



## Email Configuration Guide

Outlook 2002 and 2003

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### 1. Required Settings

Most email programs that support the POP/IMAP and SMTP email standards for sending and receiving email use the following five primary settings.

1. Username -You must enter your complete email address. (Example: user@yourdomain.com)
2. Password -This is the same password that you use to login to Web Mail.
3. Incoming Mail Server
4. Outgoing Mail Server (SMTP)
5. Outgoing Mail Server (SMTP) Authentication

In order to send email, you must set your email software to use authentication when connecting to the outgoing mail server. If your email software asks you to enter a username and password, enter the same username and password that you entered in settings one and two above.

### 2. Server Settings

Server Type	Server Name	Port
POP	pop.yourdomain*.com	110
IMAP	imap.yourdomain*.com	143
SMTP	smtp.yourdomain*.com	25
SMTP alternative port	smtp.yourdomain*.com	2525

**\*\*Your Domain\*\*** can be one of the following:

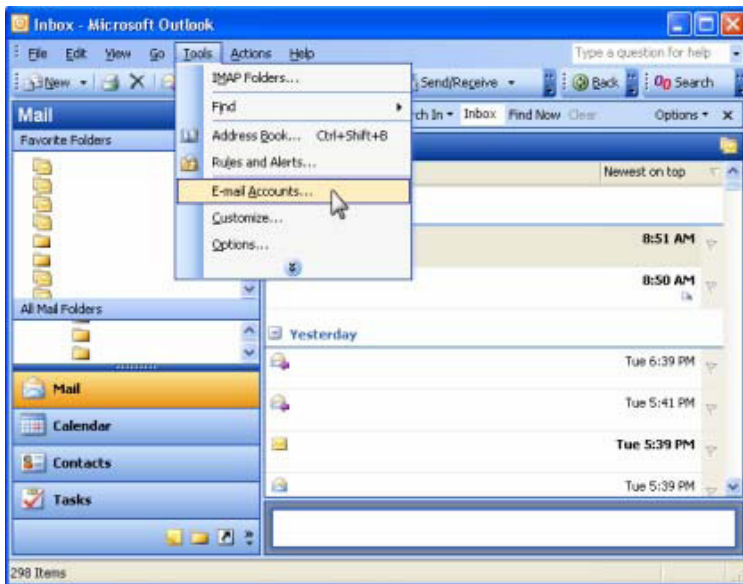
**myatcc.com**  
**atccmail.com**  
**yokotamail.com**  
**armed-svc.com**

### 3. Setting Up Your Email Account

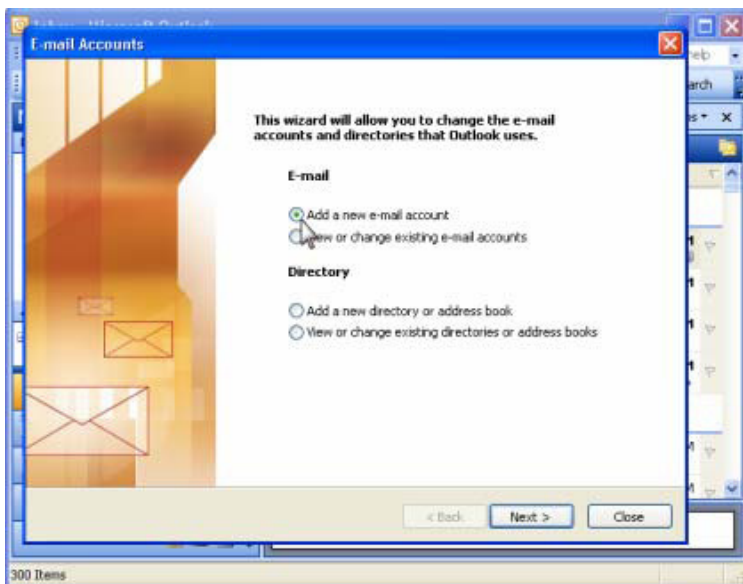


**E-mail**  
Microsoft Office Outlook

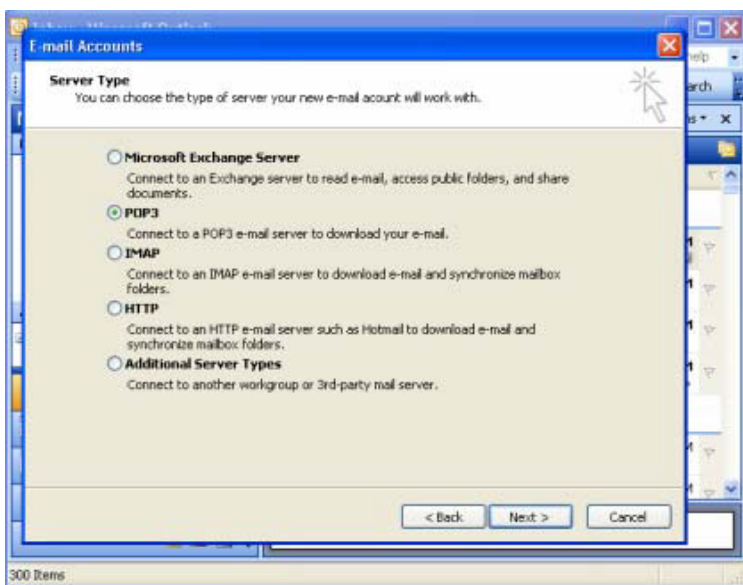
Start Outlook. You can do this by clicking on the icon from your desktop or by selecting this from your Programs Menu



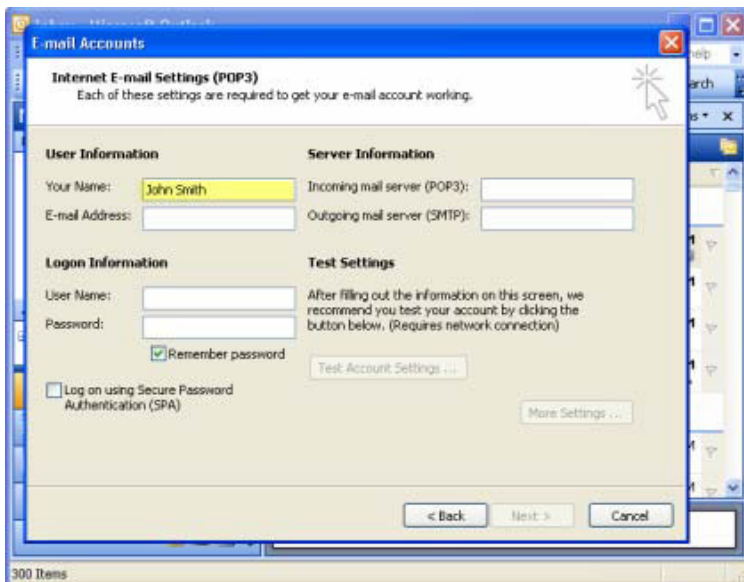
On the **Tools** menu, click **E-mail Accounts**



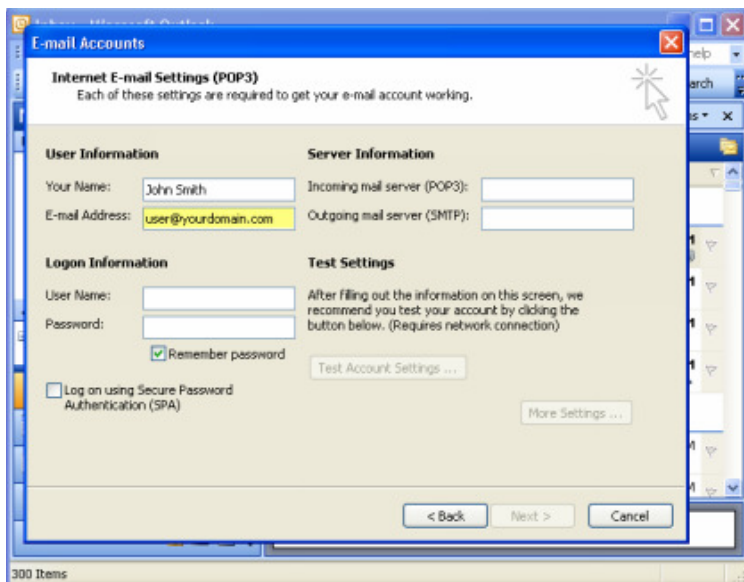
Under **E-mail Accounts**, click **Add a new e-mail account**, and then click **Next**



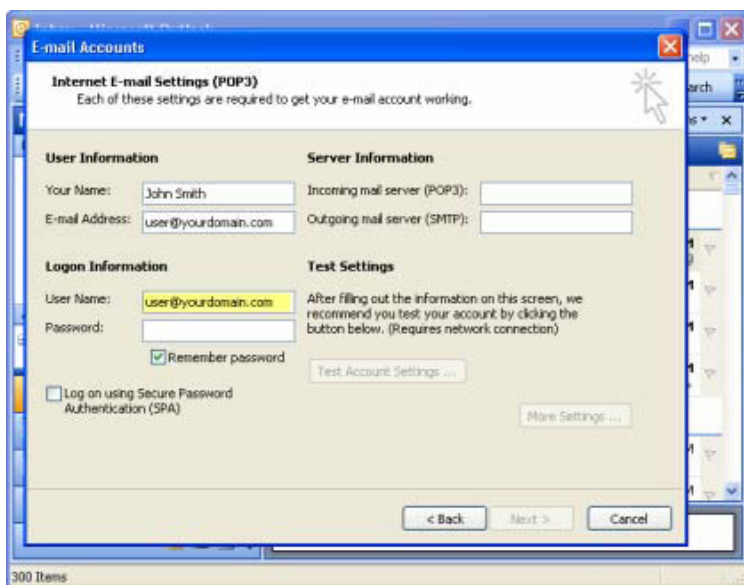
Click **POP3** or **IMAP** as the type of account that you are creating, and then click **Next**



In the **Your Name** box, enter your name exactly as you would like it to appear to recipients



In the **E-mail Address** box, type your e-mail address



In the **User Name** box, type your entire email address  
(Example: user@yourdomain.com)

In the **Password** box, type your password

If you would like Outlook to remember your password, please check the box labeled **Remember password**

The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (POP3)' tab selected. The 'Server Information' section has 'Incoming mail server (POP3):' set to 'pop.yourdomain.com\*'. The 'Logon Information' section has 'Remember password' checked. There is a 'Test Account Settings ...' button.

In the **Incoming mail server**, type the one you selected

If you chose **POP3** enter:  
*pop.yourdomain.com\**

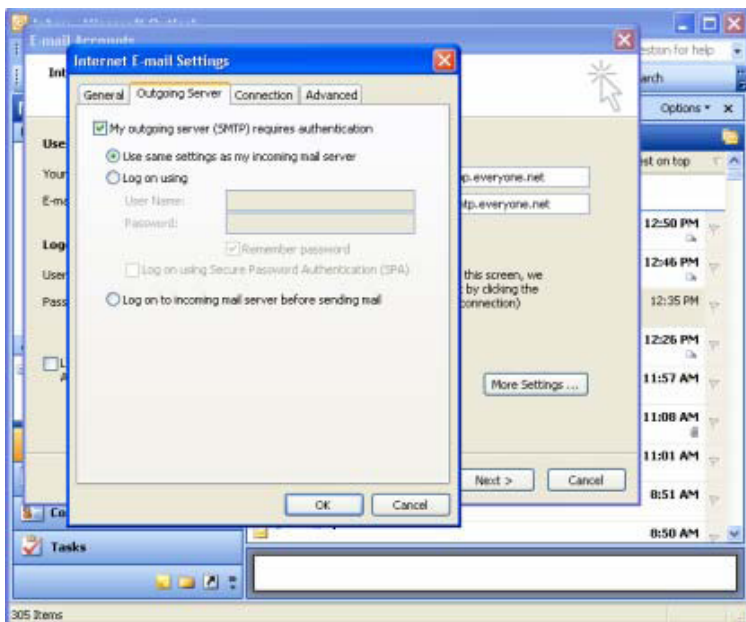
For IMAP see below

The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (IMAP)' tab selected. The 'Server Information' section has 'Incoming mail server (IMAP):' set to 'imap.yourdomain.com\*' and 'Outgoing mail server (SMTP):' set to 'smtp.yourdomain.com\*'. The 'Logon Information' section has 'Remember password' checked. There is a 'More Settings ...' button.

If you chose **IMAP** enter:  
*imap.yourdomain.com\**

The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (IMAP)' tab selected. The 'Server Information' section has 'Incoming mail server (IMAP):' set to 'pop.yourdomain.com\*' and 'Outgoing mail server (SMTP):' set to 'smtp.yourdomain.com\*'. The 'SMTP' box is highlighted in yellow. The 'Logon Information' section has 'Remember password' checked. There is a 'More Settings ...' button.

In the **Outgoing mail server (SMTP)** box, type  
*smtp.yourdomain.com\**

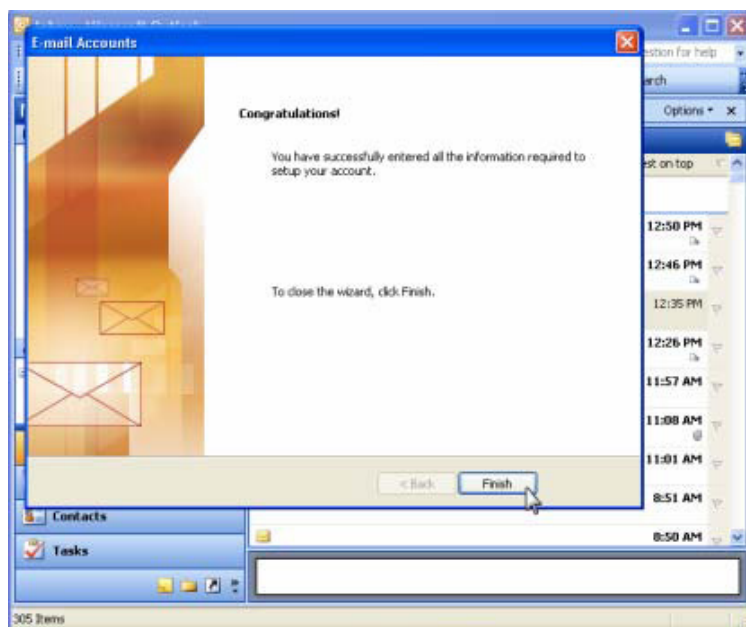


Click on **More Settings**

Select the **Outgoing Server** tab

Check the box labeled “My Outgoing Server Requires Authentication”

Ensure the first radio button is checked which will use the same settings as your incoming mail server



Click **Next** after you have completed entering this configuration information, and then click **Finish**.

## 4. Support

For questions on how to use Microsoft Outlook, please visit the Microsoft support site.

<http://support.microsoft.com/>