

Setup for MS Outlook 2002 - 2003  
January 16, 2006

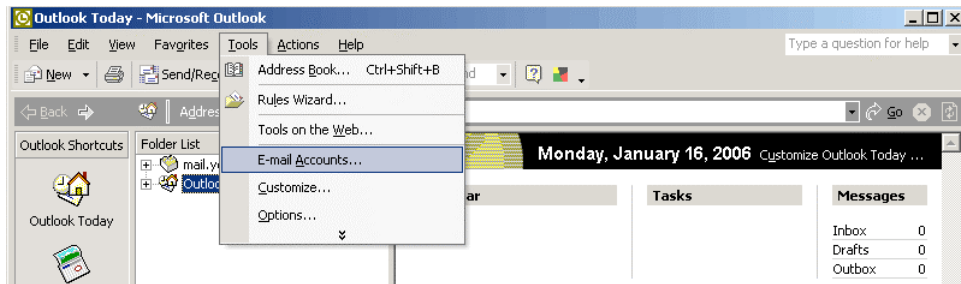
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## About This Document

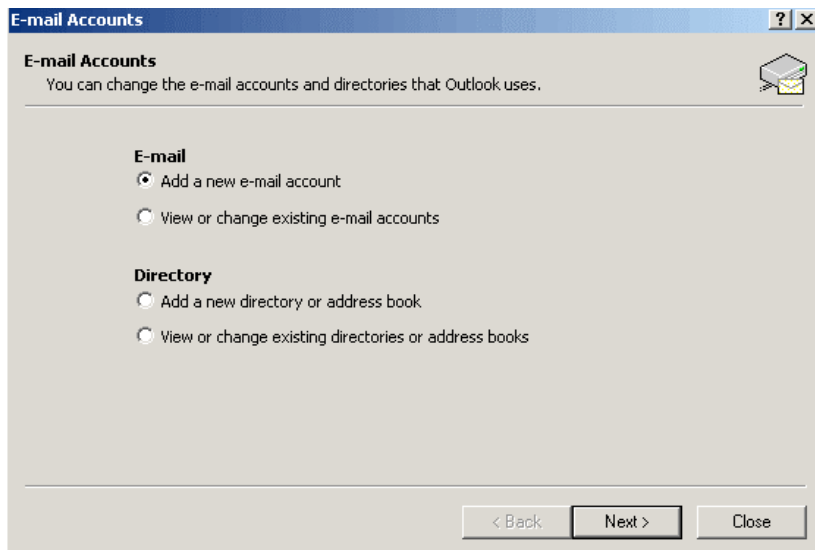
This document is intended to be a reference guide to follow for setting up Microsoft Outlook clients to check InterVelocity email accounts. For questions not covered in this document contact InterVelocity support (support@intervelocity.com).

## Setup for a new account

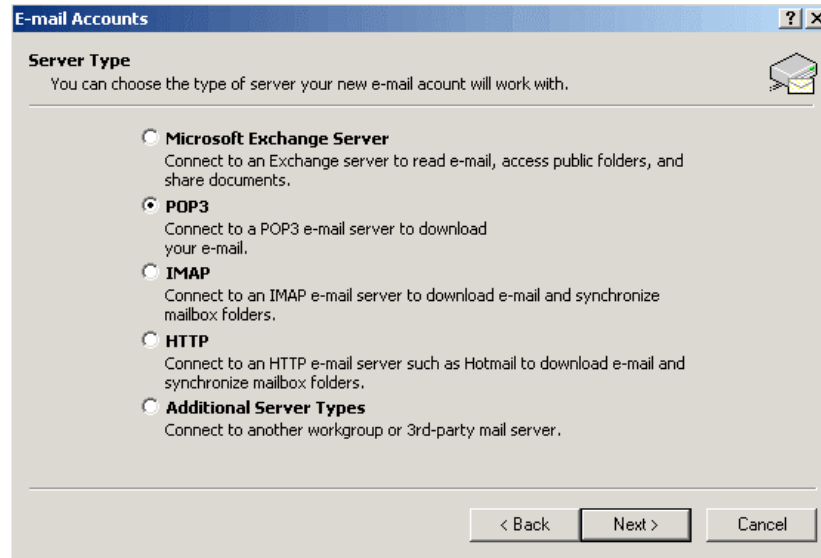
- Open up Outlook, click on **Tools**, and select **E-mail Accounts**.



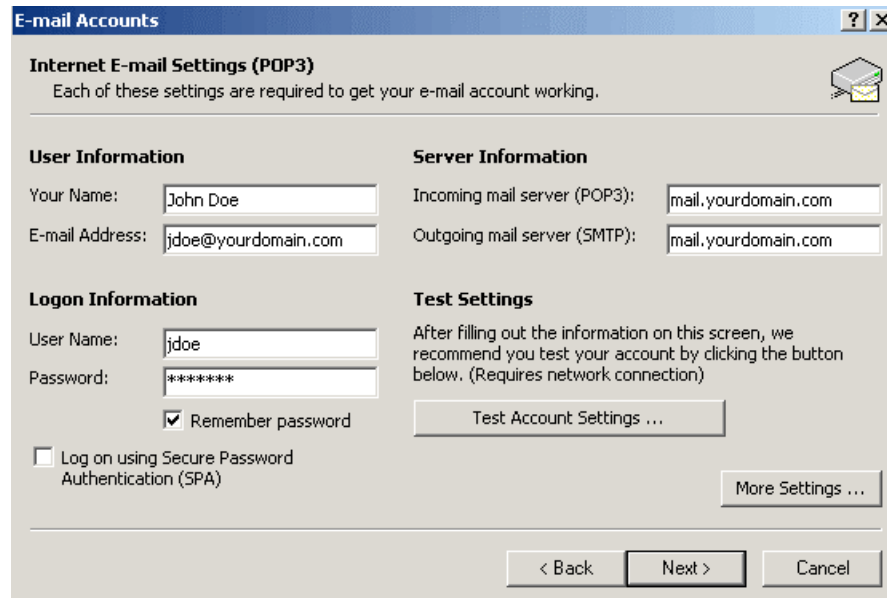
- Select *add a new e-mail account* click **Next**.



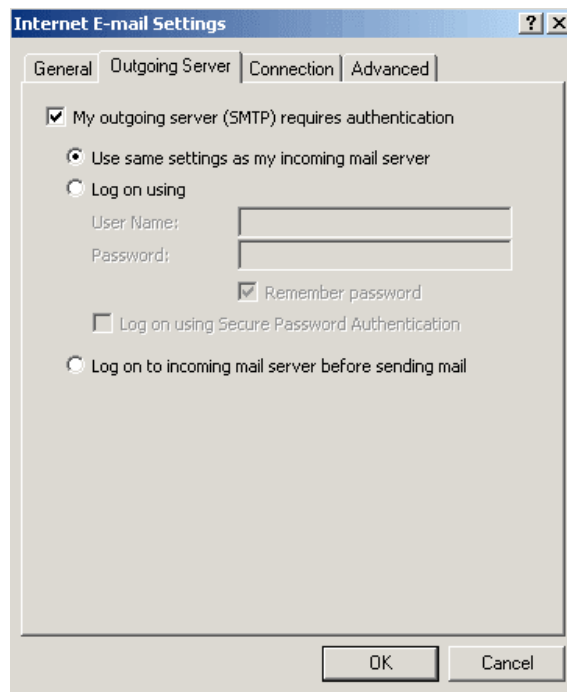
- Select POP3 from the list of server types and click **Next**.



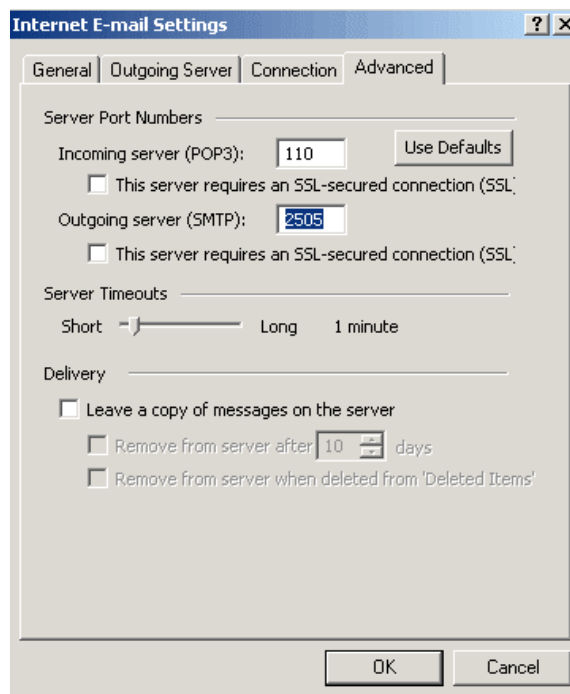
- Your Name: Your name, ie John Doe
- E-mail Address: Your full email address, ie jdoe@yourdomain.com
- Incoming mail server (POP3): mail.yourdomain.com
- Outgoing mail server (SMTP): mail.yourdomain.com
- Password: Your assigned password.

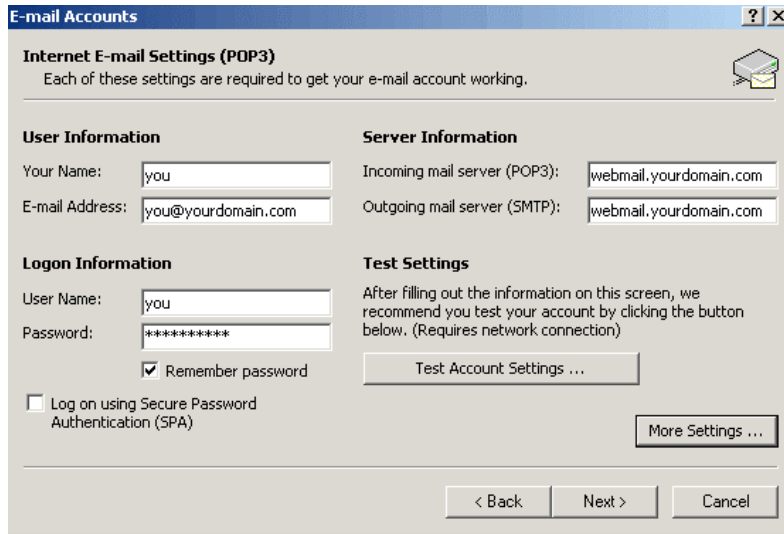


- Click the **More Settings...** button and select the **Outgoing Server** tab.



- Select "My outgoing server (SMTP) requires authentication" and click **OK**.
- **Note:** Some ISP's (BellSouth for example) will block port 25 for outgoing mail. To fix this, click the **More Settings...** button and select the **Advanced** tab, and change the outgoing port to "2505" and click **OK**.

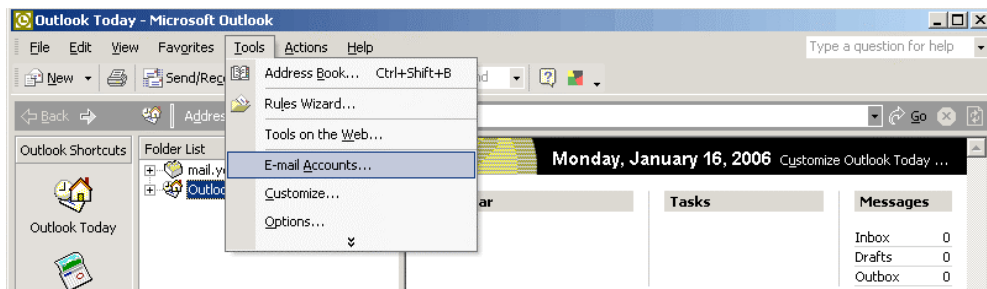




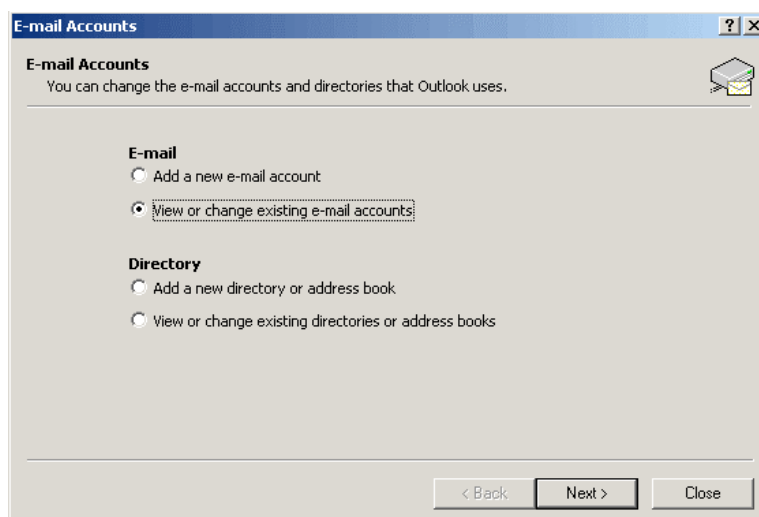
- Click **Next**, and then click **Finish** on the next screen.

### Edit an existing account

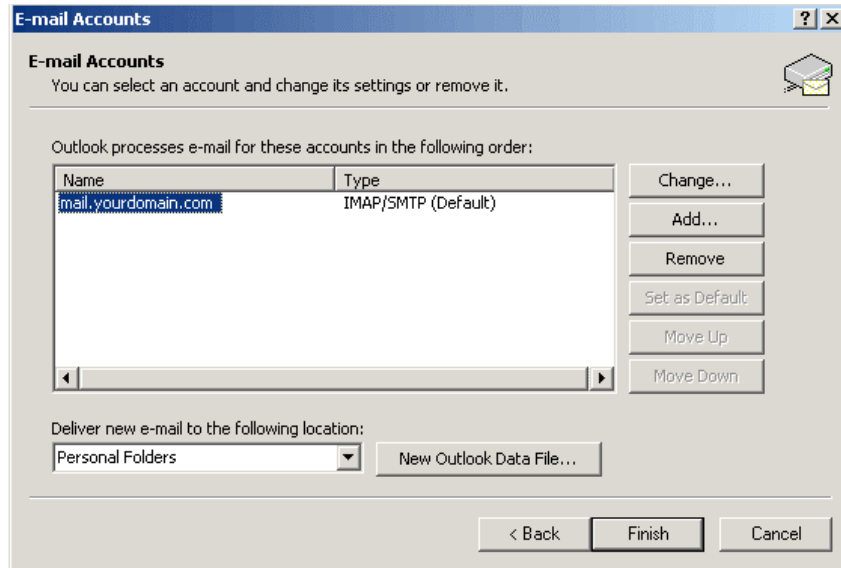
- Open up Outlook, click on **Tools**, and select **E-mail Accounts**.



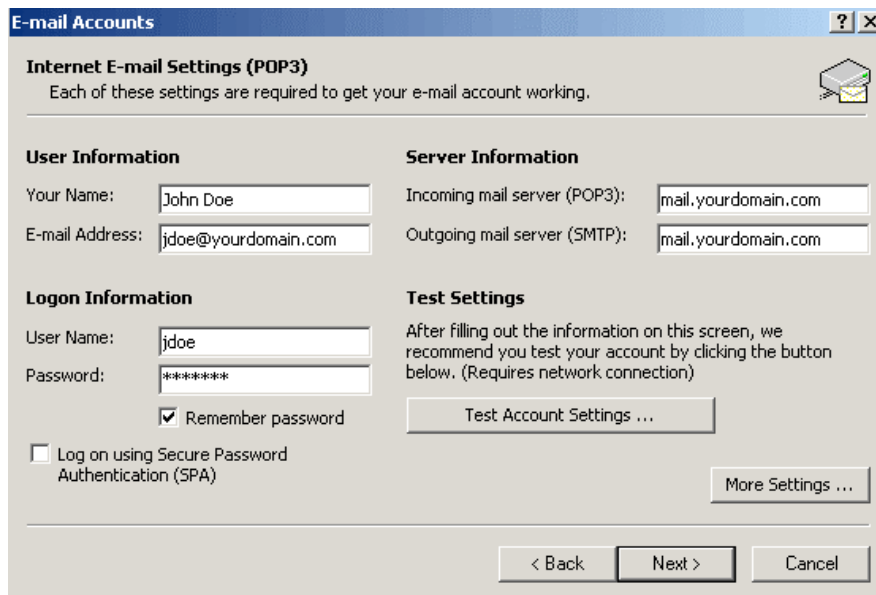
- Select *view or change existing e-mail accounts* and click **Next**.



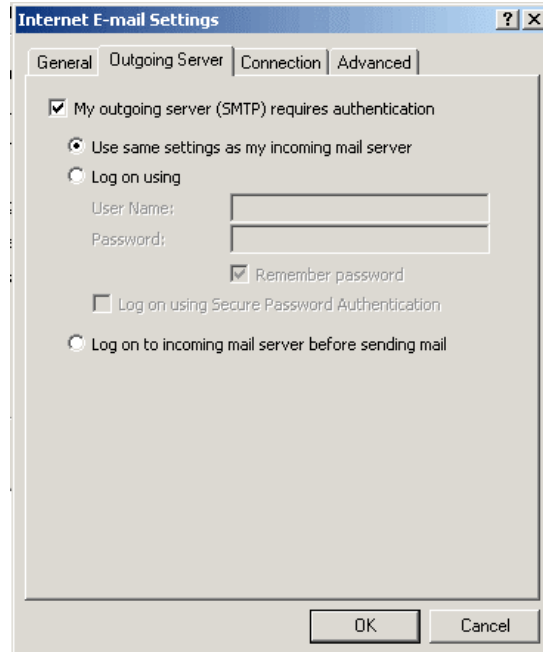
- Highlight the account you wish to edit and click **Change...**



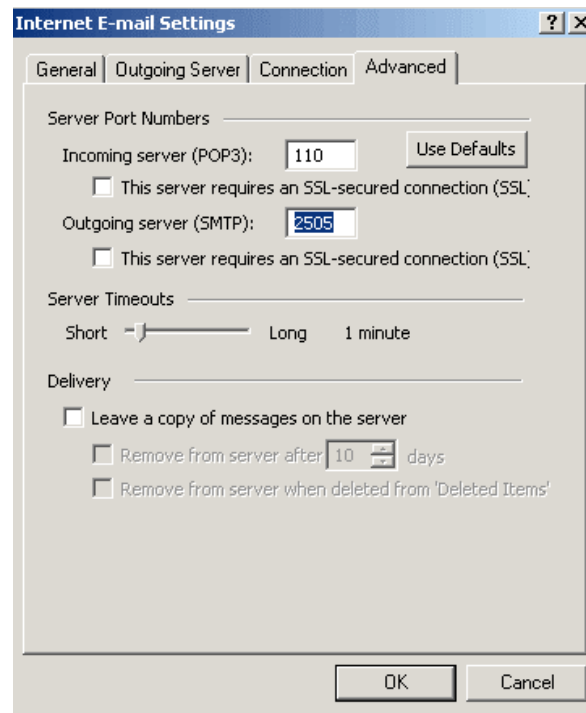
- Your Name: Your name, ie John Doe
- E-mail Address: Your full email address, ie jdoe@yourdomain.com
- Incoming mail server (POP3): mail.yourdomain.com
- Outgoing mail server (SMTP): mail.yourdomain.com
- Password: Your assigned password.



- Click the **More Settings...** button and select the **Outgoing Server** tab.



- Select “My outgoing server (SMTP) requires authentication” and click **OK**.
- **Note:** Some ISP’s (BellSouth for example) will block port 25 for outgoing mail. To fix this, click the **More Settings...** button and select the **Advanced** tab, and change the outgoing port to “2505” and click **OK**.



- Click **Next** and then **Finish**.