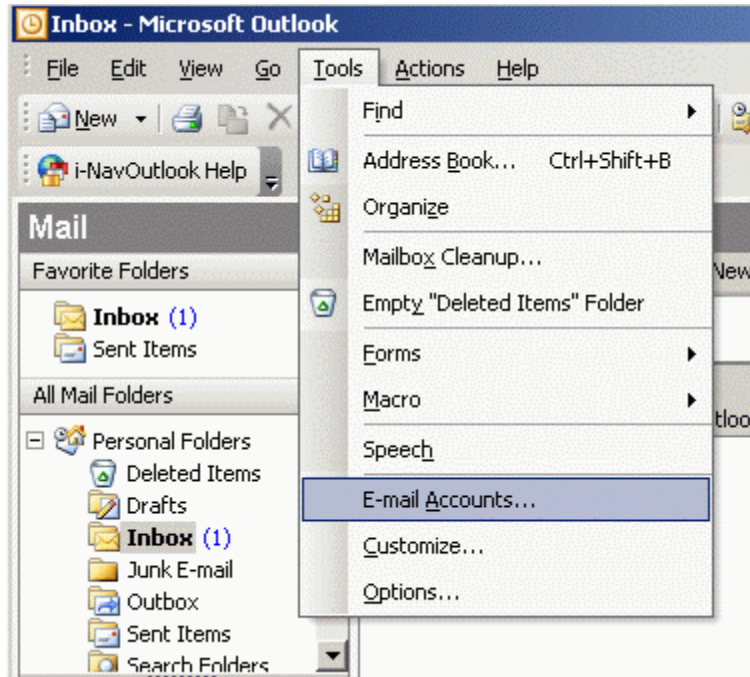


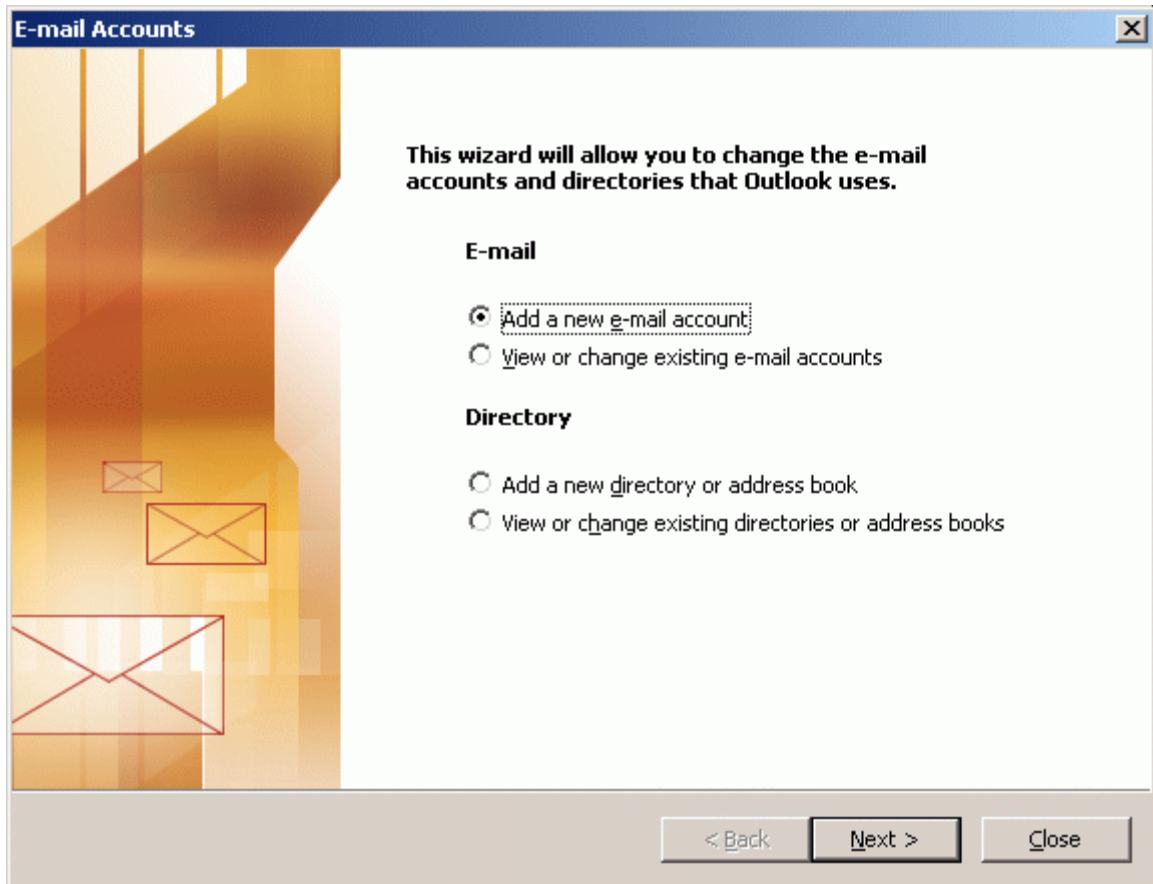
Microsoft Outlook 2003

Follow the steps described below to use Microsoft Outlook 2003 to send/receive emails from your Email account.

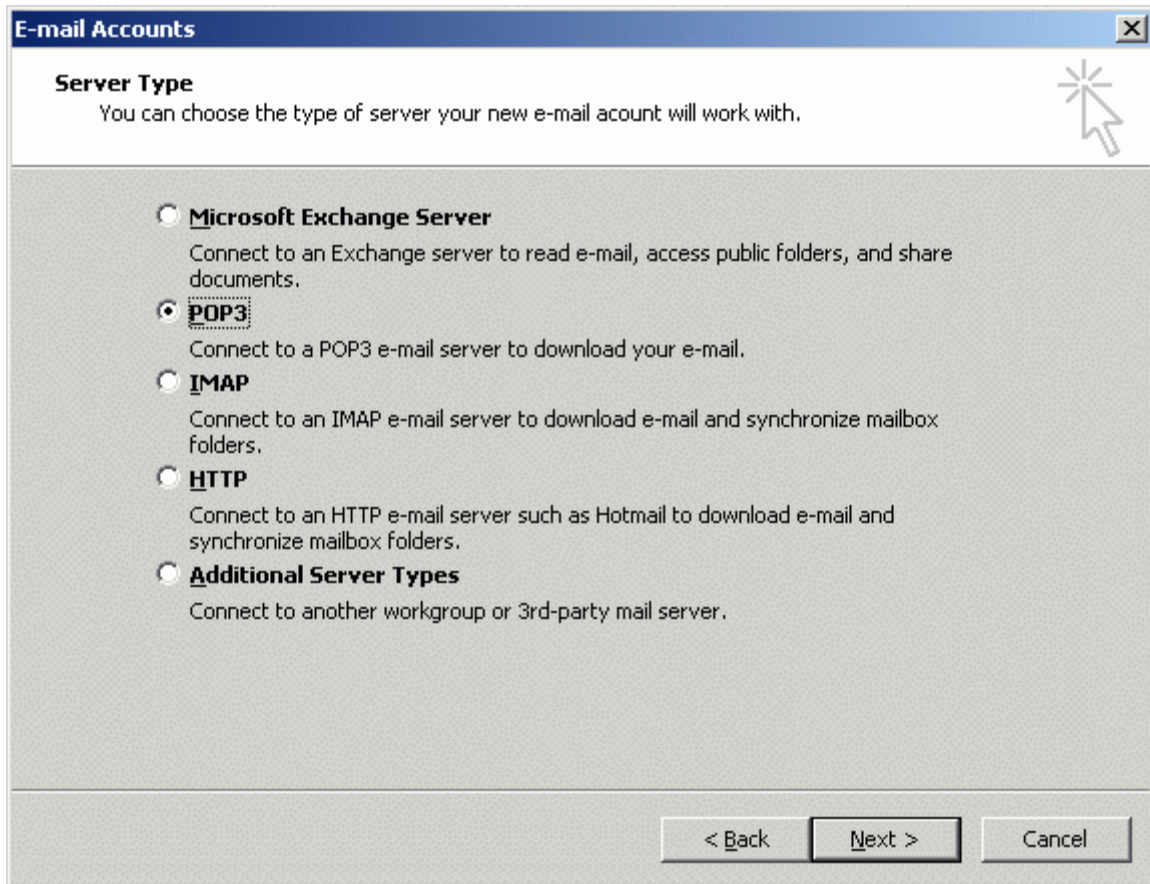
1. Start Microsoft Outlook 2003. On the *Tools* menu, click *E-mail Accounts*.



2. Select *Add a new e-mail account* and click *Next*.



3. Under *Server Type*, click the appropriate incoming mail server type and then click *Next*.



4. Under the *User Information* area, type the name that you want others to see when you send a message, in the *Your Name* field. In case you selected POP3 as the incoming mail server in the above step, enter the Incoming mail server as pop.yourdomainname.com. If you selected IMAP as the incoming mail server, then the mail server you need to use is imap.yourdomainname.com. The SMTP server address in any case will be entered as smtp.yourdomainname.com. Type your complete email address and the corresponding password in the *User Name* and *Password* boxes respectively under *Logon Information*.

E-mail Accounts [X]

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:

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Server Information

Incoming mail server (POP3):

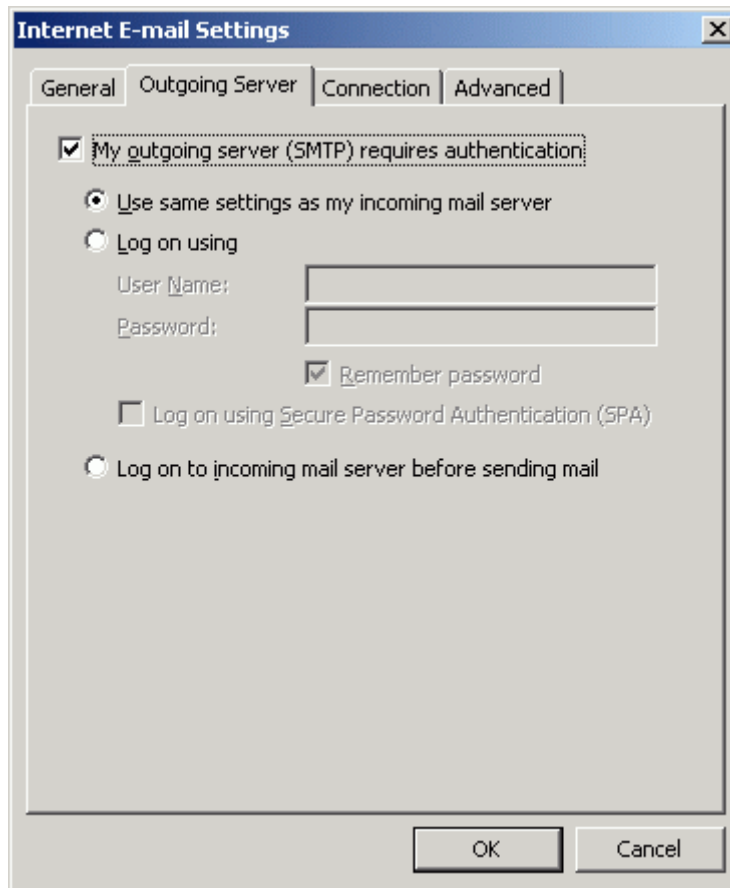
Outgoing mail server (SMTP):

Test Settings

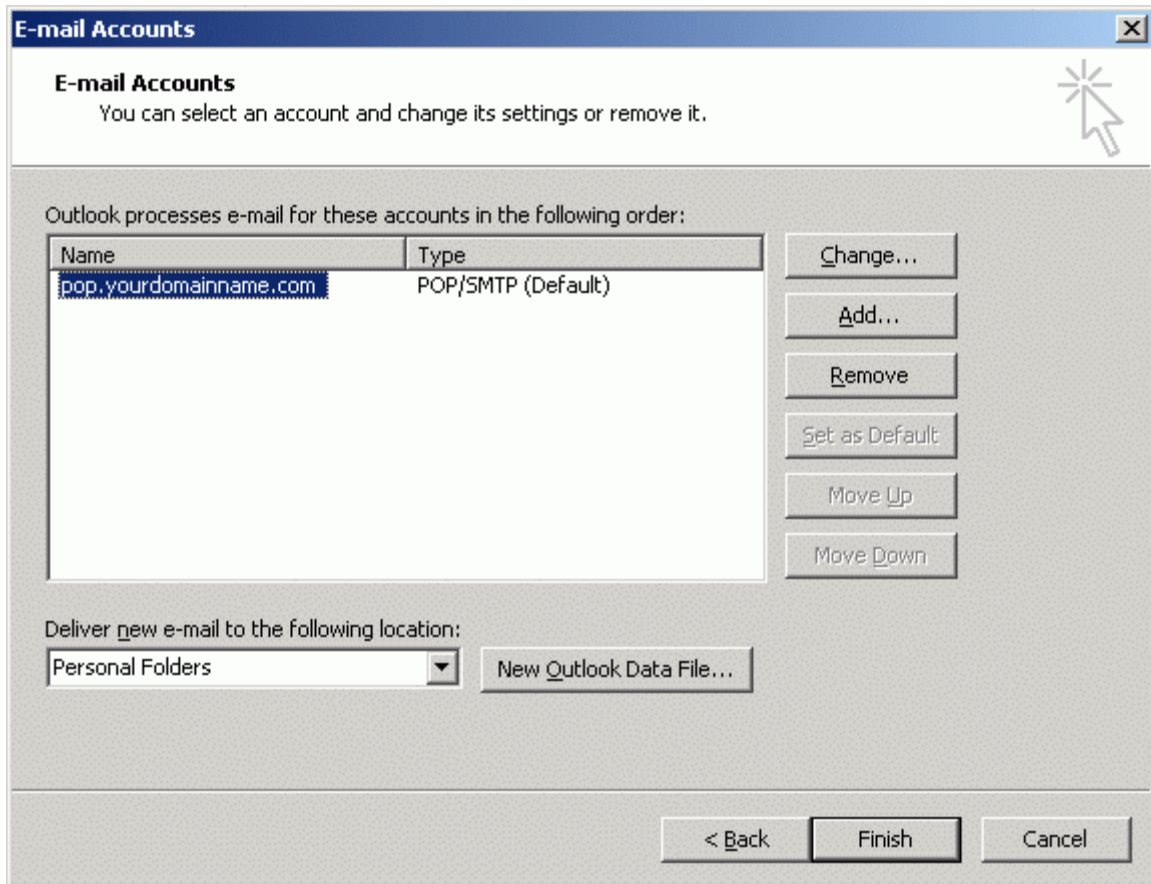
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

< Back Next > Cancel

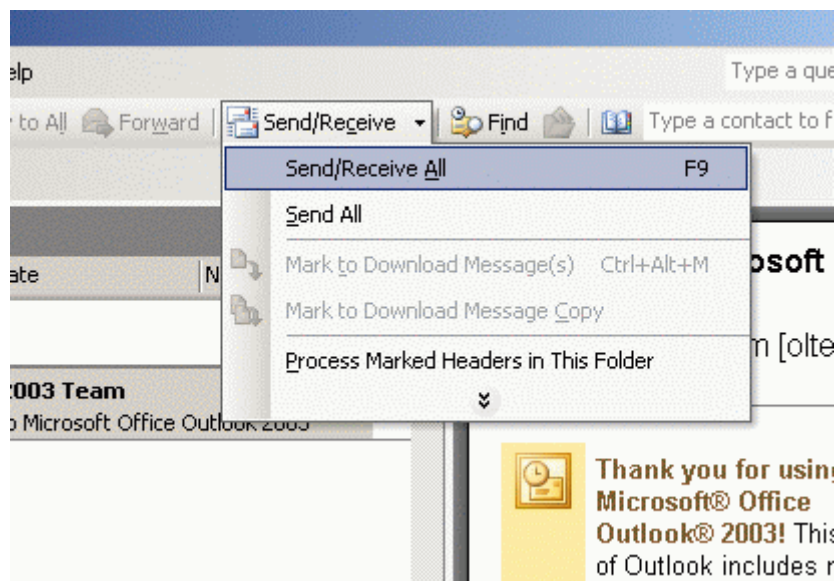
5. Now click *More Settings* button and select the *Outgoing Server* tab. Here you need to check the *My outgoing server (SMTP) requires authentication* checkbox. Once that is entered, click *OK*.



6. Click *Finish* to close the *E-mail Accounts* dialog box.



7. Now under *Send/Receive* button, click *Send/Receive All* and the mails will be downloaded.

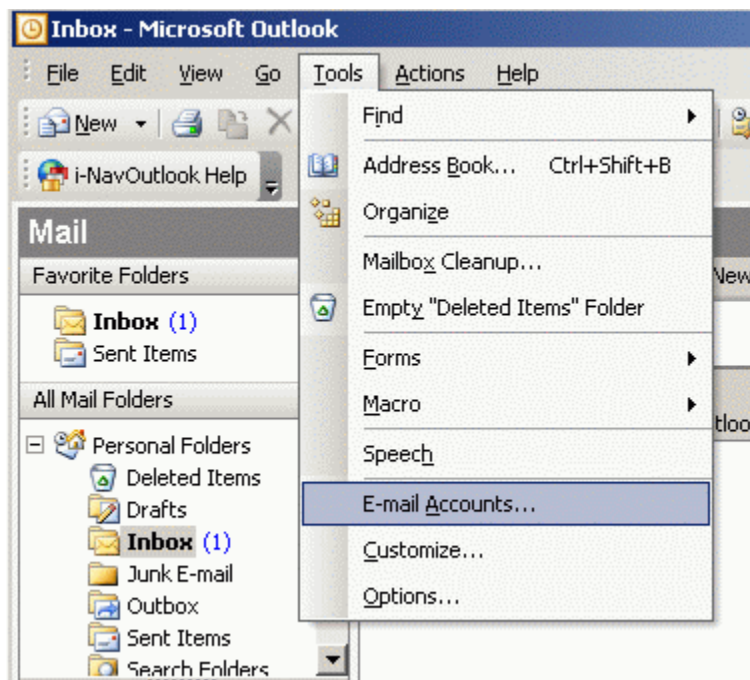


IMPORTANT

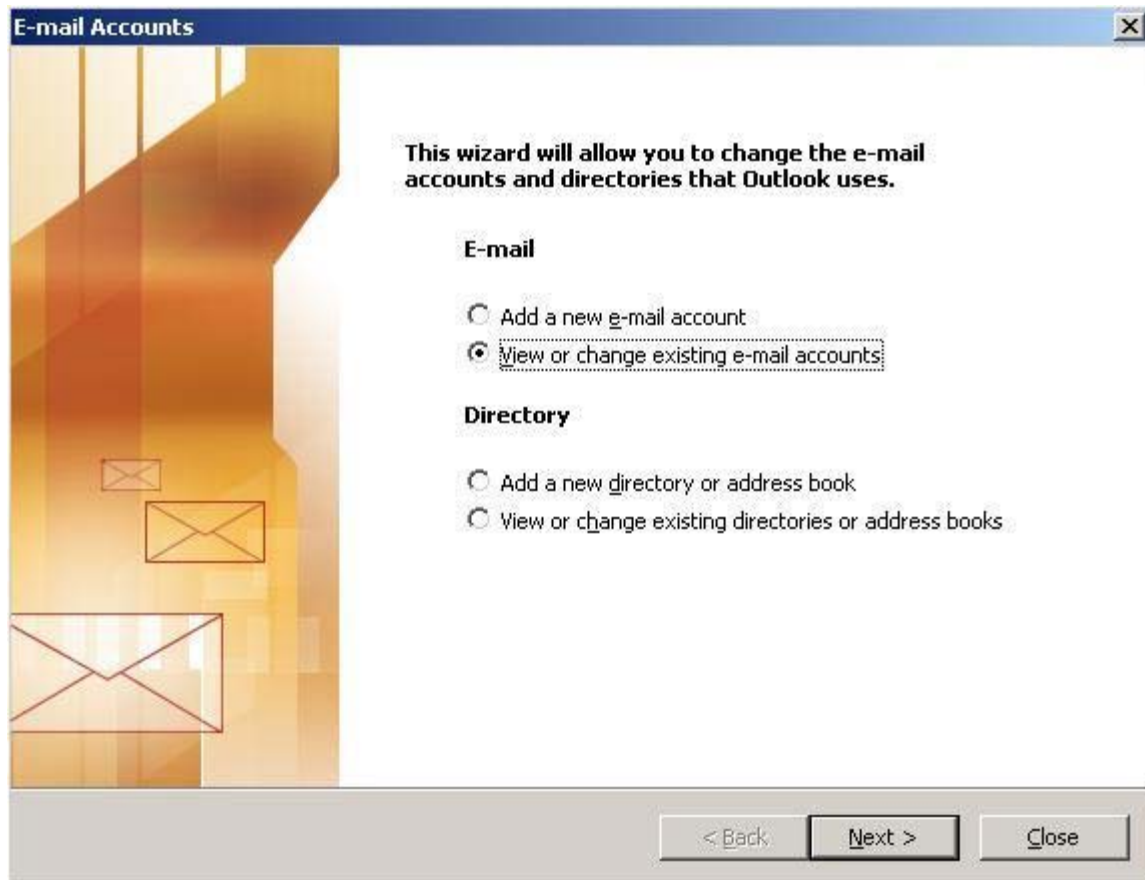
Usually, the port used for the Outgoing Mail Server/SMTP Service is 25. However, there might be a situation where your ISP might be blocking the use of port 25 for SMTP service. Many ISPs block port 25 in order to minimize the amount of spam sent using their network. If you are facing issues sending mails using the default port 25, you can confirm with your ISP whether port 25 is indeed blocked by them.

To circumvent this, ResellerClub allows you to use an **alternate port 2525** for sending mails if **port 25 is blocked** -

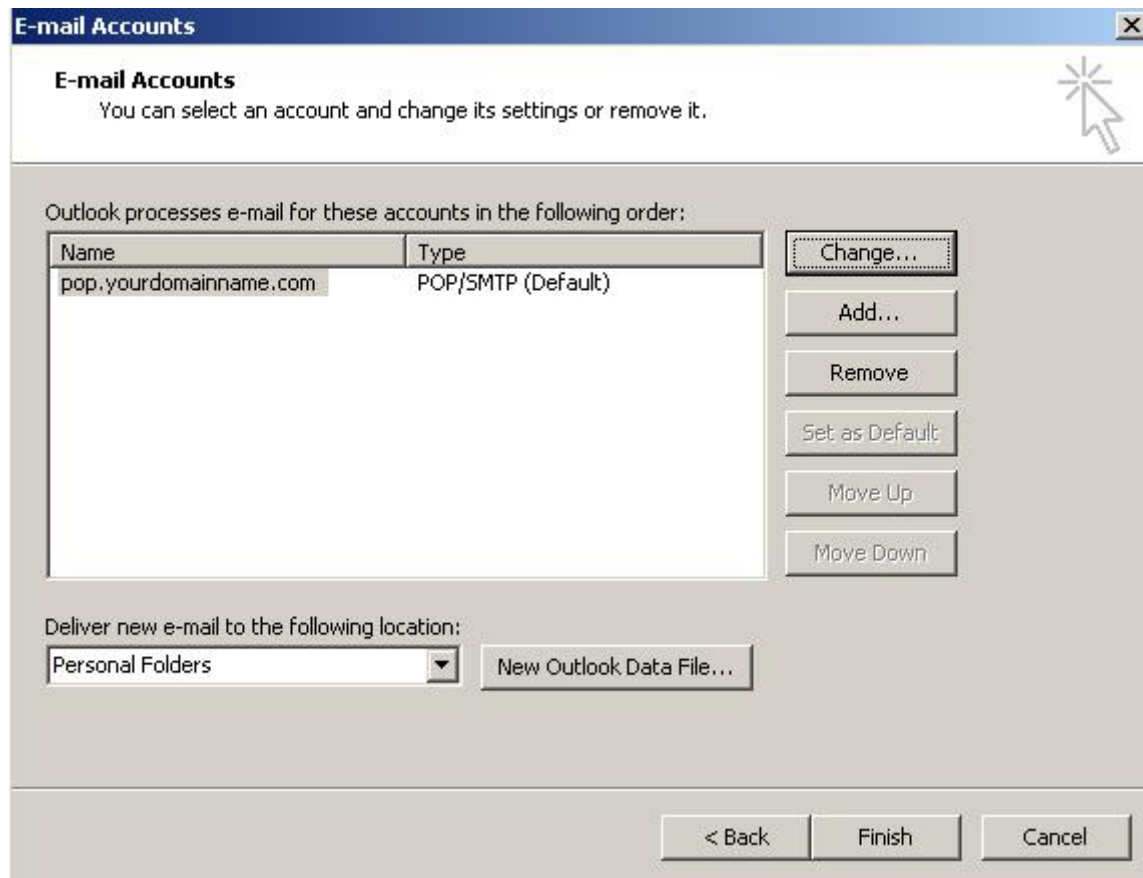
- a. In Microsoft Outlook 2003, on the *Tools* menu, click *E-mail Accounts*.



- b. Select *View or change existing email accounts* and click *Next*.



c. Select the email account you wish to modify and click *Change*.



d. In the *Internet E-mail Settings* section, click *More Settings*.

E-mail Accounts [X]

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:

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Server Information

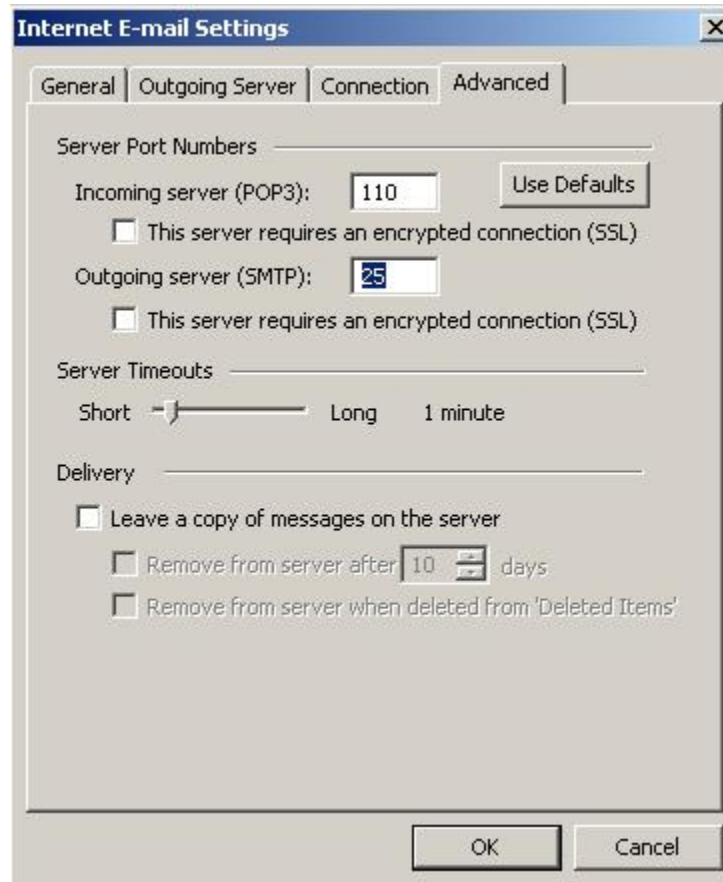
Incoming mail server (POP3):

Outgoing mail server (SMTP):

Test Settings

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

e. Under the *Advanced* tab, replace the default port number 25 with the alternate port number 2525 in the field provided for *Outgoing server (SMTP)*.



f. Click *OK*, *Next* and then *Finish* to save the changes.