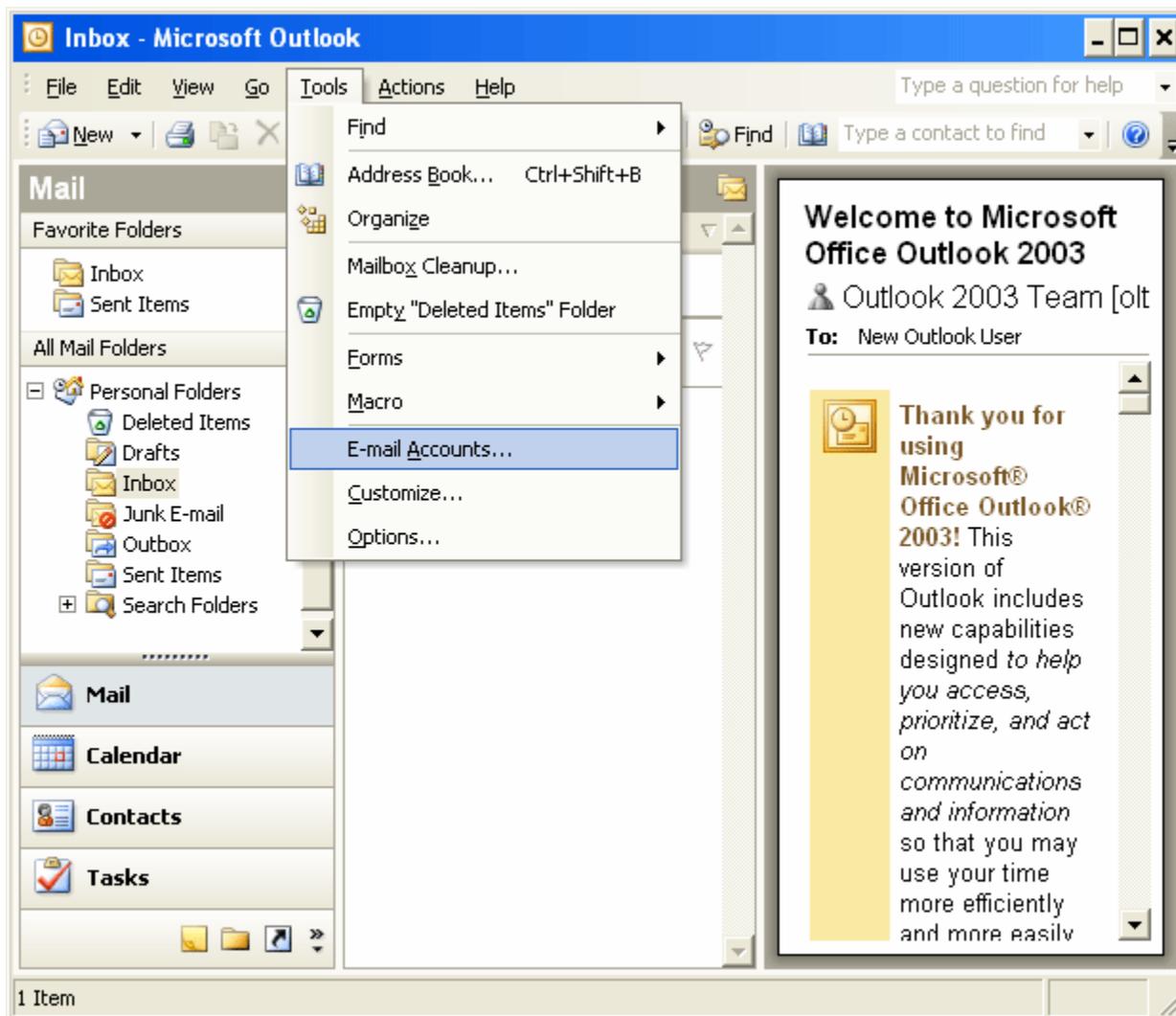


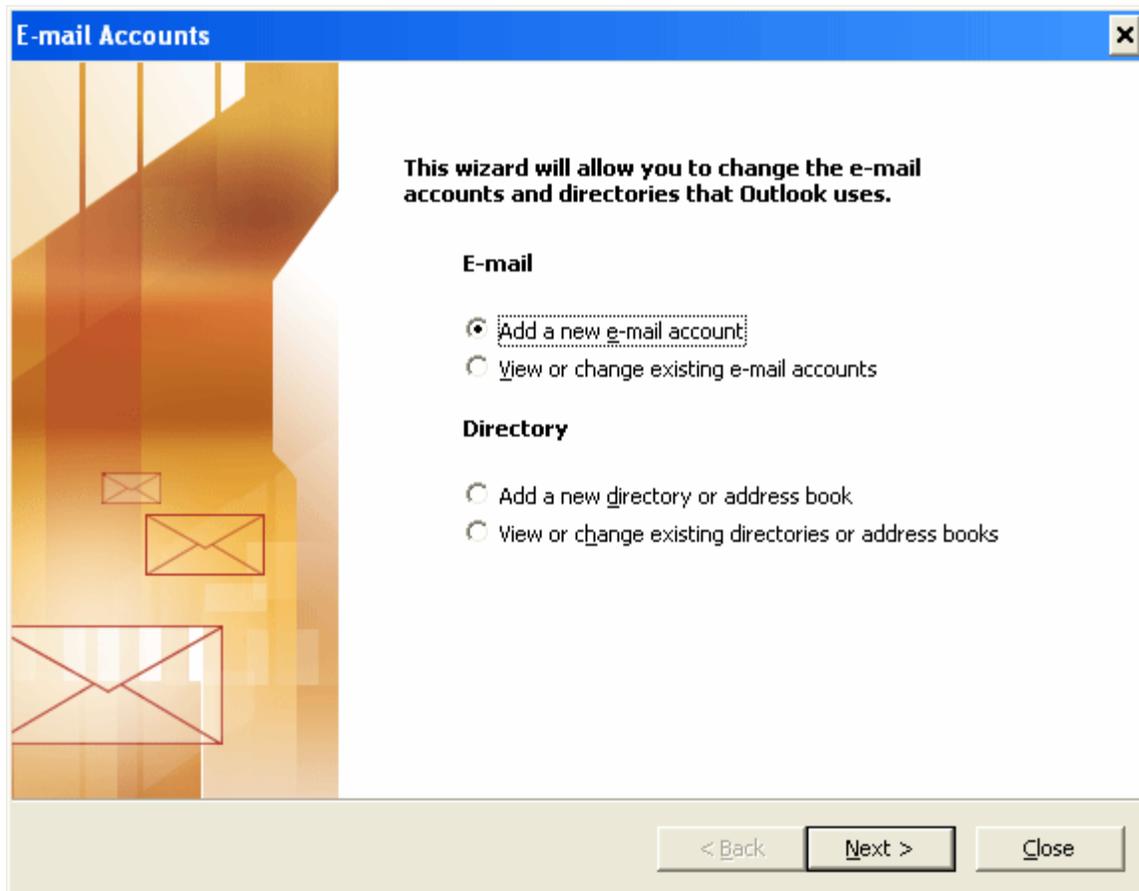
How to Setup your E-mail Account - Outlook 2003 (from the Office Suite)

This document will show you how to configure Outlook 2003 to be able to send and receive your e-mail.

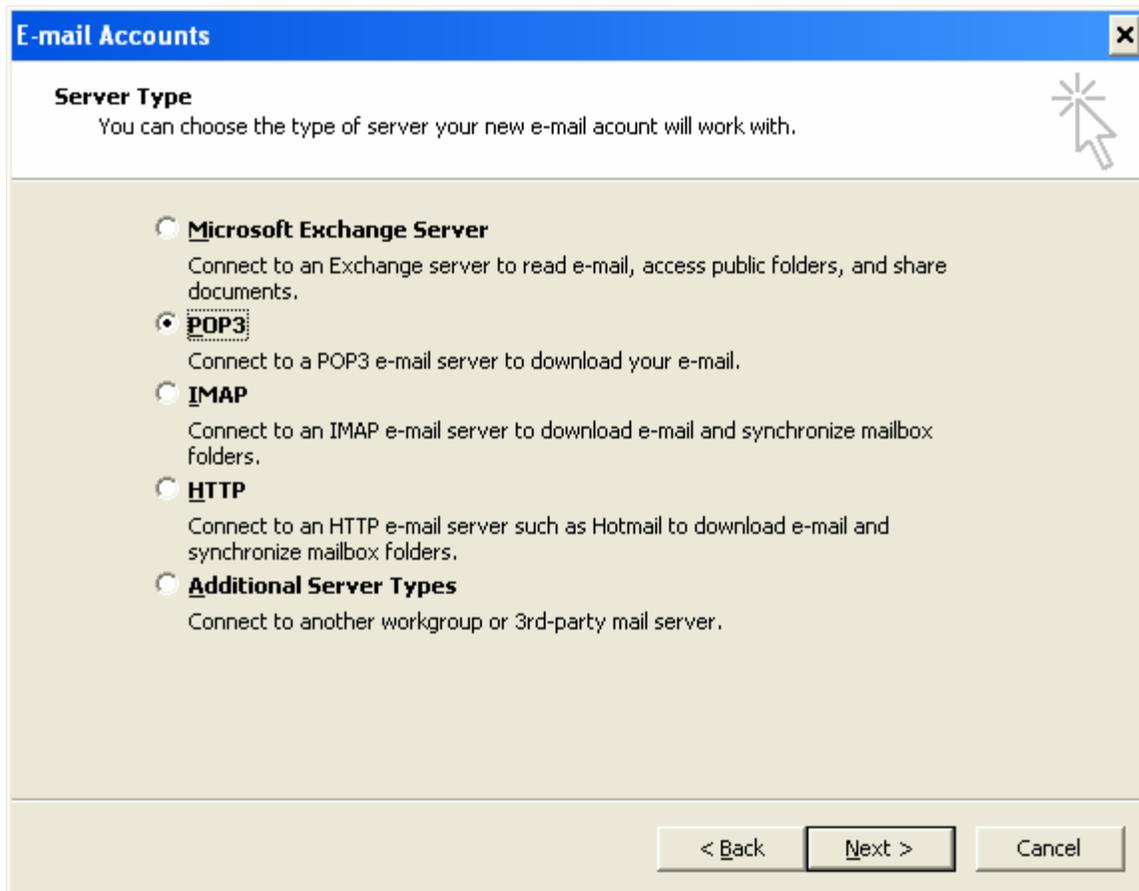
1 - Open Outlook 2003, go to the Tools menu and choose E-mail Accounts:



2 - A wizard will pop-up. Please select the first radio button named Add a new e-mail account, and click Next.



3 - Select the 2nd radio button called POP3 for the Server Type (unless you wish to use IMAP instead) then click Next.



4 - You should now be on a screen called Internet E-mail Settings (POP3) like this one:

E-mail Accounts

Internet E-mail Settings (IMAP)
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 (IMAP):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Under User Information:

In the Your Name box, enter your display name, which is the name that will appear in the from field when you send e-mail.

In the E-mail Address box, enter your full email address, for example username@tedata.net.eg

Under Logon Information:

In the User Name box, enter your tedata username (usually the first part of your e-mail address at tedata.net.eg, for example username if your e-mail address is username@tedata.net.eg)

In the Password box, enter your password.

Make sure Remember Password is checked, and that *Log on using Secure Password Authentication is NOT checked.*

Under Server Information:

In the Incoming Mail Server (POP3) box, enter: mail.tedata.net.eg

In the Outgoing Mail Server (SMTP) box, type in: out@tedata.net.eg

5 - Do not click Next right away, instead, click the More Settings button in the lower right-hand corner. This should pop up the following window:



Go to the 2nd tab called Outgoing Server,
check the box at the top that says My outgoing server (SMTP) requires authentication,

select the first radio button use same setting as my incoming mail server

Do NOT check the box that says Log on using secure password authentication (SPA)

When you're done, click OK to confirm the changes.

This will take you back to the Internet E-mail Settings (POP3) window.

From there, you can click Next and then Finish to finish creating your account.

Congratulations, you are now ready to send and receive your e-mail!



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