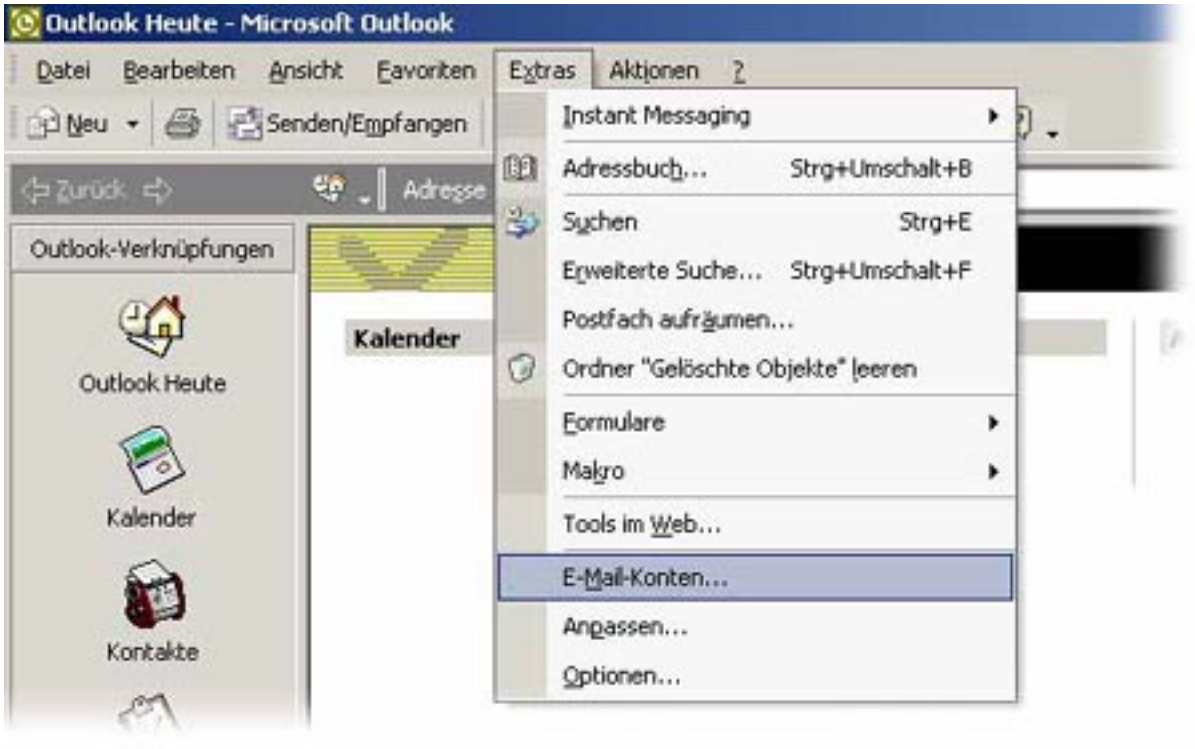
Outlook

How do I set up my eMail account under Microsoft Outlook XP ein ?

MS Outlook XP

Open Outlook XP and select „**Tools**“ -> „**E-mail Accounts…**“



The window "E-mail Accounts" opens up.
Choose whether you want to "Add a new e-mail account"**(1)** or „View or change existing e-mail accounts"**(2)**.

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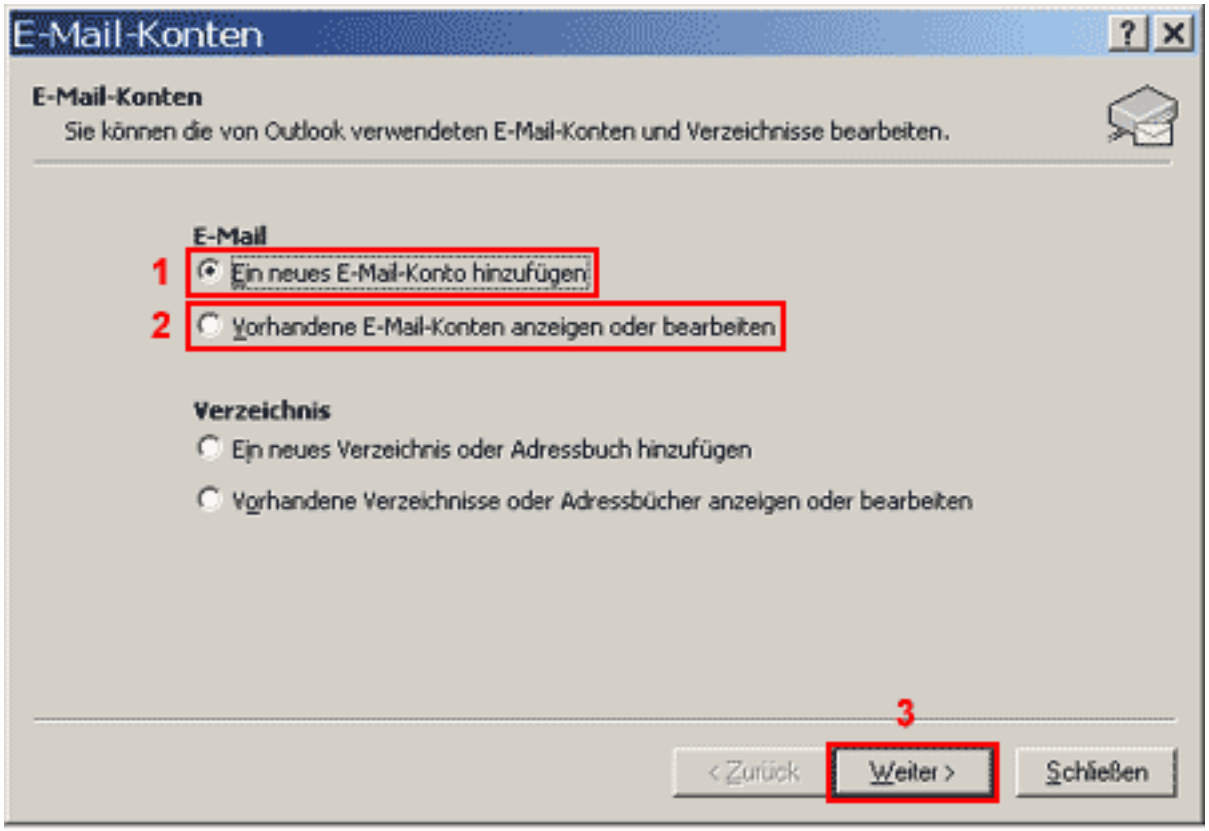
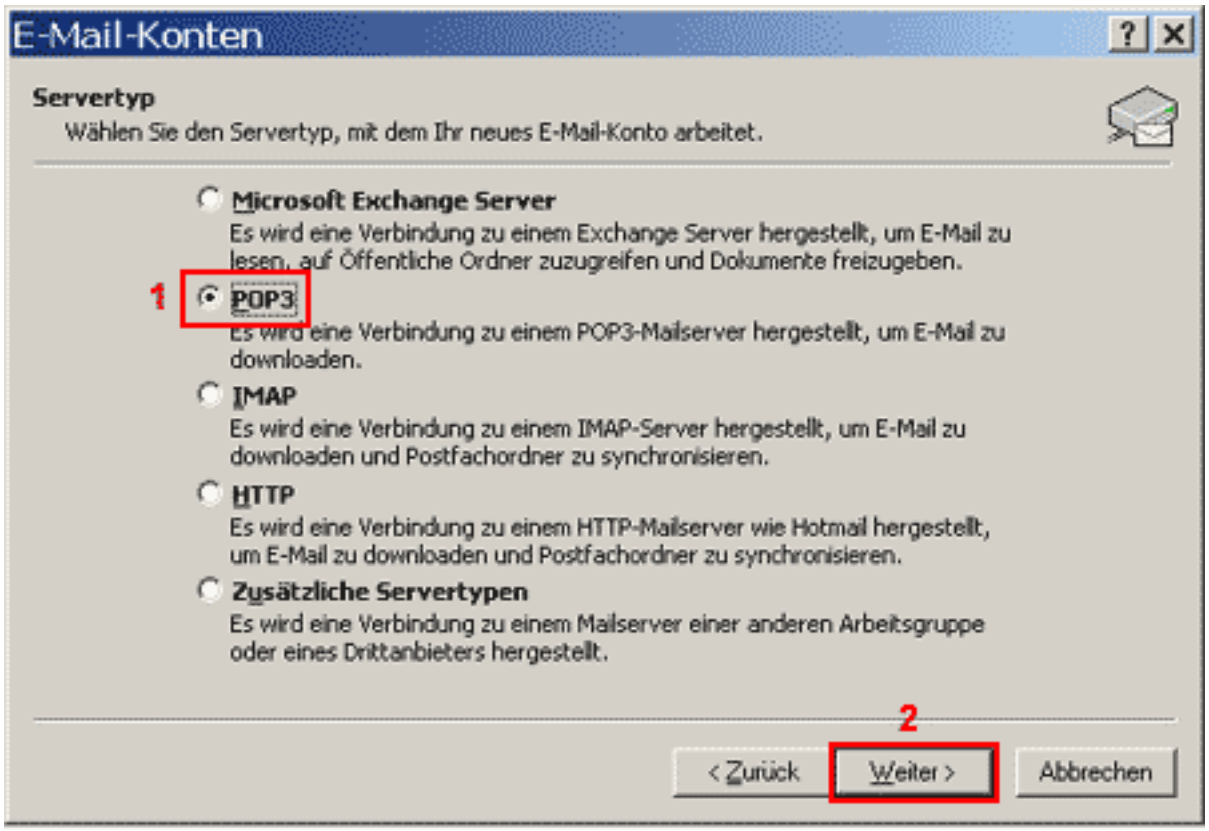


Please click on the "Next“**(3)** button.



To retrieve your eMails from our servers you need a „POP3“**(1)** connection.
Please click on the „Next“**(2)** button.

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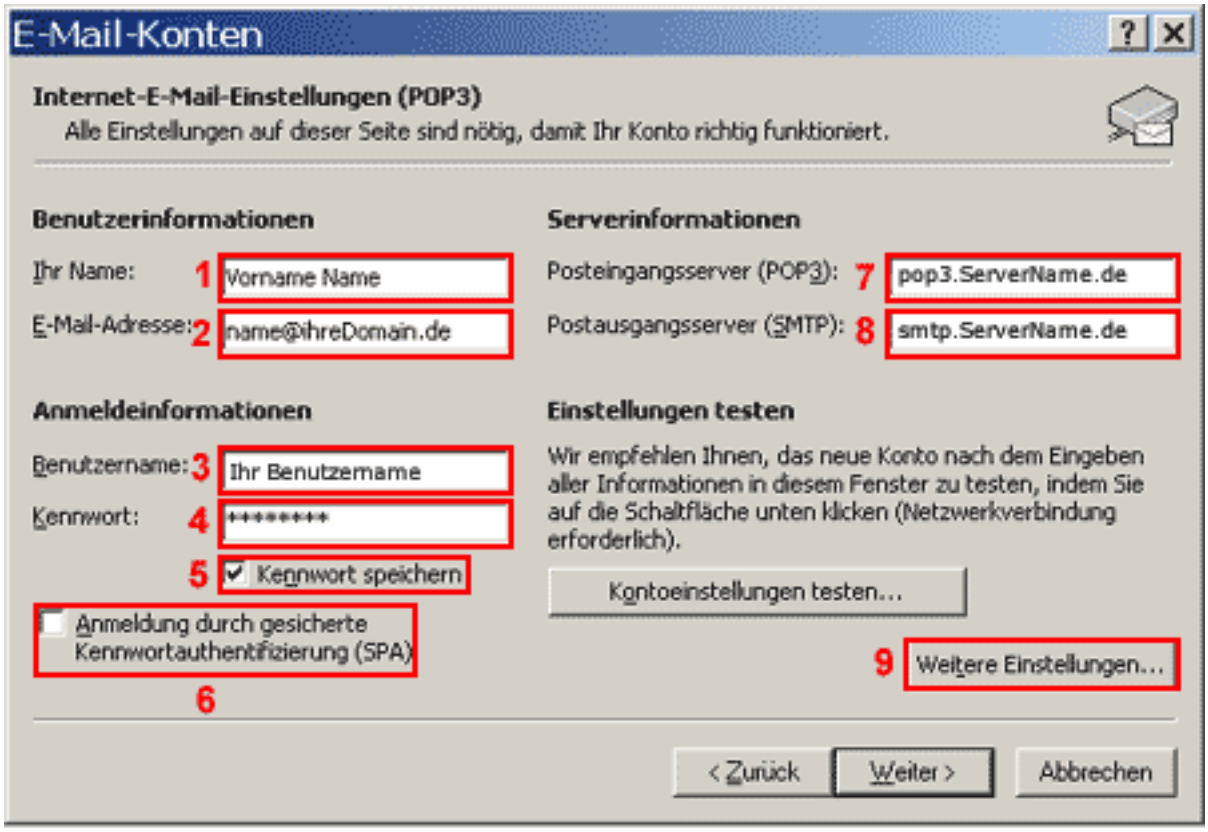

Enter your full name into the field „Your Name“**(1)**.
Enter your eMail address into the field „E-mail Adress“**(2)**.
Enter your username into the field „User Name“**(3)**.
Enter your password into the field „Password“**(4)** (case sensitive!).
You should only check the box „Remember password“**(5)** if you are the only user of the PC
The checkbox „Log on using...“**(6)** must not be checked.
Enter "pop3.ServerName.de" into the field „Incoming mail server“**(7)**.
Enter "smtp.ServerName.de into the field "Outgoing mail server“**(8)**.
Please click on the „More Settings“**(9)** button.

The window "Internet E-mail Settings" opens up.

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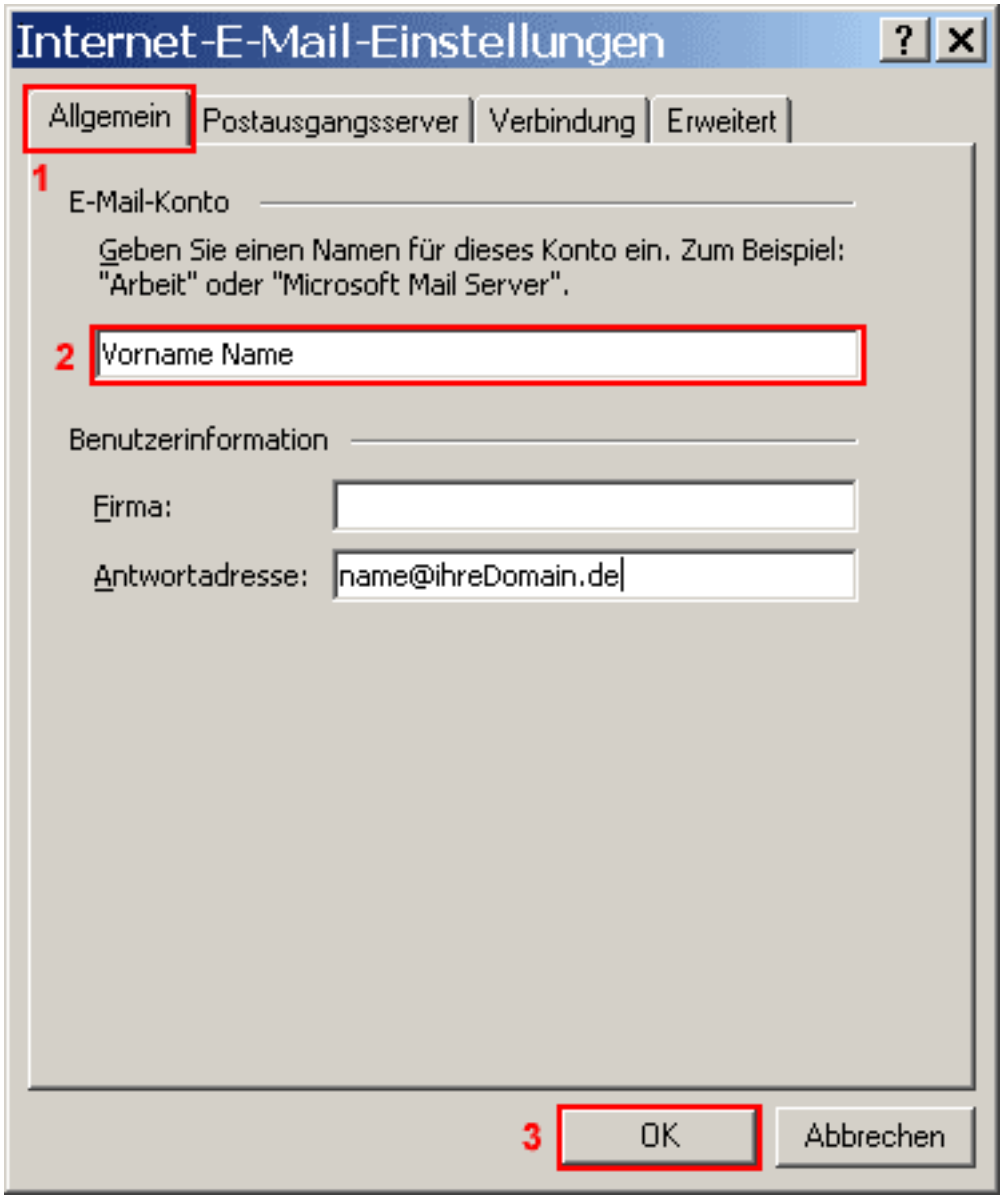

Under the "General"**(1)** tab enter a freely selectable name (e.g. your name) for your eMail account into the first field.

Select the tab "Outgoing Server"**(1)**.

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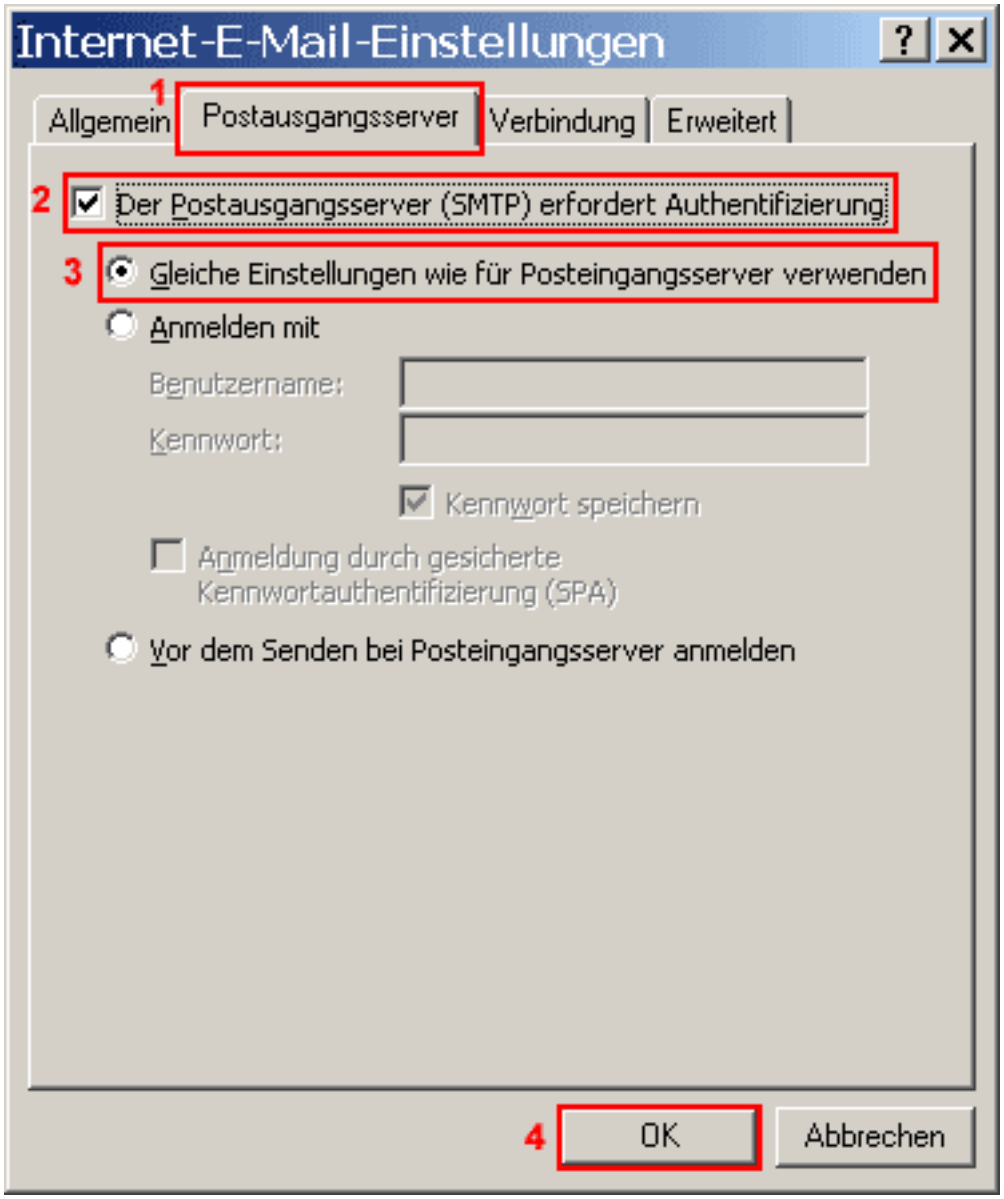

The checkbox „My outgoing server (SMTP) requires authentication"**(2)** has to be checked.
Select the radio button „Use same settings as my incoming mail server"**(3)**.
Please confirm by clicking the „OK“**(4)** button.

Again the "E-mail Accounts" window opens up.

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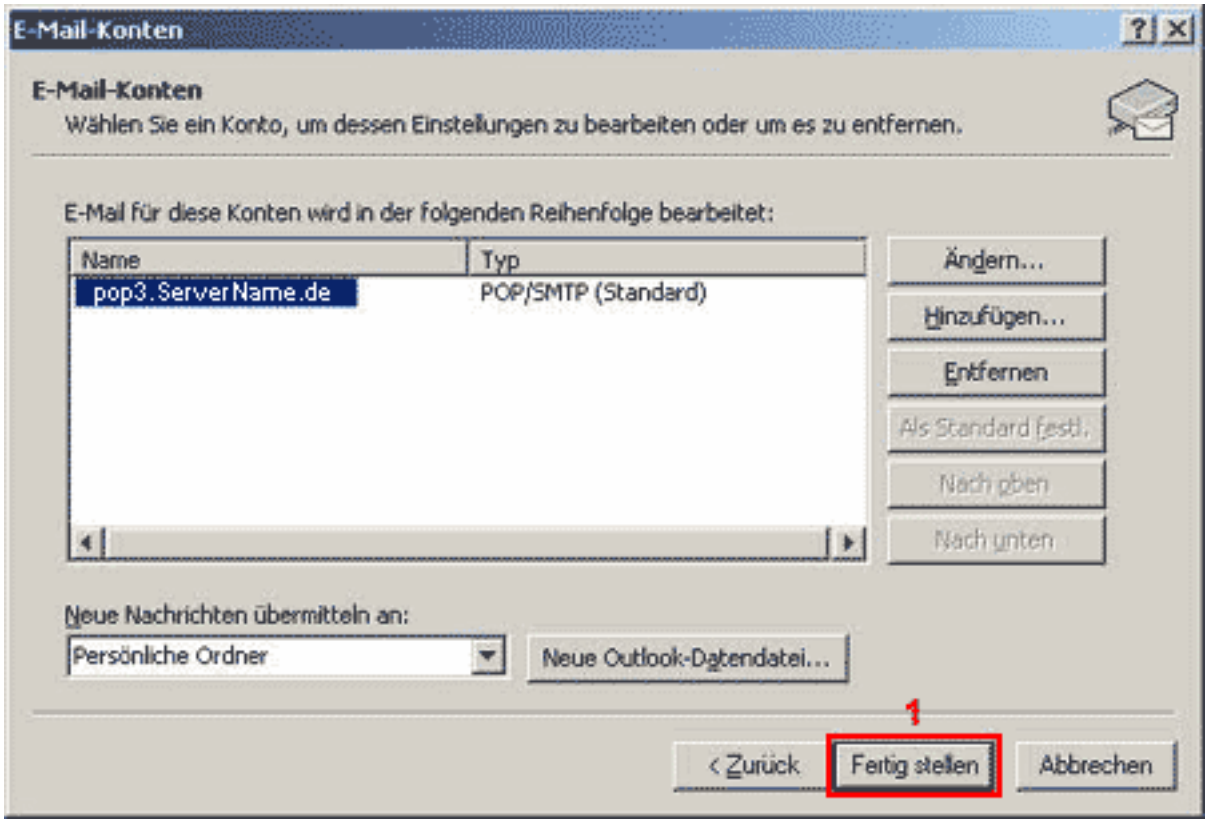

Please click the button „Finish“**(1)**.

Your eMail account has been set up and is ready for receiving and sending eMails.

Unique solution ID: #1448
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