

Setting up Email Account in Outlook 2003

Open Outlook

Click on Tools

Select Email Accounts

Select add a new email account

Next

Select POP 3

Next

User Information

- Fill in your name & email address

Server Information

- Incoming Mail Server: mail.excell.net
- Outgoing Mail Server: mail.excell.net

Logon Information

- User Name (full email address)
- Password enter the password assigned by Excell.Net
- Check box to remember password

After filling in all the above information, click More Settings

Click General:

Type the name by which you wish to refer to this account:

- Enter your email address

Other user information:

- Organization: enter your business name or organization (this can be left blank)
- You do not need to enter a reply to email address unless it is different from the one associated with this email account.

Click on Outgoing Server:

- Choose: My outgoing server (SMTP) requires authentication
- Choose: Use same settings as my incoming mail server

Click on Connection:

- Choose your connection type

Click on Advanced:

- None of the boxes should be checked

Click OK

Click Next

Click Finish