At the bottom right, a "More Settings ..." button is highlighted with a large black arrow pointing to it. At the very bottom of the dialog are three buttons: "< Back", "Next >" (which is highlighted with a yellow border), and "Cancel".

5. Click on the **Outgoing Server** tab
Place a check mark next to **My outgoing server (SMTP) requires authentication**



6. Click on the **Advanced** Tab
Place a check mark next to **This server requires an encrypted connection (SSL) for the Incoming and outgoing servers.**
If you plan on using this email address on multiple devices **place a check mark next to Leave a copy of messages on the server** and a **check mark next to Remove from server after 10 days**



7. Click on **OK** to close the Internet E-Mail Settings and **Click on Next >** in E-mail Accounts then **Finish** to close the wizard.