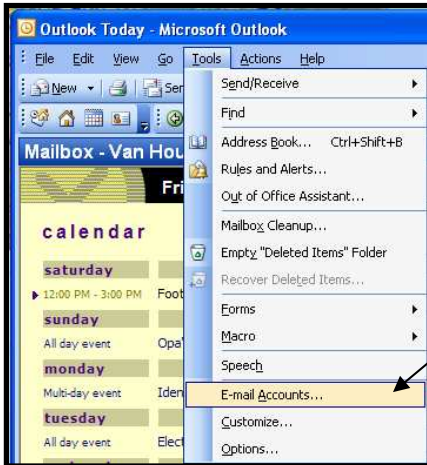


Technical Investigative Services – Internet Services Division

Using Microsoft Outlook 2003 to send and receive email from our server.

STEP 1

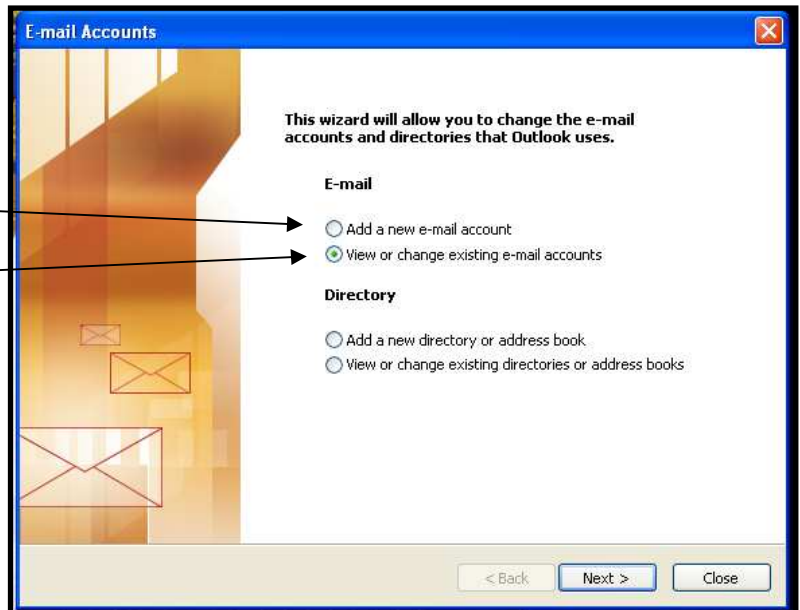


Open outlook and select "Tools" then "E-mail Accounts".

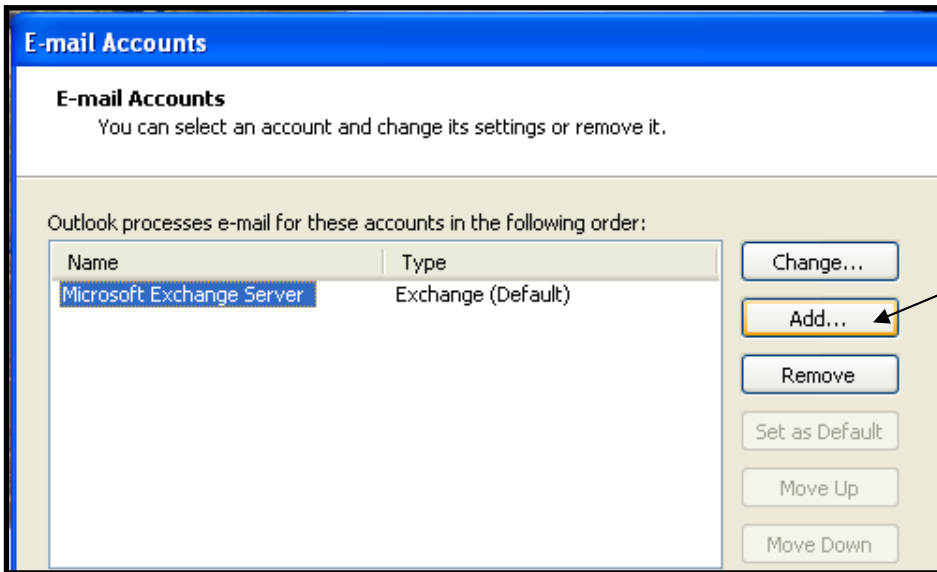
STEP 2

Select "Add a new e-mail account".

If you already have an email account entered into Outlook that you want to change, choose "View or change existing e-mail account."
[Proceed to Step 5]

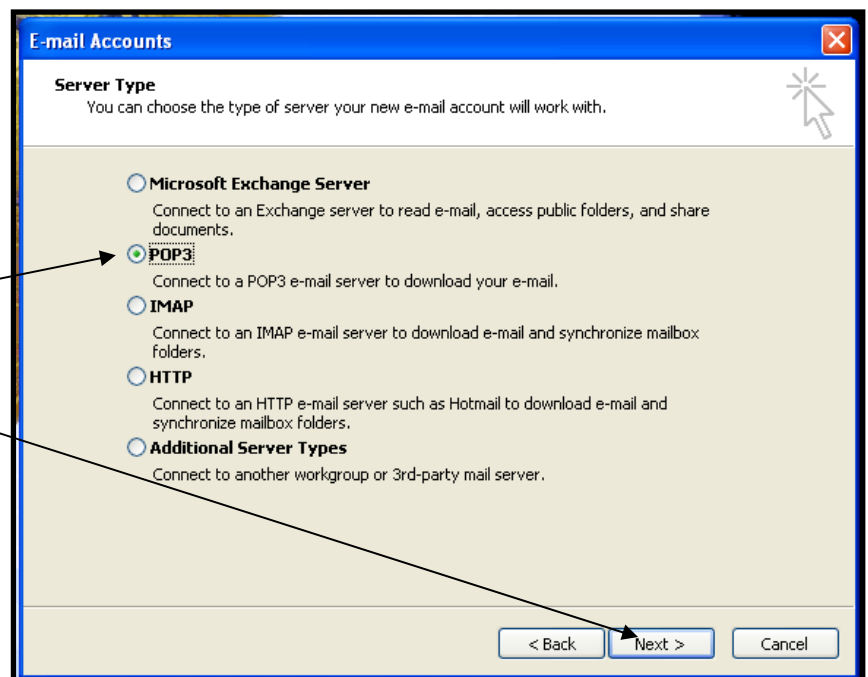


STEP 3



Select "Add"

STEP 4



Select the "POP3" option and click "Next".

STEP 5

E-mail Accounts

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

User Information

Your Name:

E-mail Address:

Outgoing mail server (SMTP):

Logon Information

User Name:

Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

User Information - Type in the name you want displayed on your emails in the "Your Name" box. Type your full email address in the "E-mail Address" box.

Server Information - in both the incoming and outgoing mail server boxes, type "mail." plus your domain name. [Example "mail.google.com" or "mail.microsoft.com" where "google" or "microsoft" are your domain names.]

Logon Information - Your full Email address should appear in the "User Name" box, if not type it in. Type in your password in the password box and select the "Remember password" option.

Select the "More Settings" button.

STEP 6

Under the "General" tab in the "Mail Account" section, type in the name for your email account as you wish to see it on your Outlook Program and any other information you wish to enter as requested.

Select the "Outgoing Server" tab

Internet E-mail Settings

General **Outgoing Server** Connection Advanced

Mail Account

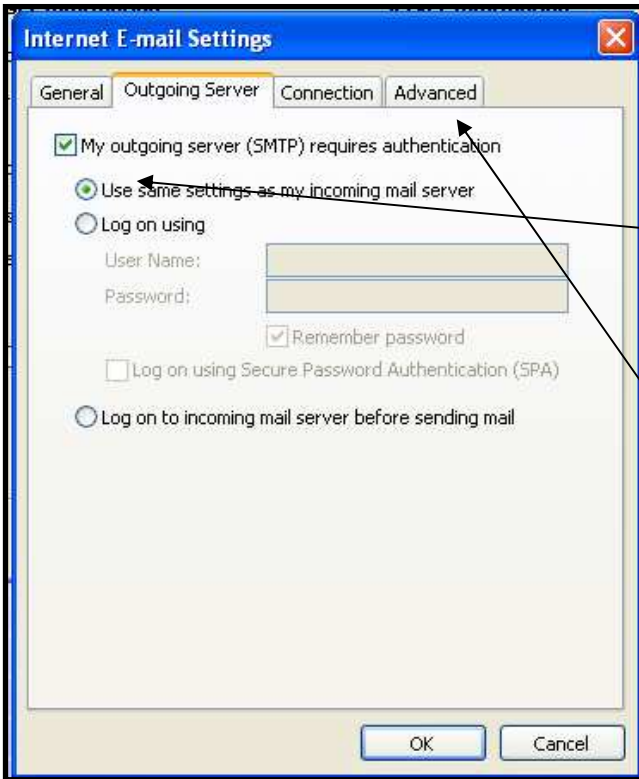
Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

Other User Information

Organization:

Reply E-mail:

STEP 7



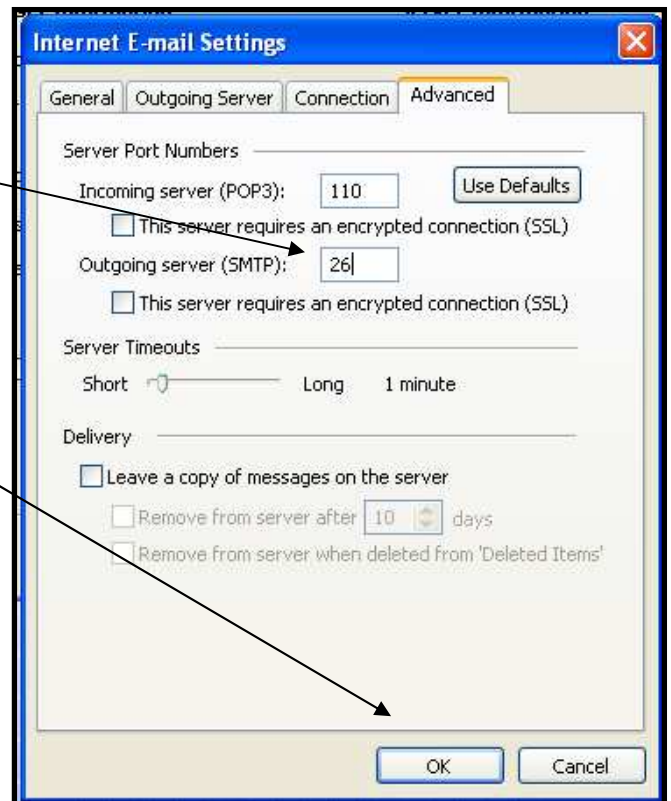
Select the "My outgoing server requires authentication" option and make sure that the "Use same settings as my incoming mail server" option is selected.

Select the "Advanced" tab.

STEP 8

Under the "Server Port Numbers" section, enter the number "26" in the "Outgoing server (SMTP)" box.

Select the "OK" button



STEP 9

Select the "Test Account Settings" button to test your configuration. A test email will be sent to your email account. If there is a problem email us and we will assist you.

Select the "Next" button.

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" value="Your name"/>	Incoming mail server (POP3): <input type="text" value="mail.techinvserv.net"/>
E-mail Address: <input <="" td="" type="text" value="emailaddress@yoursite.?"/> <td>Outgoing mail server (SMTP): <input type="text" value="mail.techinvserv.net"/></td>	Outgoing mail server (SMTP): <input type="text" value="mail.techinvserv.net"/>

Logon Information	Test Settings
User Name: <input <="" td="" type="text" value="emailaddress@yoursite.?"/> <td rowspan="3">After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)</td>	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" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>
<input type="button" value="More Settings ..."/>	

You should now see your newly generated account listed. To make changes to these accounts, select the account you wish to change and select the "Change" button. Select "Finish" to exit.

You can now send and receive emails through your Outlook program.