

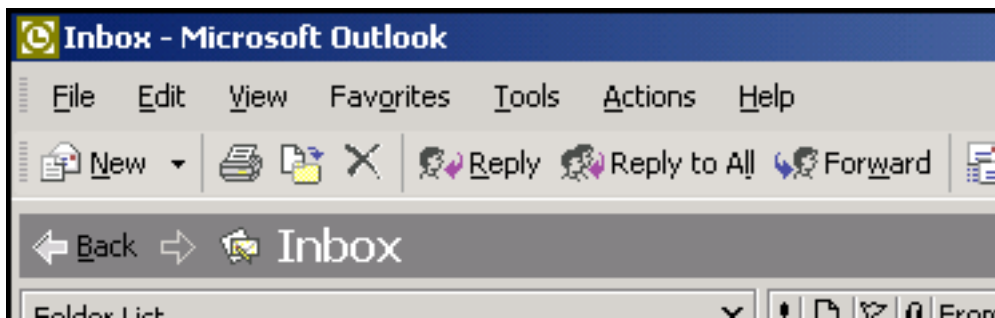
Mailcustodian LLP
Outlook 2003 Setup Guide

Introduction

This guide covers the setup of Outlook 2003 for use with Mailcustodian's servers. It covers SMTP-AUTH and POP3 connections and ensure the most efficient way of sending and receiving mail.

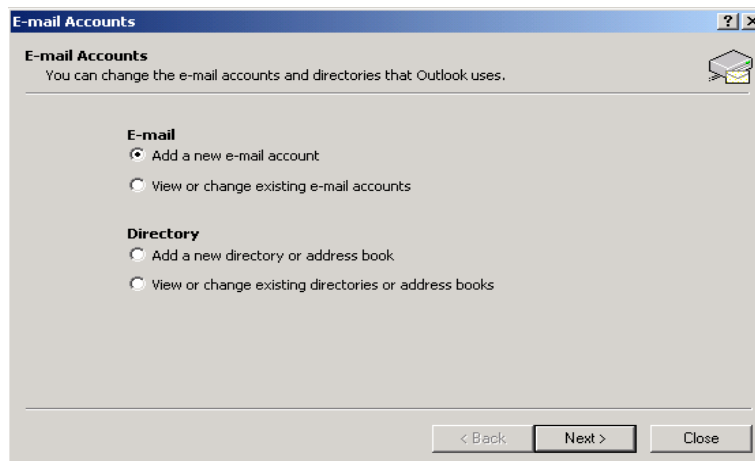
Setup

Figure 1



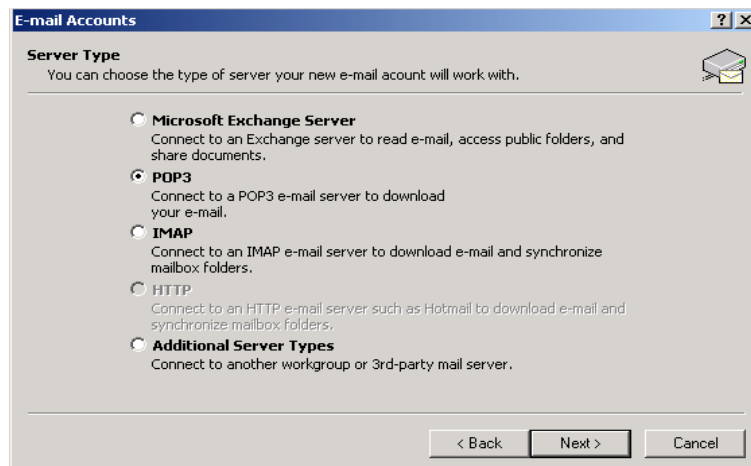
- Click on *Tools*
- Click on *E-mail Accounts* to bring up Figure 2

Figure 2



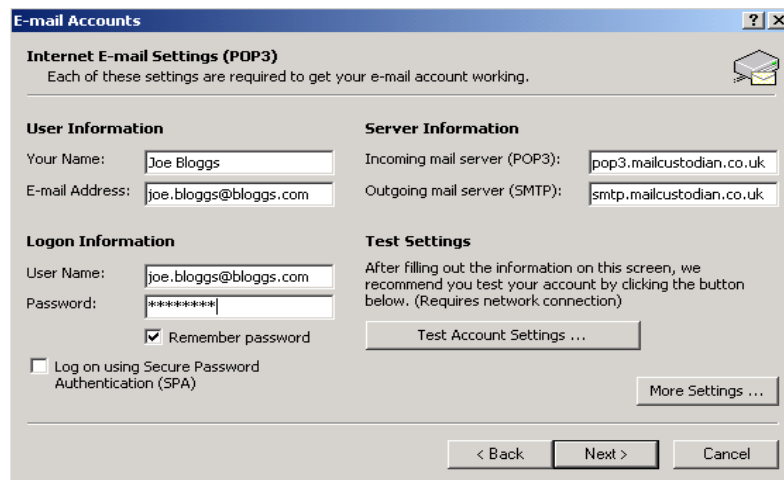
- Select *Add a new e-mail account*
- Click on *Next* to continue which brings up Figure 3

Figure 3



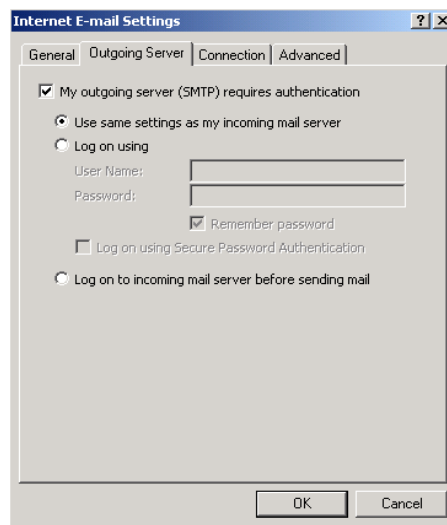
- Select **POP3**
- Click on **Next** to bring up Figure 4

Figure 4



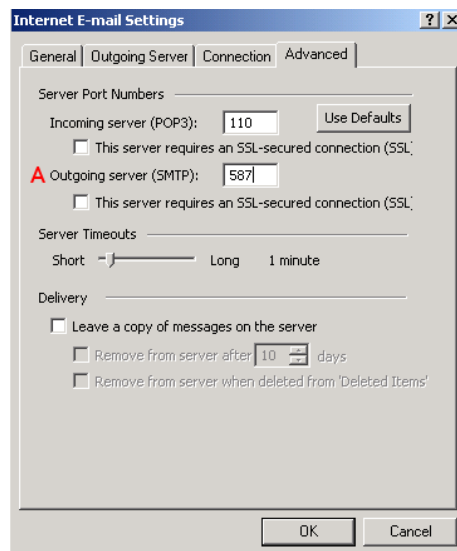
- Enter
 - Your name
 - E-mail address including domain name ie joe.bloggs@bloggs.com
 - Username supplied by Mailcustodian. Usually the the same as your e-mail address
 - Password as supplied by Mailcustodian
 - Incoming mail server – Always pop3.mailcustodian.co.uk
 - Outgoing mail server – Always smtp.mailcustodian.co.uk
 - Click on **More Settings** to bring up Figure 5

Figure 5



- On **Outgoing Server** tab
- Click **My outgoing server (SMTP) requires authentication**
- Make sure **Use same settings as my incoming mail server** is selected
- Select **Advanced** tab to bring up Figure 6

Figure 6



- Make sure **Outgoing server (SMTP)** port is 587 at point (A)
- Click **OK** to go back to Figure 4
- At Figure 4 click on **Next** and then **Finish** to complete the Outlook 2003 installation