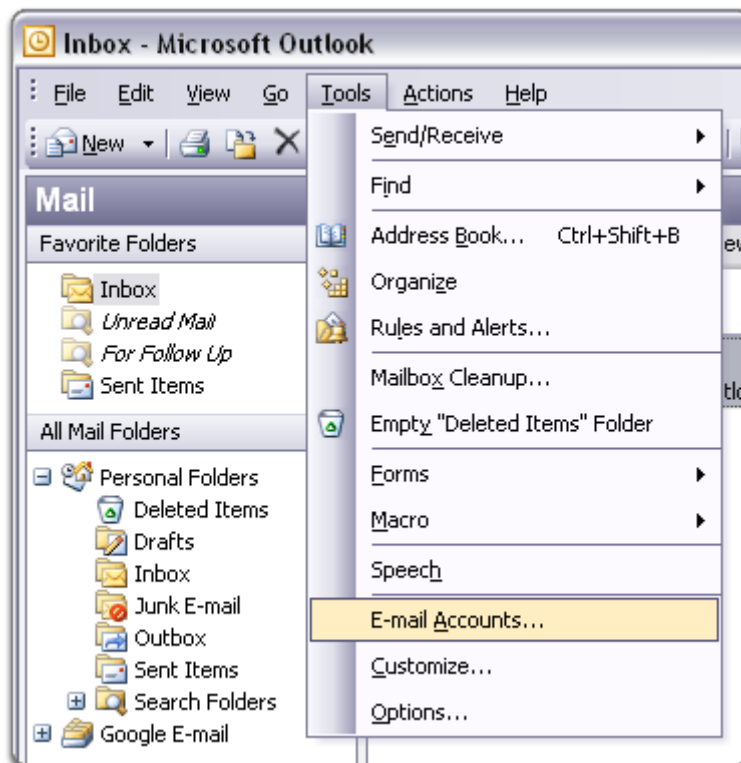
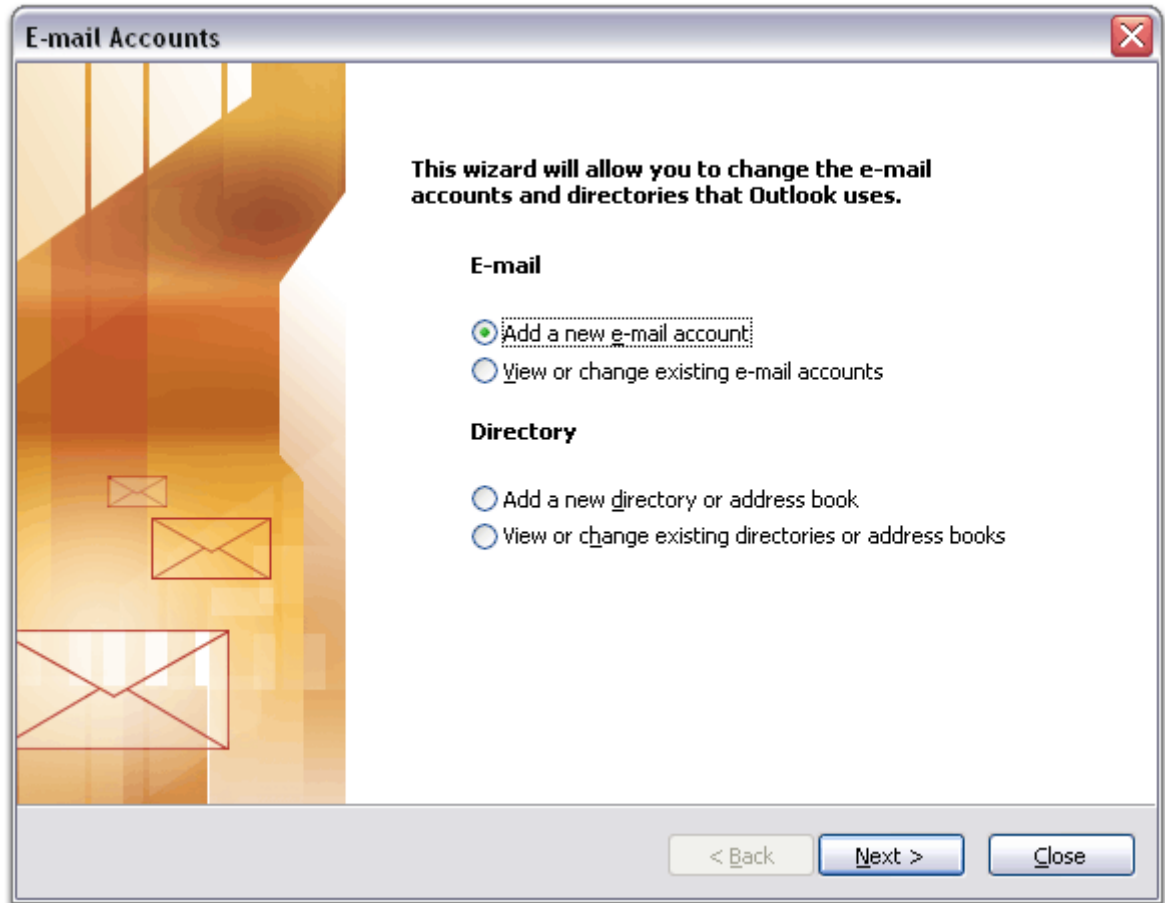


Configuring your email client: Outlook 2003

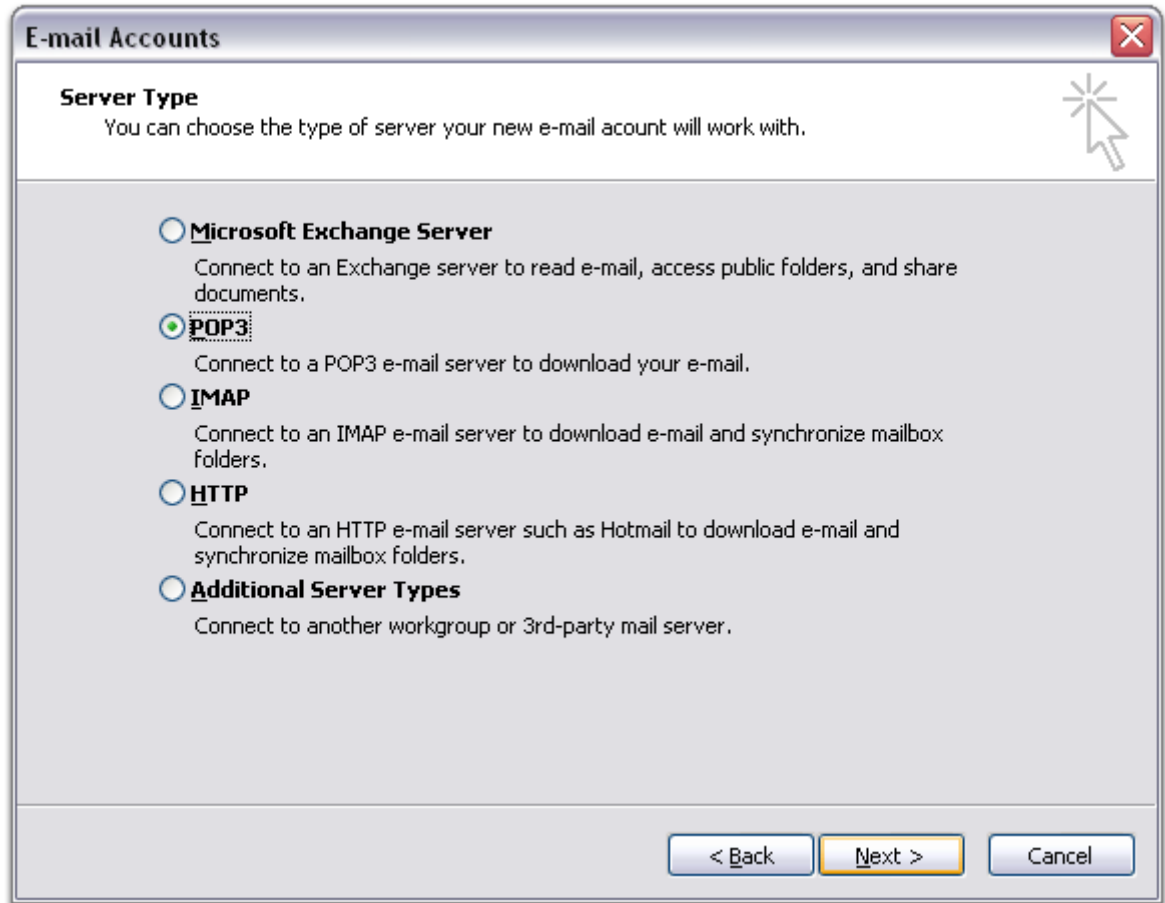
1. Open Outlook 2003.
2. Click the **Tools** menu, and select **E-mail Accounts...**



3. Select **Add a new e-mail account**, and click **Next**.



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



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

User Information

Your Name: Enter your name as you would like it to appear in the **From:** field of outgoing messages.

Email Address: Enter your full email address (*username@url.com*)

Server Information

Incoming mail server (POP3): mail.primeview.com

Outgoing mail server (SMTP): mail.primeview.com

Login Information

User Name: Enter your email username (including @*url.com*)

Password: Enter your email password

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:

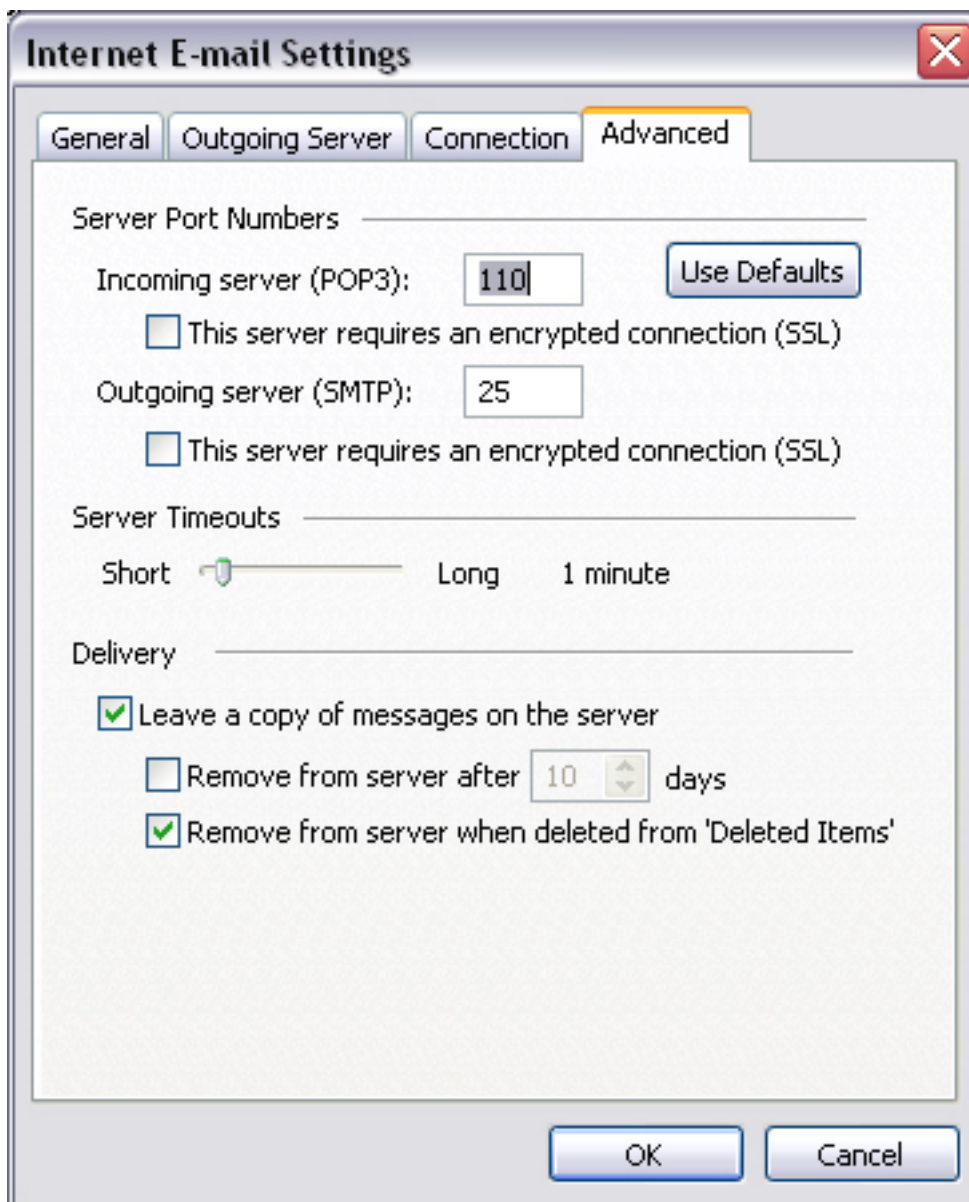
Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

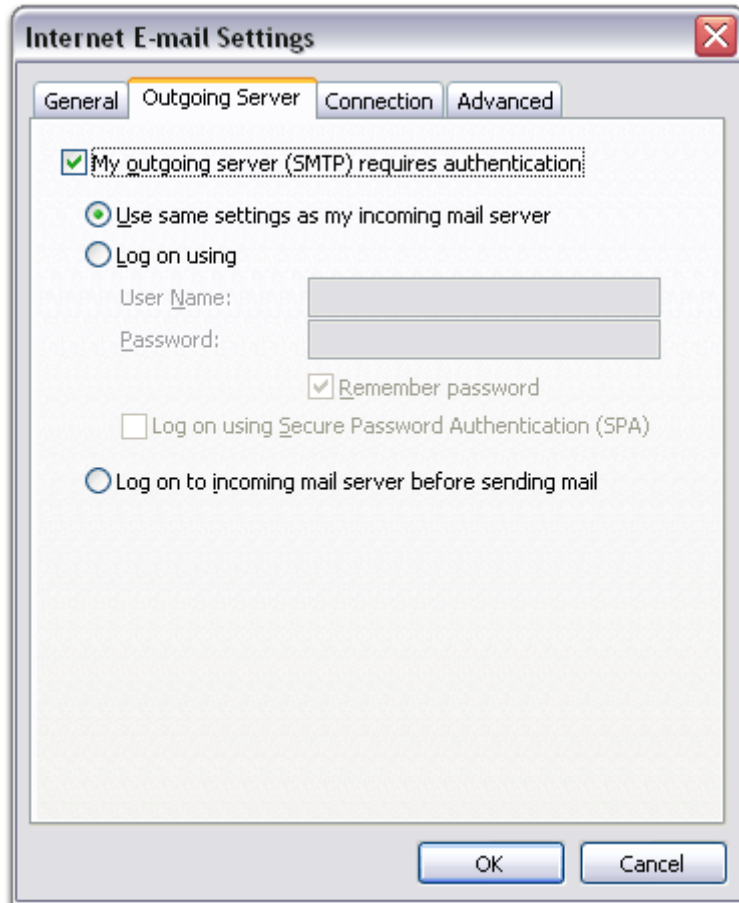
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

6. Click **More Settings**
7. Click the **Advanced** tab
8. Under **Delivery**, check “Leave a copy of messages on the server”
9. If you would like to delete messages from the server click “Remove from server when deleted from ‘Deleted Items’”.



10. Click the **Outgoing Server** tab.

11. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.



12. Click **OK**.
13. Click **Test Account Settings...** After receiving **Congratulations! All tests completed successfully**, click **Close**.
14. Click **Next**, and then click **Finish**.

If you can't find your answer by searching or browsing our Help Center, please [contact us](#).
