

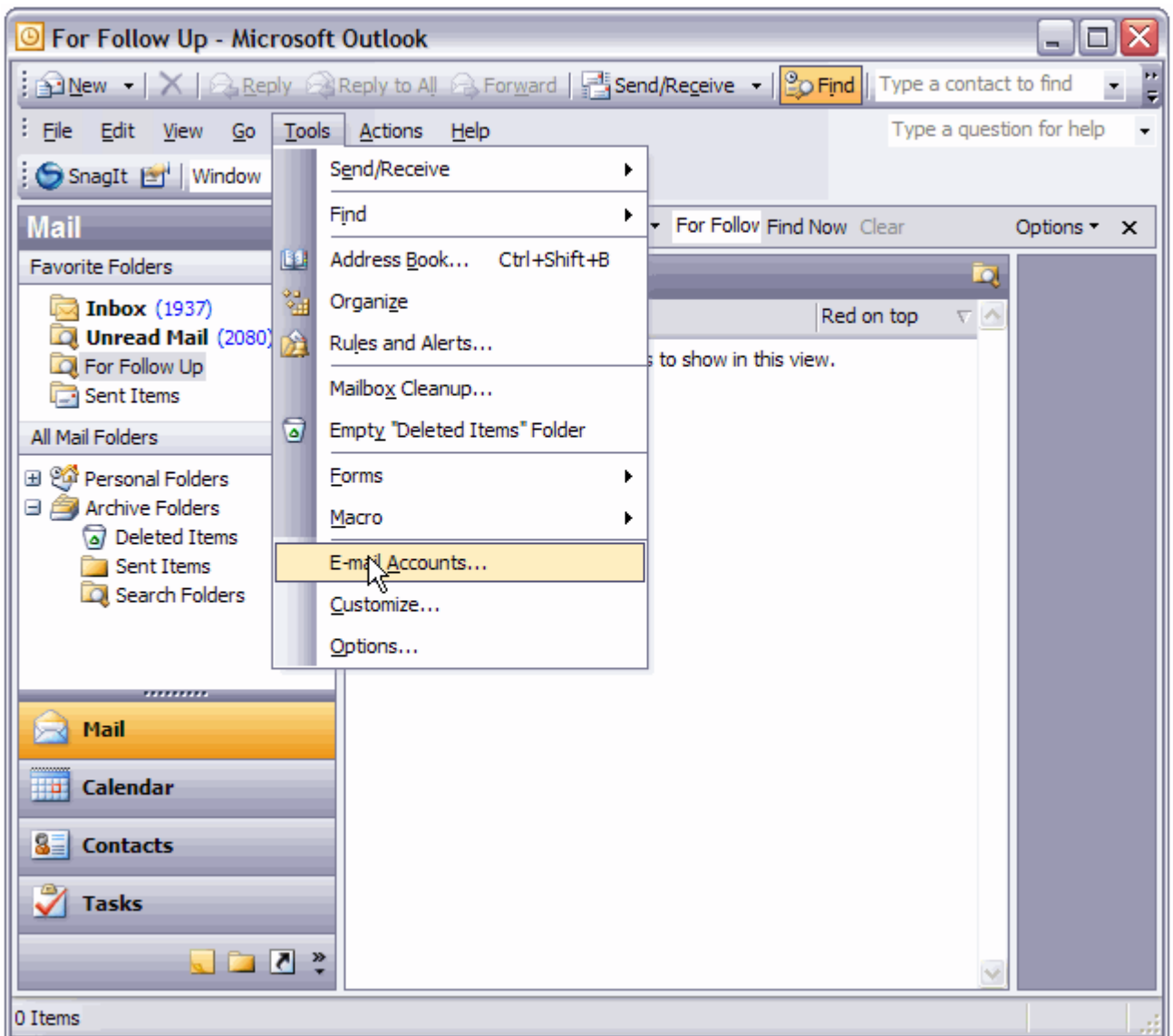
## *How to setup Outlook 2003*

This picture tutorial will show you how to setup Outlook 2003 to connect to your email hosted at GetOnlineEasy.com. If you are setting up a different email client, it will be very similar.

**NOTE:** We only create your email domain after you request email setup via the control panel. You will need to do that before you setup your email client

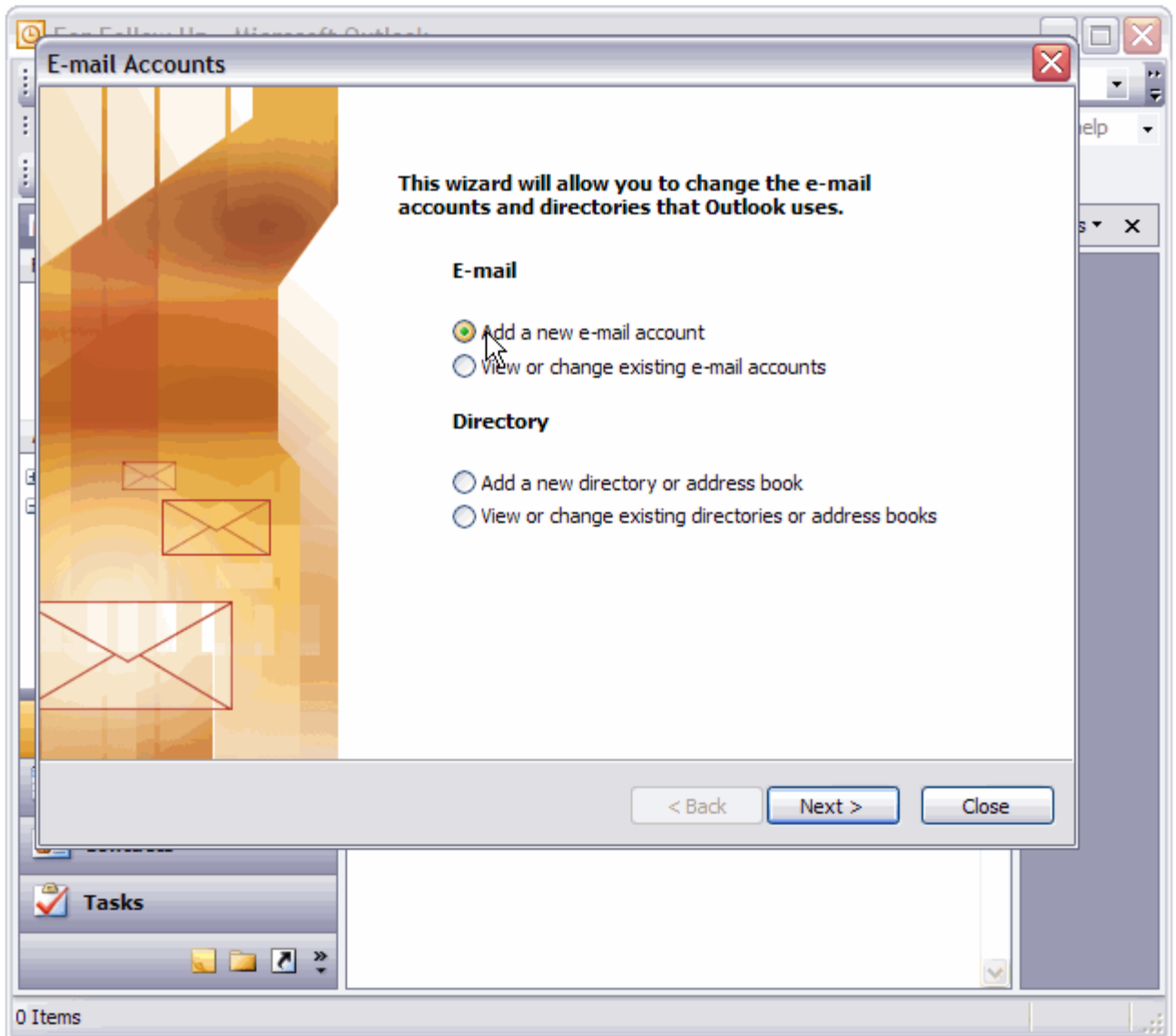
### *Step 1:*

From the "Tools" menu, select "Email Accounts"



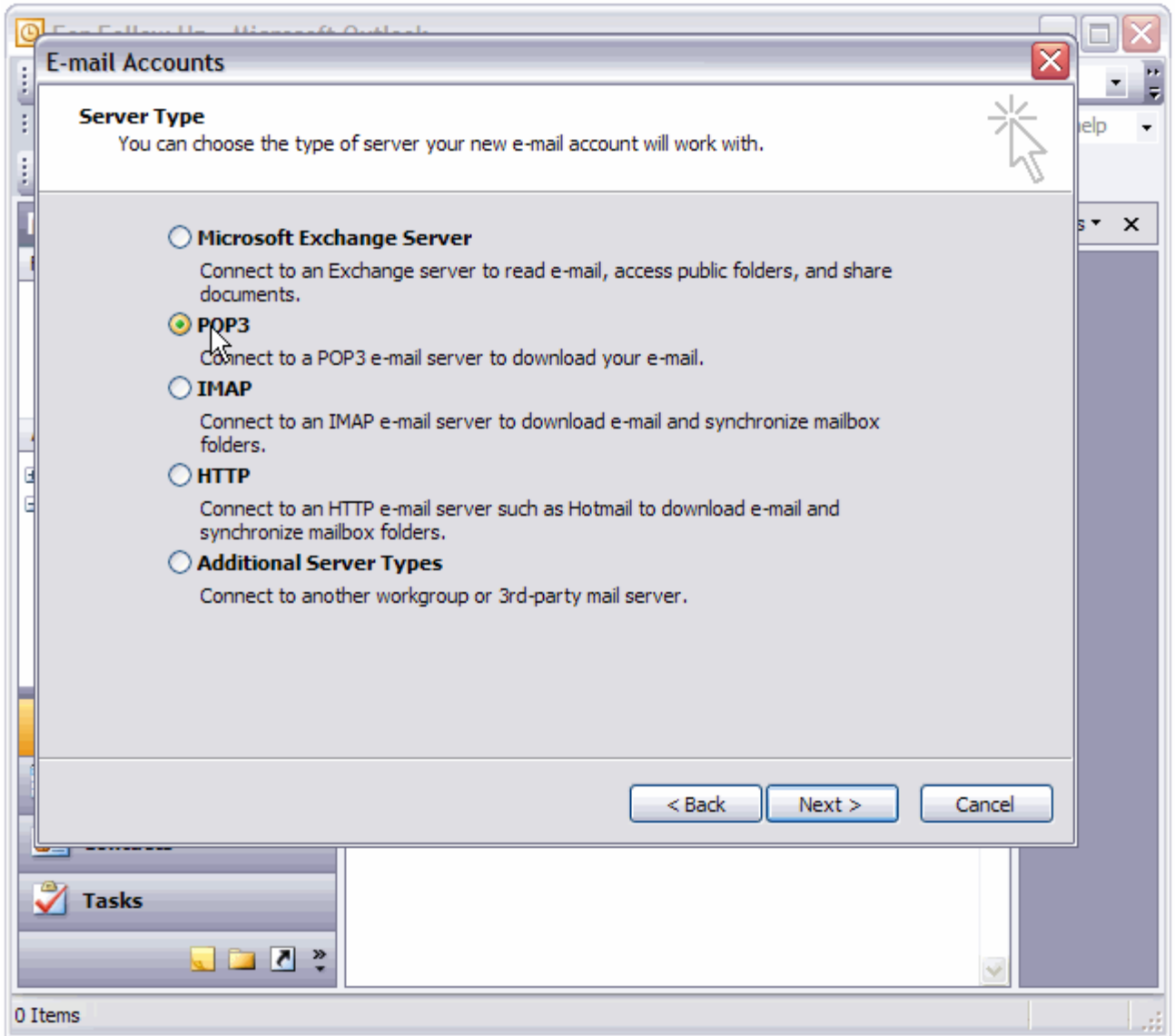
### *Step 2:*

Select "Add a new email account", and click "Next".



***Step 3:***

Select "POP3", and click "Next". Note that we also support IMAP connections, but this tutorial is for POP3.

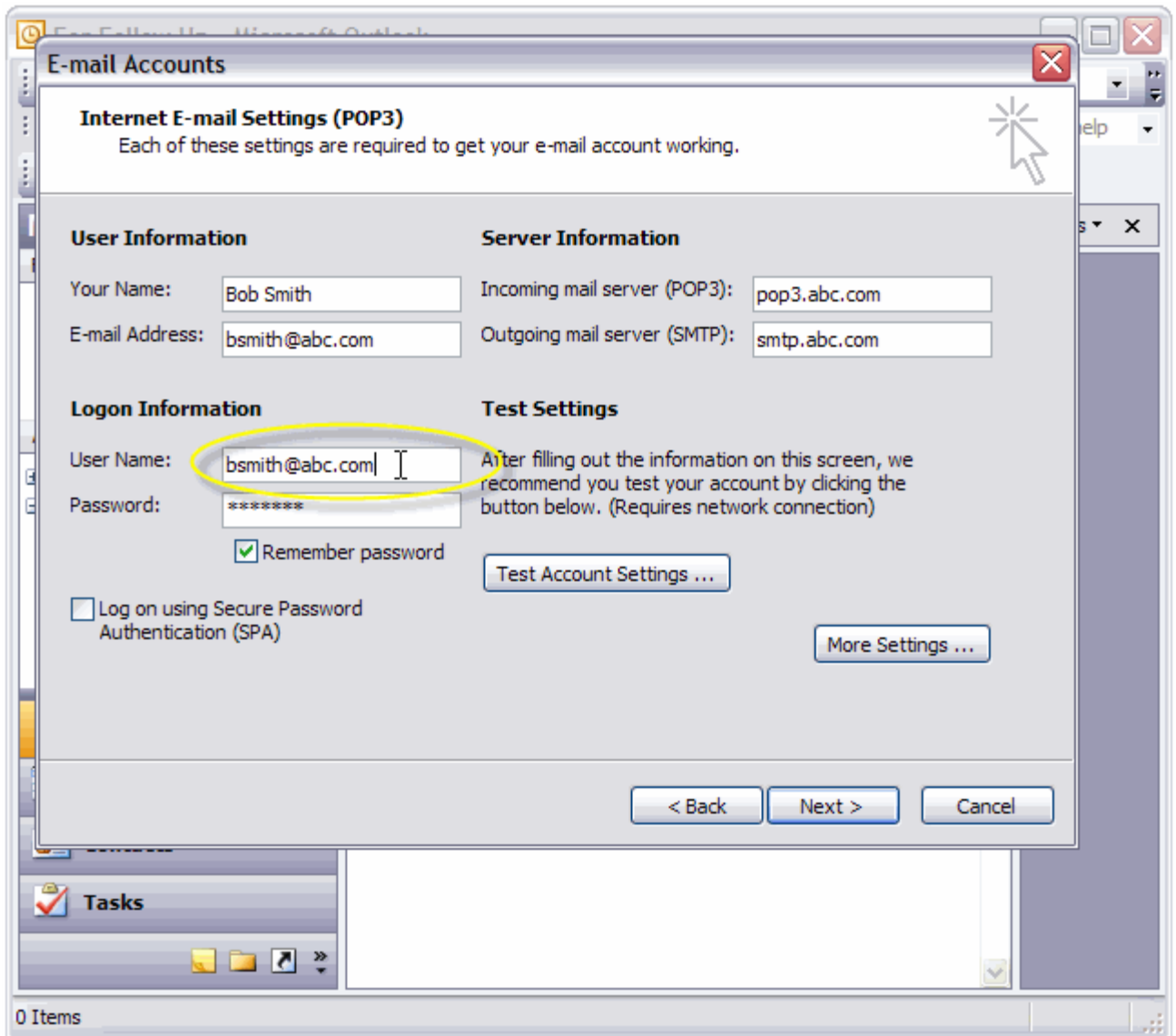


### ***Step 3:***

All text boxes on this screen must be completed.

1. **Your Name:** Enter the name you want displayed with your emails.
2. **Email Address:** A valid email address on your domain.
3. **POP3 Server:** The format is "pop3." + your domain (ie: "pop3.abc.com" ).
4. **SMTP Server:** The format is "smtp." + your domain (ie: "smtp.abc.com" ).
5. **User name:** Your user name is your **full email address** (ie: "bsmith@abc.com" ).

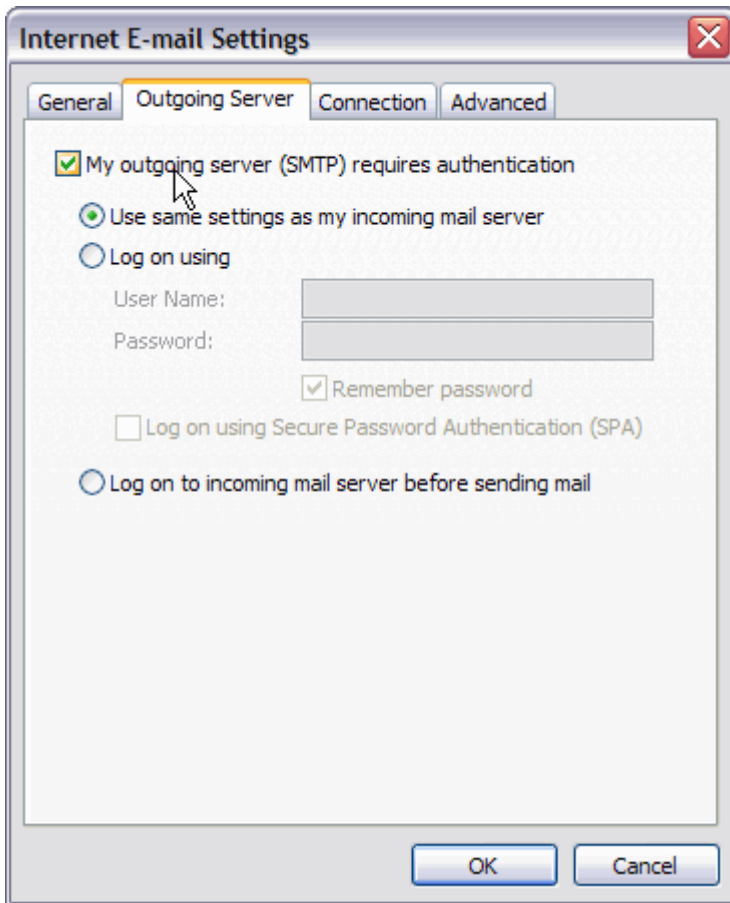
After completing the boxes, click "More Settings".



#### **Step 4:**

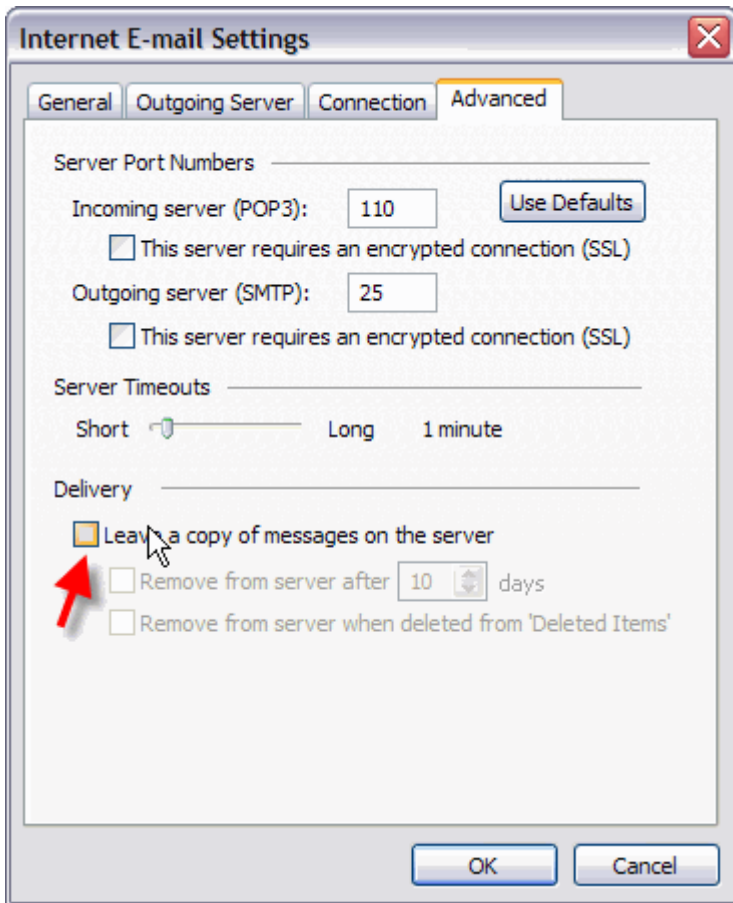
You clicked "More Settings" which has opened the Properties pages. Click the "Outgoing Server" tab.

Check the box for "My outgoing server (SMTP) requires authentication", and the radio button for "Use same as my incoming mail server".



**Step 5:**

Your email account has a limited amount of space. To prevent your mailbox from filling up which will then cause you to stop getting email until you clean out your mailbox, **you should** make sure the check box is **UNCHECKED**. If don't follow this advice, then you will need to login regularly via webmail, and clean your mailboxes out.



### ***About mailbox size limits.***

It is important to keep your mailboxes file space below the amount that is allotted for your account. If your domain exceeds the file space that is allotted, the domain administrator for your domain will receive a warning email automatically from the email system. Incoming email will not be allowed into your account if you have exceed your space. This is easily corrected by cleaning your mailboxes.

### ***To clean out your mailbox:***

Login to webmail. Go through your inbox and delete the emails that you don't need to save. You may also have a "Deleted" folder. The emails in this folder are also using your allotted disk space. You set your email to be purged instead of sent to the "Deleted" folder.