

Configure a Standard or Advanced mailbox in Outlook 2003

You can access Standard and Advanced mailboxes using Microsoft Outlook 2003.

Step 1: Open Outlook 2003, click **Tools** in the top menu, then click **E-mail Accounts**.

Step 2: Select **Add a new e-mail account**, then click the **Next** button.

Step 3: Select **POP3** from the list of available server types, then click **Next**.

Step 4: Enter your name in the *Your Name* text-box and your email address in the *E-mail Address* text-box.

Step 5: Enter your full email address in the *User Name* text-box and your mailbox password in the *Password* text-box.

Step 6: In the *Incoming mail server (POP3)* text-box, enter your POP3 mailserver - e.g. mail.yourdomain.co.uk

If this is a Standard mailbox and you connect with a provider other than Fasthosts Broadband or Dial, follow your provider's instructions for setting up their SMTP server, then skip to step 11.

Step 7: In the *Outgoing mail server (SMTP)* text-box, enter **smtp.fasthosts.co.uk**.


If you are using a Standard mailbox with Fasthosts Broadband or Dial, skip to step 11.

Step 8: Click the **More Settings** button.

Step 9: Click the **Outgoing Server** tab.

Step 10: Select **My outgoing server (SMTP) requires authentication**, ensure **Use same settings as my incoming mail server** is selected, then click the **OK** button.

Step 11: Click the **Test Account Settings** button and correct any errors that it identifies.

 **Note:** Outlook's Test Account Settings procedure occasionally fails even if the account settings are correct. If it repeatedly fails and you are certain that the account settings are correct, skip to step 12, then test your setup by sending an email to yourself.

Step 12: When the test gives you the message *Congratulations! All tests completed successfully*, click the **Next** button, then click the **Finish** button.