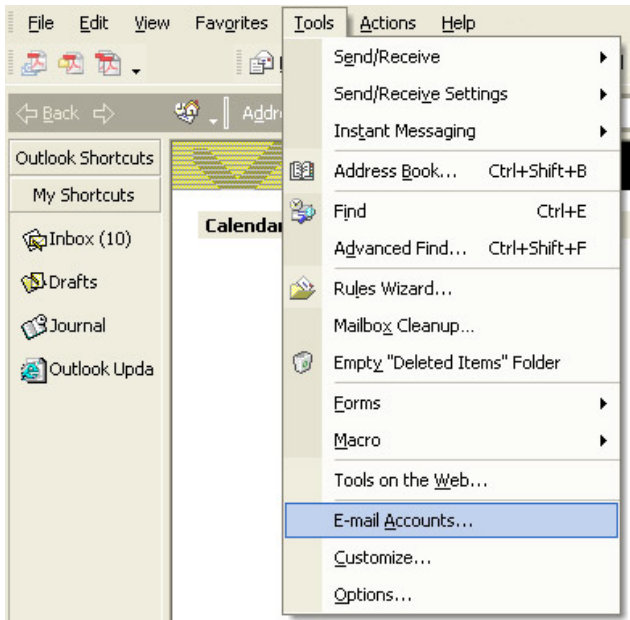
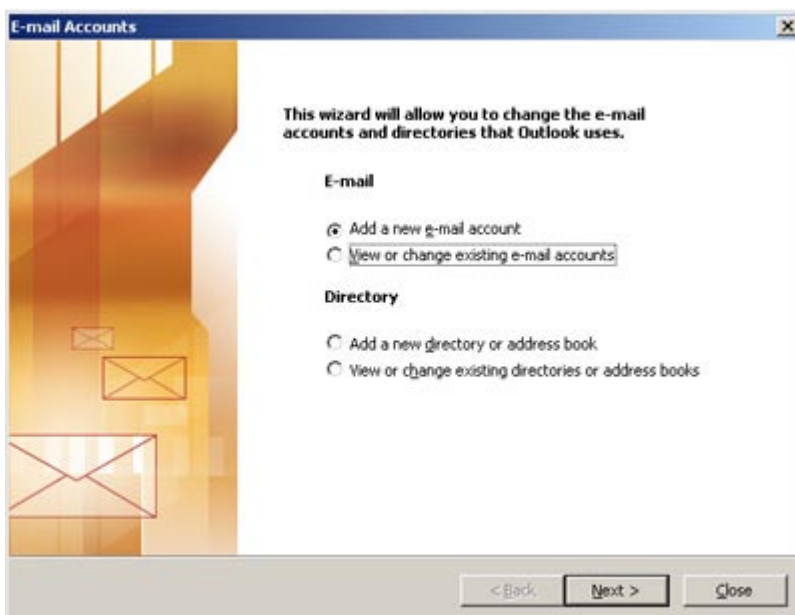


Add New Email Account in Outlook 2003 – Updated 20/04/2010

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



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





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

E-mail Accounts

Server Type
You can choose the type of server your new e-mail account will work with.

- ☐ **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

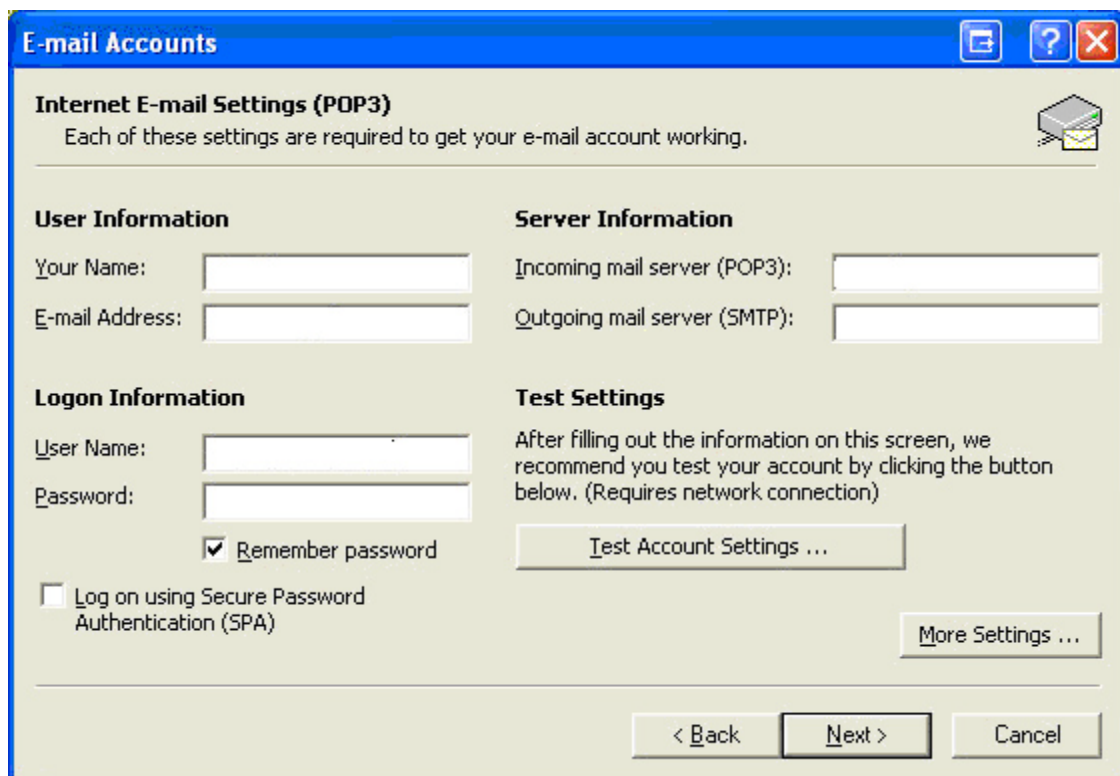
5. Enter your email settings. (Account settings below)

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



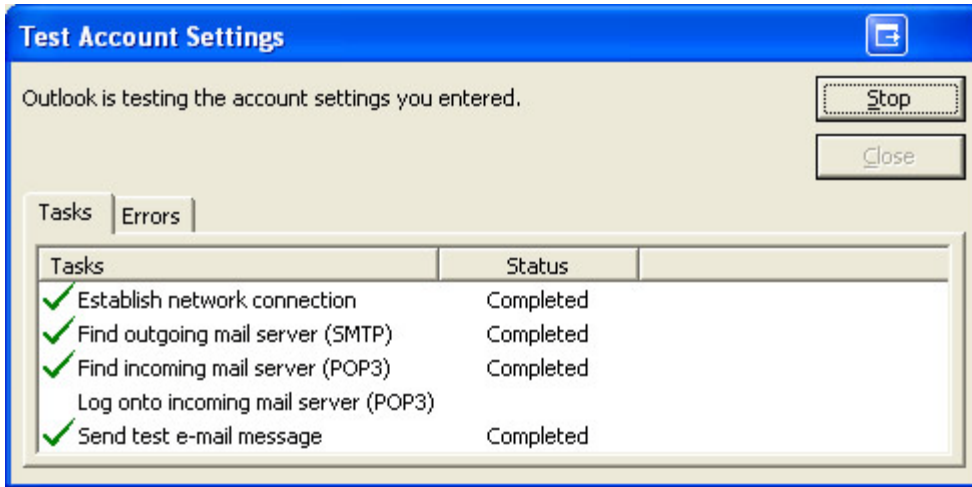
E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text"/>	Incoming mail server (POP3): <input type="text"/>
E-mail Address: <input type="text"/>	Outgoing mail server (SMTP): <input type="text"/>
Logon Information	Test Settings
User Name: <input type="text"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back Next > 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.