

## Outlook 2002 (XP) – Creating an email account

### Preparation

- Before you start you will need the following information about your email account with your Internet Service Provider(s) (ISP).

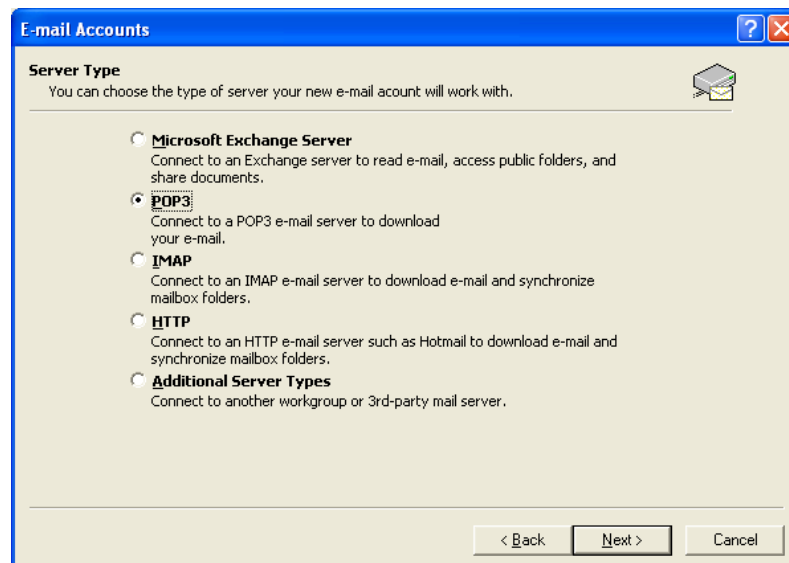
Info needed	Example
Your Email Address	<a href="mailto:John.Sargent@clara.net">John.Sargent@clara.net</a>
Your POP3 Login Name with your ISP <i>(Also called "Username")</i>	john.sargent  Often this will be your email address <u>all in lowercase</u> , or the first part of your email address, as in this case, or something completely different, such as <b>kt78uytr</b> .
Your POP3 password	As given to you by your ISP.
Your POP3 server <i>(Also called "Incoming Mail Server")</i>	pop.clara.net  This is the name of the server which holds your incoming emails (emails that have been sent to you) - must be in lowercase.
Your SMTP server <i>(Also called "Outgoing Mail Server")</i>	smtp.dsl.pipex.com  This is the name of the server that your PC will use to send emails (always in lowercase). <b>This <u>has to be</u> the SMTP server of the ISP you are using to connect to the Internet</b> , which for some users is not always the same ISP as the ISP which holds their emails. In the examples given in this table John Sargent has an email address with ClaraNET, but has a broadband connection with PIPEX, which is why the SMTP server has to be that of PIPEX.

**Creating an email account**

- Start **Outlook XP (Outlook 2002)**.
- If this is the first time you are using the program the first screen you will get will be **Outlook 2002 Startup**. Click **NEXT**, choose “**Yes**” to configure an E-Mail account, and click **NEXT**.

If this is not the first time you are using Outlook XP, Outlook will open into a profile. At which point choose the “**Tools \ Email Accounts**” menu option, then choose “**Add a new E-Mail account**” and click **NEXT**.

- You should now have the following screen :



- Choose **POP3** and click **NEXT**.

☐ You should now get the screen below :

**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:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

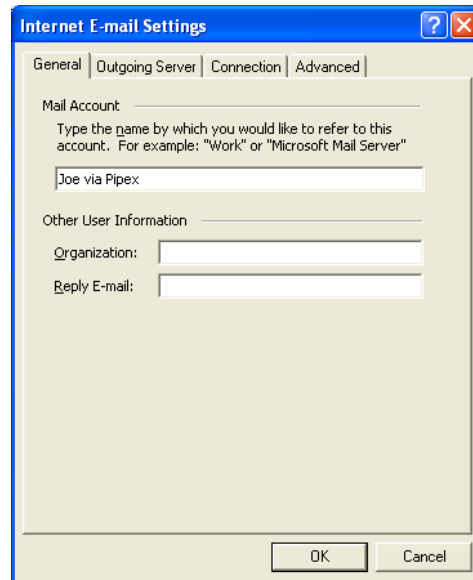
**Test Settings**

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

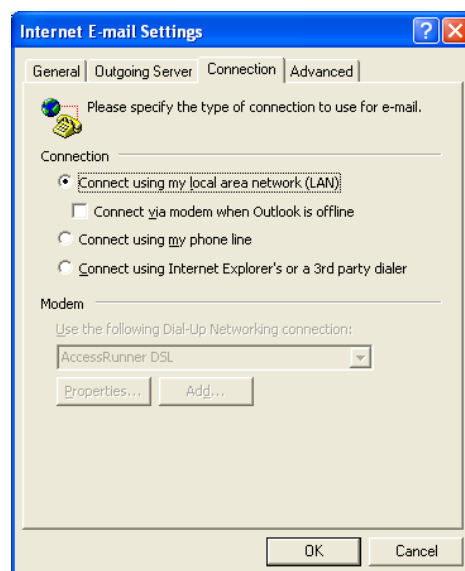
Fill the information as per the screenshot and as per the directions given in the table on Page 1 of these notes. The **“Your Name”** field is what you want the recipient to know you as – some email programs, such as Outlook itself, do not automatically show the sender’s email address on incoming emails, they just show the person’s “Declared Name”. If you should decide, for example, to put **“Ivan the Conqueror”** in the **“Your Name”** field, if your recipient has Outlook or Outlook Express, your email to them will show as coming from **“Ivan the Conqueror”** !!! Obviously, if they don’t know who **“Ivan the Conqueror”** is, they always have the ability to right-click on **“Ivan the Conqueror”** and find out what the actual email address is. That said, as shown in the above screenshot, most users will tend to put their name in the **“Your Name”** field.

☐ Click on **MORE SETTINGS**.

- On the next screen give a name to the account you are creating. As you can see in the screenshot below, it is a good idea to give meaningful names, particularly if you will be having more than one email account set up on this PC :



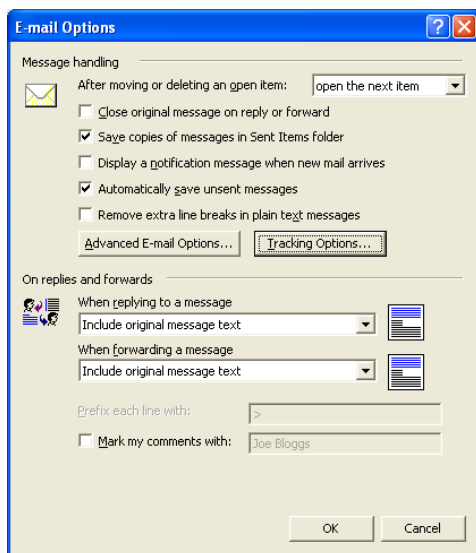
- Click on the **Connection** tab and make sure it is set as shown below. In these notes we will assume that your Internet connection will always be connected before you try to send and receive emails, so choose *“Connect using my local area network (LAN)”* :



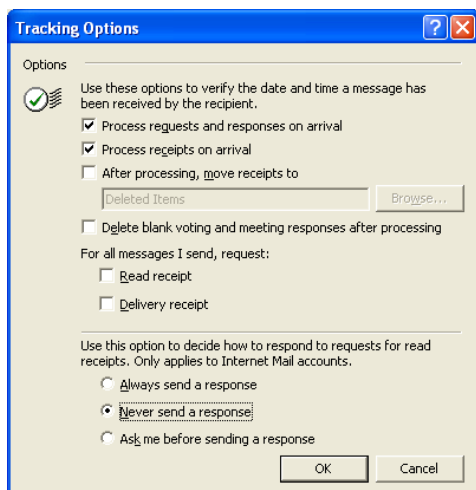
- Click **OK**.
- Click **NEXT**, and then click **FINISH** on the next screen.

**Configuring various Outlook options for user-friendly usage**

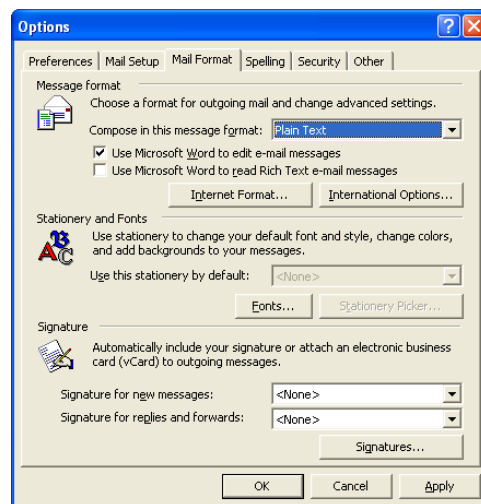
- Choose the **“Tools \ Options”** menu option.
- Click on **EMAIL OPTIONS**.
- Change all the options on the next screen to be exactly as shown below :



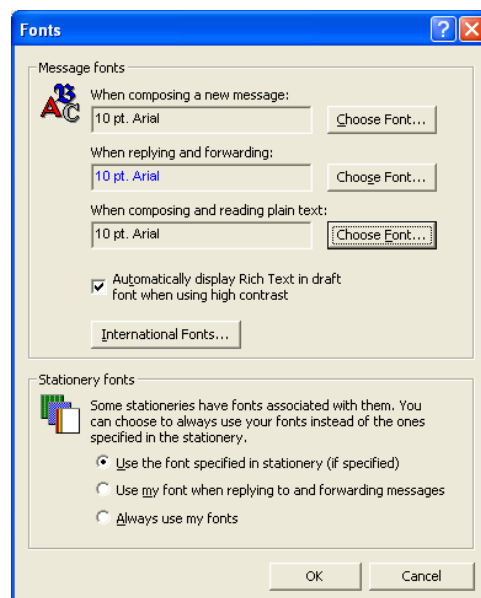
- Still within *Email Options*, click on **TRACKING OPTIONS**.
- Change all options to be exactly as shown below :



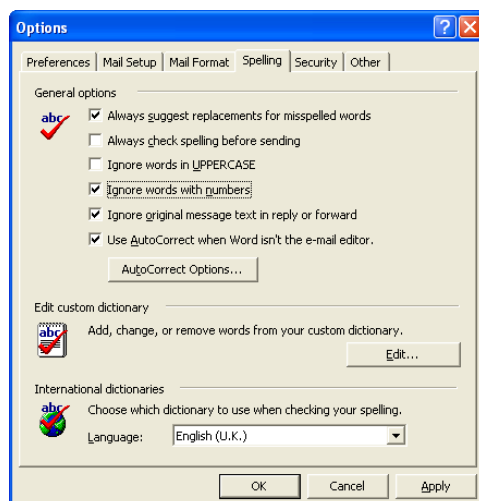
- Click **OK**. Click **OK** again.
- Click on the **Mail Format** tab.
- As shown below, set **Plain Text** for email composition (while sending emails in HTML format enables you to use formatting and things such as **Bold**, Underlined, and *Italic*, the fact is that in March 2005 50% of users, particularly corporate users, either have all incoming emails converted to Plain Text, or, in some cases, HTML emails are refused as potentially virus-carrying, so sending emails as Plain Text is your best guarantee that they will either arrive or be easy to read for your recipients) :



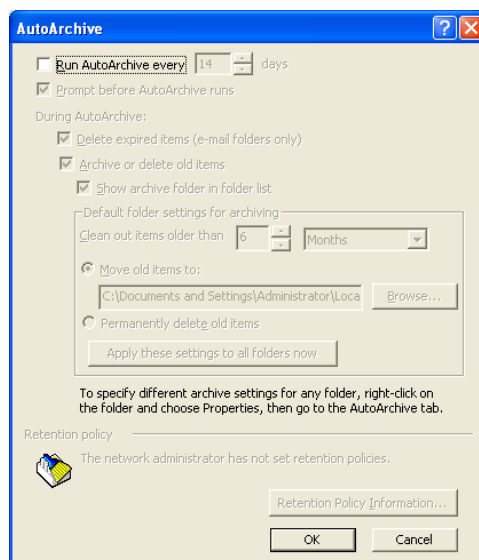
- Click on **FONTS** and then change the font for **Plain Text** emails to **10pt Arial** as shown below :



- Click **OK**.
- Choose the **Spelling** tab and configure the spelling options as per your own preferences – here is an example :



- Choose the **Other** tab.
- Click on **AUTO ARCHIVE**.
- Change the options to be exactly as shown below :



- Click **OK**.
- Click **OK** again.
- Back in the main screen of Outlook click on the **View** menu and choose the **Outlook Bar** option to uncheck it.
- Next, click on the **View** menu again and this time choose the **Folder List** option.
- That's it – You're done.**

All you now have to do is test it. Remember, we have made the assumption in these notes that you will always connect to the Internet first, and then try to send and receive emails, so remember to connect to the Internet before you run your tests.

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