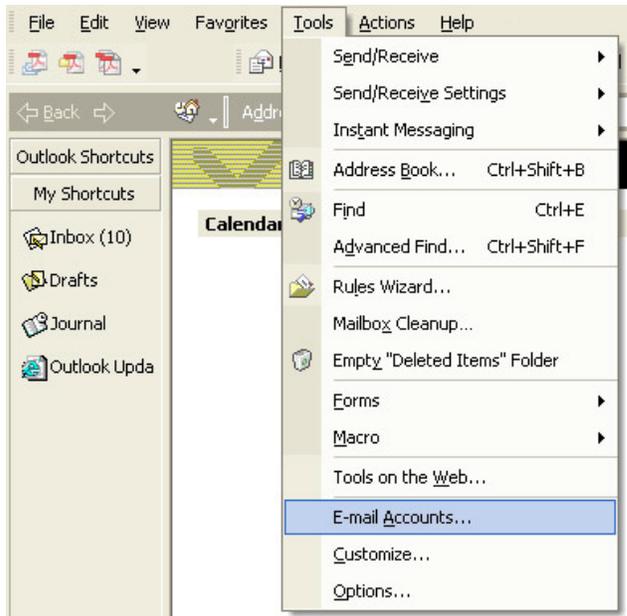
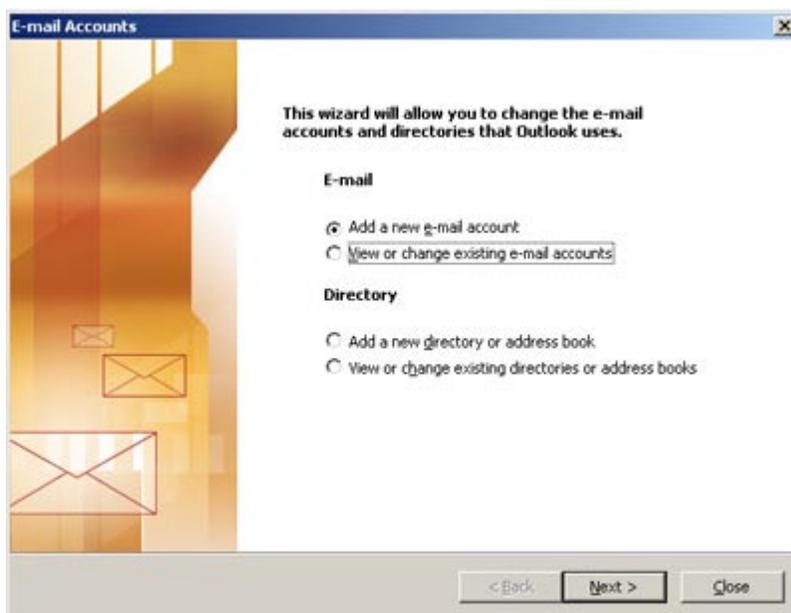


Add New Email Account in Outlook 2003 – Updated 20/04/2010

1. Open Outlook.
2. From the file menu select 'Tools', 'Email Accounts'.



3. Click 'Add a new e-mail account'.





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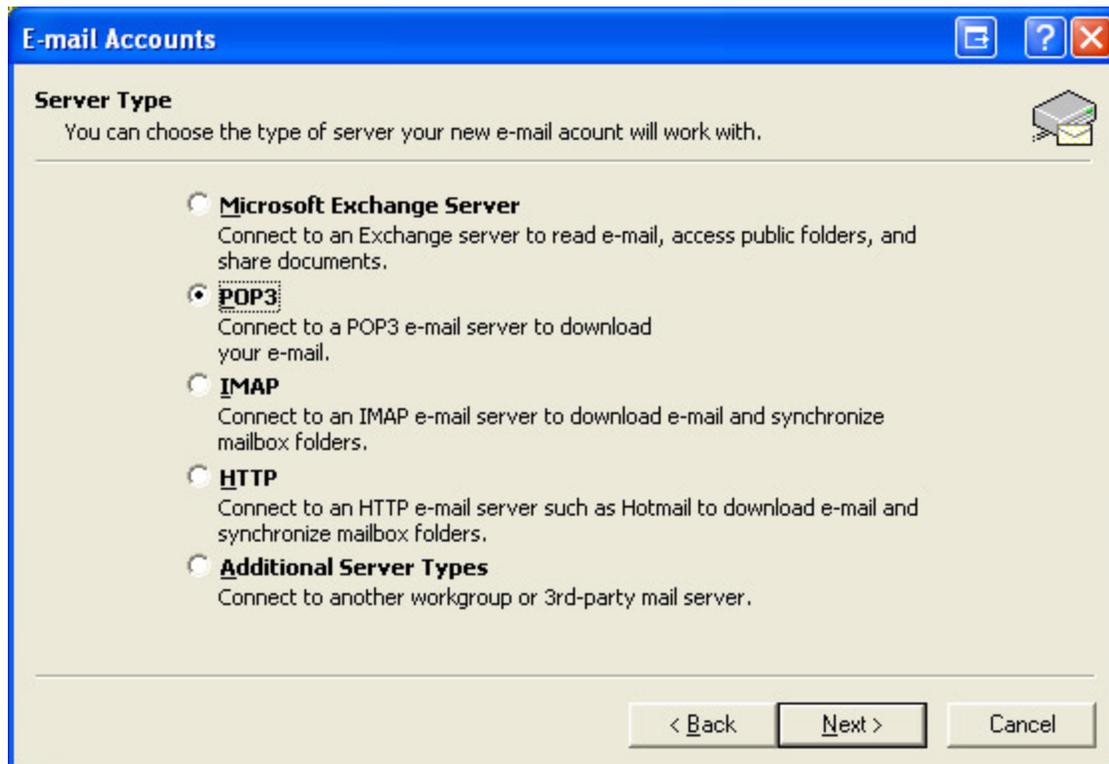
Support and advice with a passion for customer satisfaction!

National: 1300 55 77 03

Email: info@tns.net.au

www: www.tns.net.au

4. Select 'POP3' and click 'Next'.





5. Enter your email settings. (Account settings below)

POP Server (incoming mail): **mail.incoming.com.au**

SMTP Server (outgoing mail): You need to use the outgoing mail server of your internet service provider. You will need to call or visit their website to find out these details.

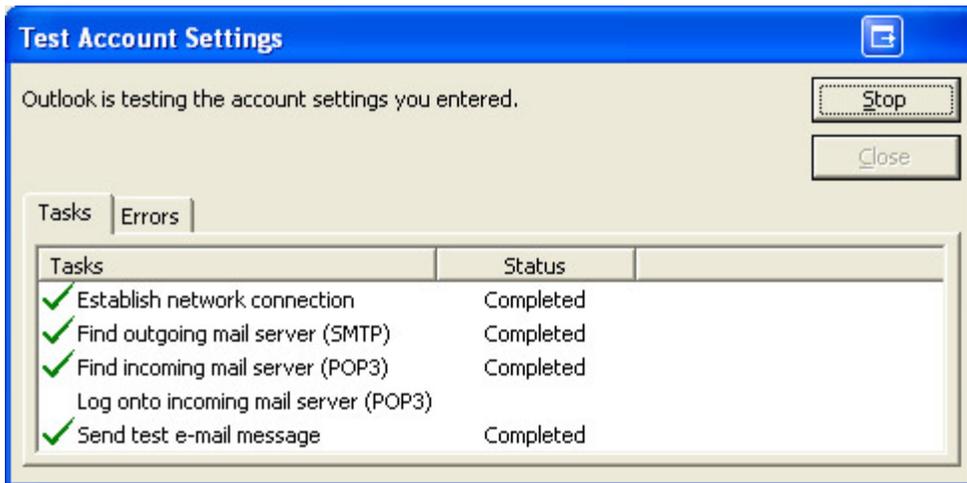
User Name: use your **full** email address – eg; info@tns.net.au

Password: as supplied by Total Net Solutions

The screenshot shows a Windows-style dialog box titled "E-mail Accounts". The main heading 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" with fields for "Your Name:" and "E-mail Address:"; "Server Information" with fields for "Incoming mail server (POP3):" and "Outgoing mail server (SMTP):"; "Logon Information" with fields for "User Name:" and "Password:", a checked "Remember password" checkbox, and an unchecked "Log on using Secure Password Authentication (SPA)" checkbox; and "Test Settings" with a text instruction: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)" and a "Test Account Settings ..." button. A "More Settings ..." button is located at the bottom right. At the very bottom, there are three buttons: "< Back", "Next >", and "Cancel".



6. Test your account settings by clicking on 'Test Account Settings' and the results should appear as follows...



If any errors appear, please take note of them before contacting TNS support.

If there is an error contact "outgoing mail server (SMTP)", please contact your ISP and ask for the Outgoing Mail (SMTP) server Address.

12. Click 'Next' and then 'Finish'.

Congratulations your account is setup!

You should now be able to collect send and receive to collect your email.