

# HOW TO SET UP OUTLOOK 2003 FOR **BDCHS.ORG** EMAIL

To Set Up Your E-mail Account in Microsoft Outlook

1. In Microsoft Outlook, select Tools > E-mail Accounts.
2. On the E-mail Accounts wizard window, select "Add a new e-mail account" and click Next.
3. For your server type, select "POP3" and click Next.
4. On the Internet E-mail Settings (POP3) window, enter your information as follows:
  - ❖ Your Name > Enter your first and last name.
  - ❖ E-mail Address > Enter your full e-mail address.
  - ❖ User Name > Enter your e-mail address, again.
  - ❖ Password > Enter the password you set up for your e-mail account.
  - ❖ Incoming mail server (POP3) > Enter **mail.bdchs.org** for your incoming mail server.
  - ❖ Outgoing mail server (SMTP) > Enter **mail.bdchs.org** for your outgoing mail server.
  - ❖ Click "More Settings."
5. On the Internet E-mail Settings window, select the "Outgoing Server" tab.
6. Select "My outgoing server (SMTP) requires authentication."
7. If you did not change the SMTP relay section, select "Use same settings as my incoming mail server". If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select "Log on using" and enter the user name and password.
8. Select the "Advanced" tab and change the Outgoing server (SMTP) port to 25 and Incoming mail server (POP3) to 110.
9. Click OK.
10. Click Next.
11. Click Finish.