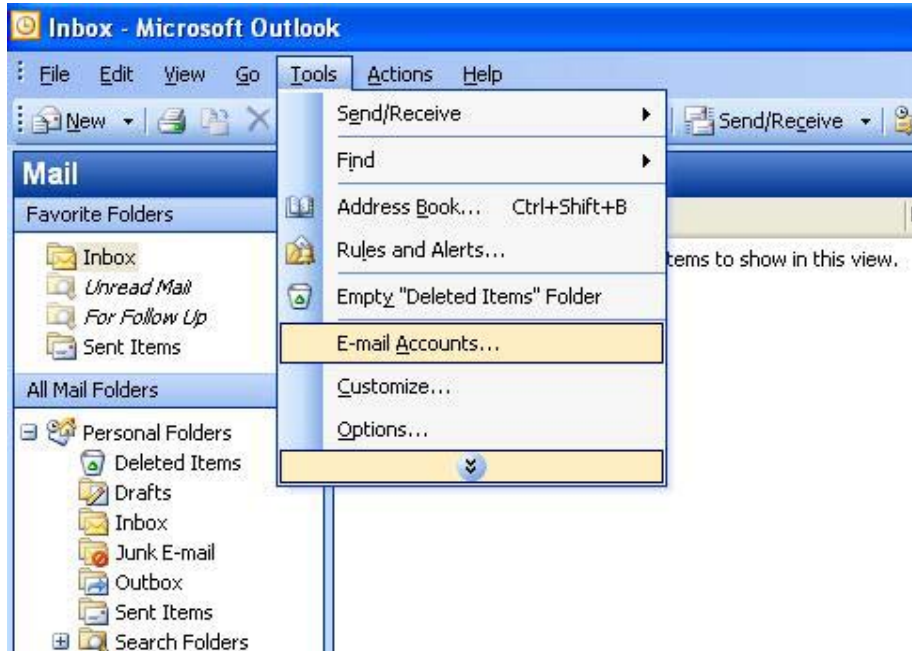


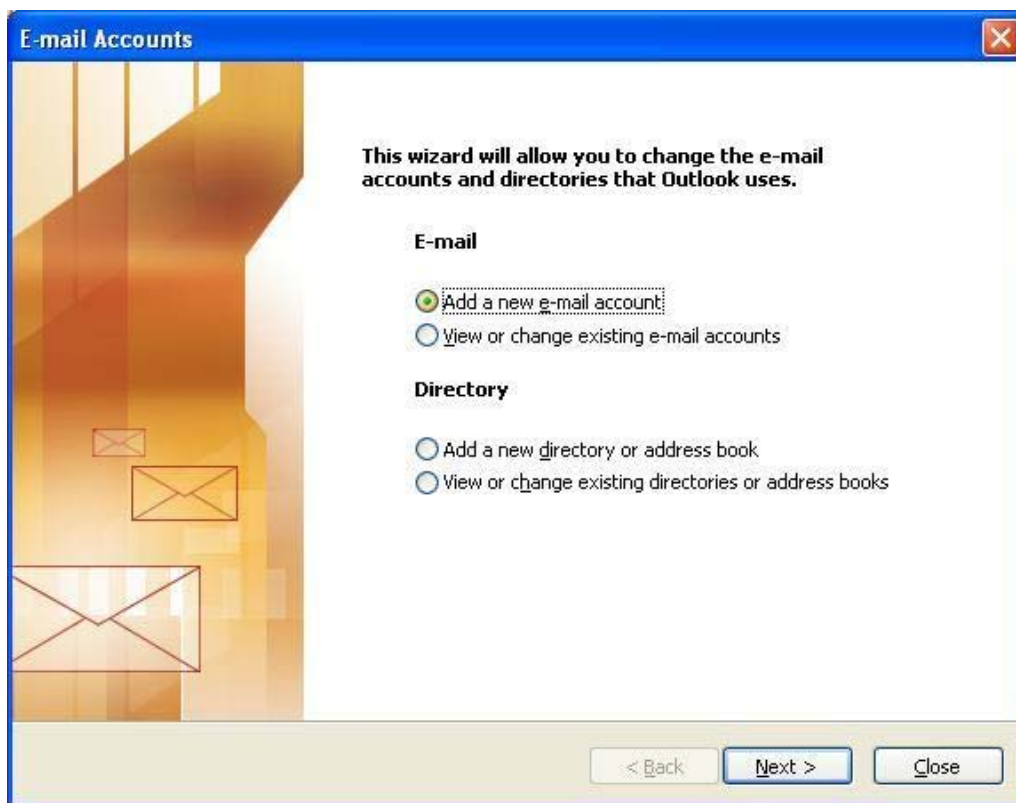
## Outlook 2003

Follow the instructions below to set up new Gmail POP account using Outlook 2003:

1. Open Outlook.
2. Click the **Tools** menu, and select **E-mail Accounts...**

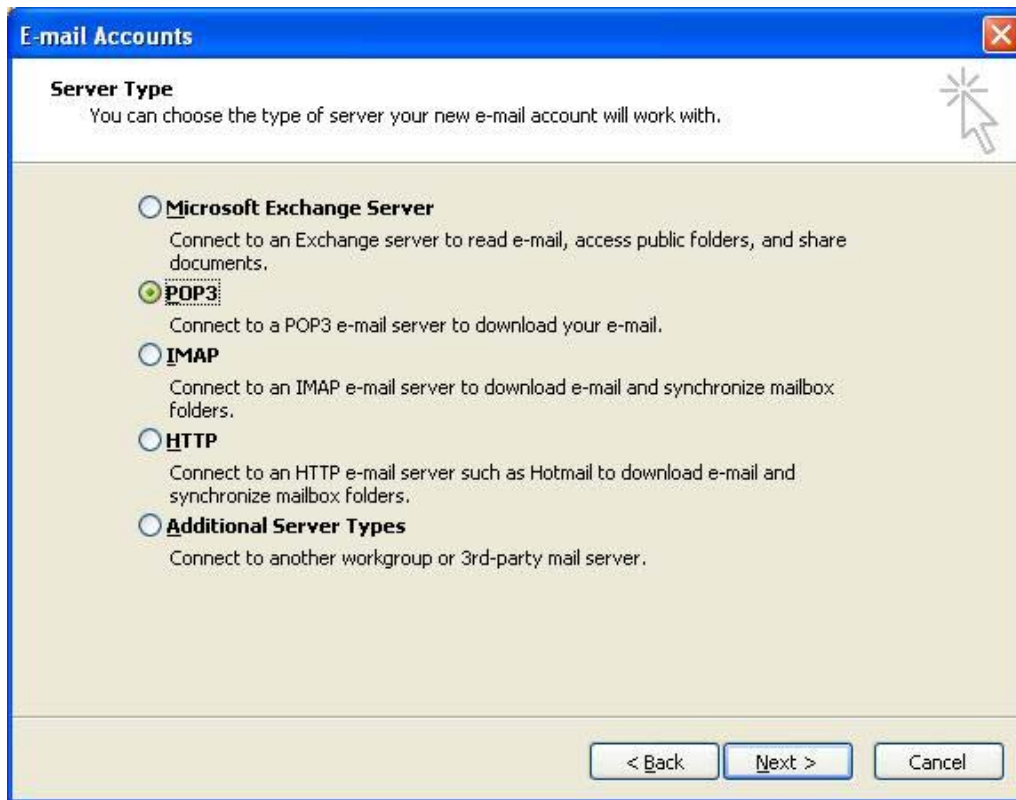


You will see an E-mail Accounts screen as per screen shot below;



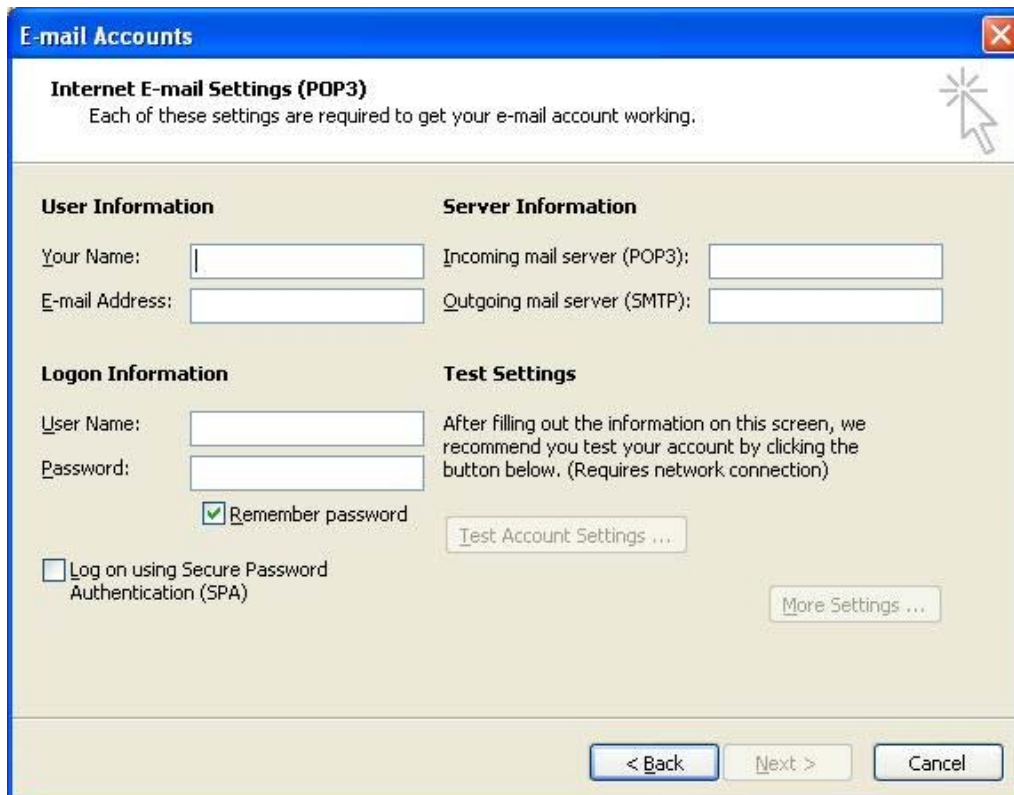
3. Click **Add a new e-mail account**
4. Click **Next**.

5. A Server type screen will appear as per screen shot below.



6. Choose **POP3** as your server type by clicking the radio button, and click **Next**.

An Internet E-mail settings (POP3) page will open. See screen shot example below.



7. Fill in all necessary fields to include the following information:

#### Under User Information

7. Ensure that your name is in the **Your Name** field.
8. Enter your new Gmail email address in the **E-mail Address** field.

#### Under Server Information

9. Enter **pop.gmail.com** in the **Incoming mail server (POP3):** field.
10. Enter **smtp.gmail.com** in the **Outgoing mail server (SMTP):** field

#### Under Login Information

11. Enter your full email address **helpdesk@harboursat.com.au** **User Name** field
12. Enter your new Gmail password in the **Password:** field.

**Please Note:** If a complex password has not been provided please make sure the password is at least 8 characters in length and has at least one upper case and one numeral. If not then the Gmail Capcha will be enabled and an authentication error will occur.

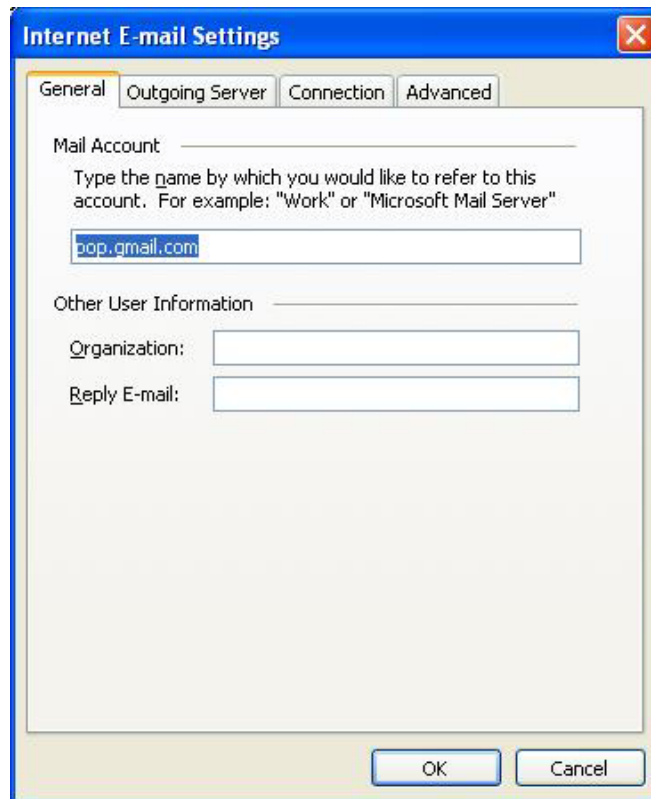
The screenshot shows a Windows-style dialog box titled "E-mail Accounts". At the top, it says "Internet E-mail Settings (POP3)" and "Each of these settings are required to get your e-mail account working." The dialog is divided into four sections: "User Information", "Server Information", "Logon Information", and "Test Settings".

- User Information:** "Your Name:" field contains "Helpdesk"; "E-mail Address:" field contains "idesk@harboursat.com.au".
- Server Information:** "Incoming mail server (POP3):" field contains "pop.gmail.com"; "Outgoing mail server (SMTP):" field contains "smtp.gmail.com".
- Logon Information:** "User Name:" field contains "idesk@harboursat.com.au"; "Password:" field contains "\*\*\*\*\*"; there is a checked checkbox for "Remember password"; an unchecked checkbox for "Log on using Secure Password Authentication (SPA)".
- Test Settings:** A text box says "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below it is a button labeled "Test Account Settings ...".

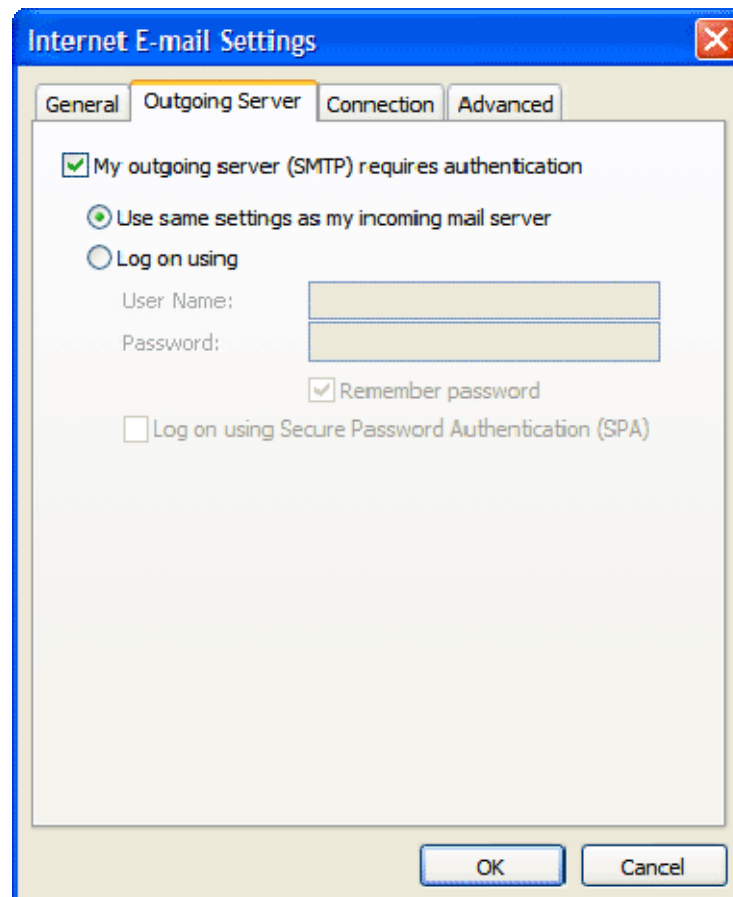
At the bottom right, there is a button labeled "More Settings ...". At the very bottom, there are three buttons: "< Back", "Next >", and "Cancel".

8. Click **More Settings...**

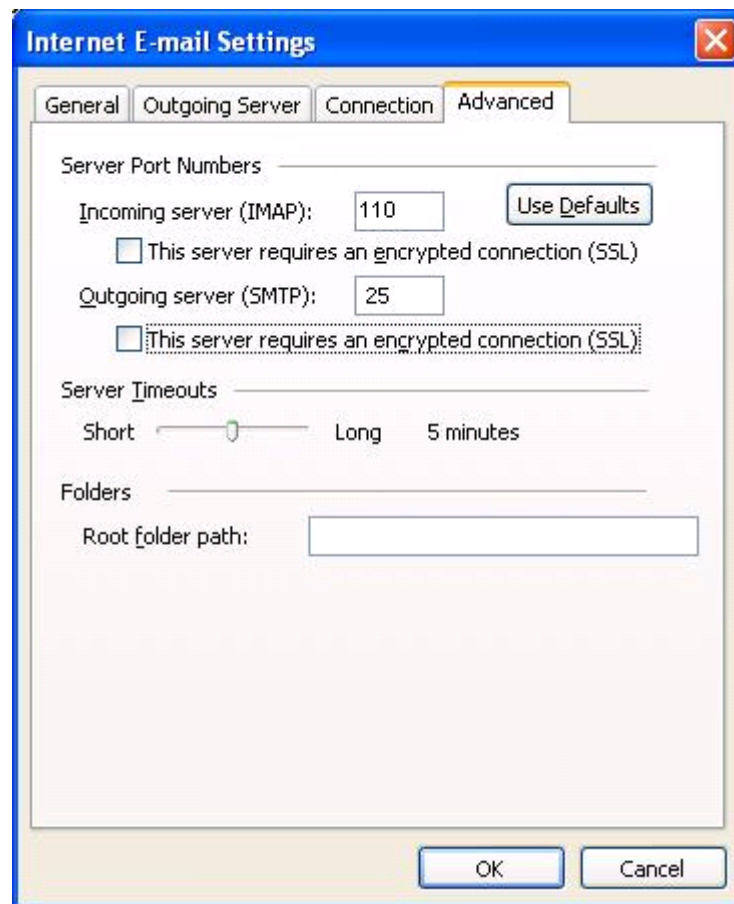
The Internet E-mail settings box will appear as per screen shot example below.



9. Select the **Outgoing Server** tab.
10. Check the box next to 'My outgoing server (SMTP) requires authentication' and select **Use same settings as my incoming mail server**.

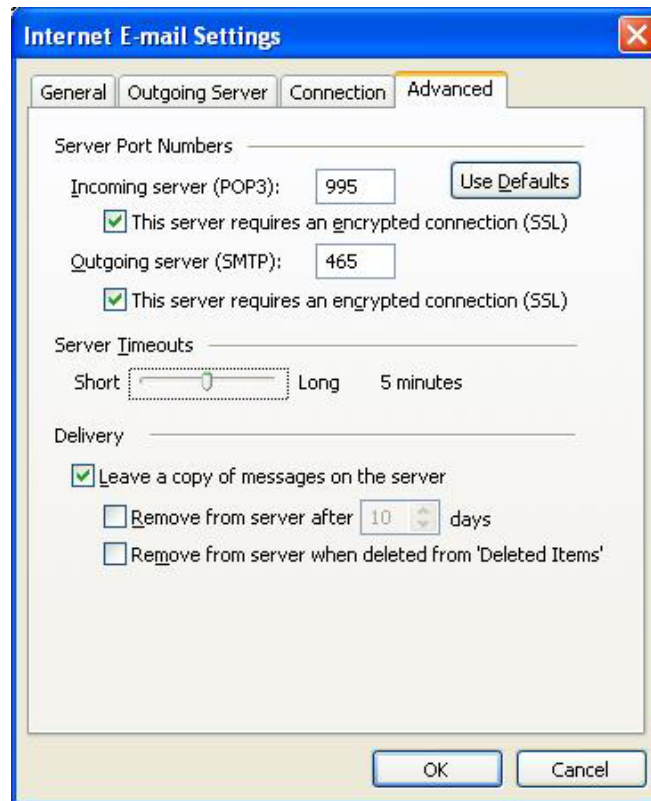


11. Click the **Advanced** tab. The following screen will appear.



13. Check the box next to 'This server requires an encrypted connection (SSL)' under **Incoming Server (IMAP)**. Please make sure that the port number changes to **995**.
14. Check the box next to 'This server requires an encrypted connection (SSL)' under **Outgoing Server (SMTP)**, and enter **465** in the **Outgoing server (SMTP)** box.
15. Below the **Server Timeouts** option move the slider across to the right until it reads 5 minutes.
16. Tick the check box **Leave copy of messages on the server**

Once you have entered this information you will see the same as the following screen shot.

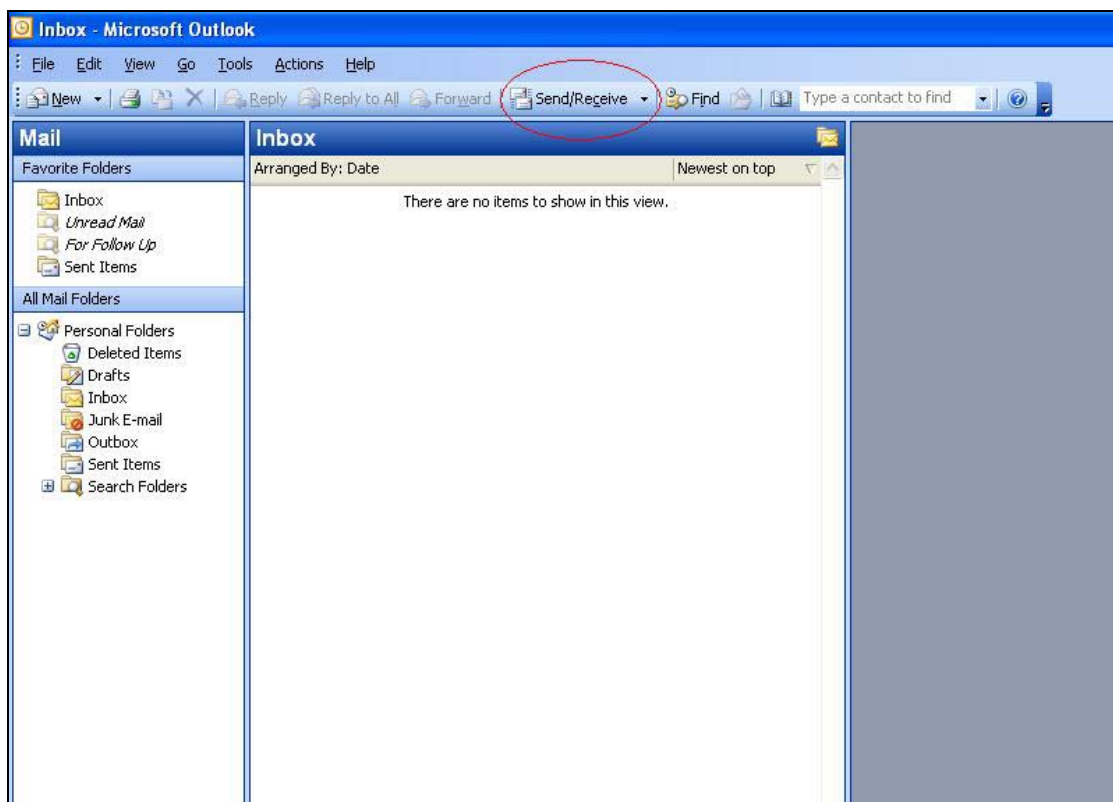


17. Click **OK** button. You will be returned to the E-mail Accounts page.

18. Click **Next**,

19. Click **Finish**.

20. You will be returned to the main as per screen shot below. Please click send and receive on the main page. See screen shot example below.



**Congratulations** – You have finished creating your new Gmail email account