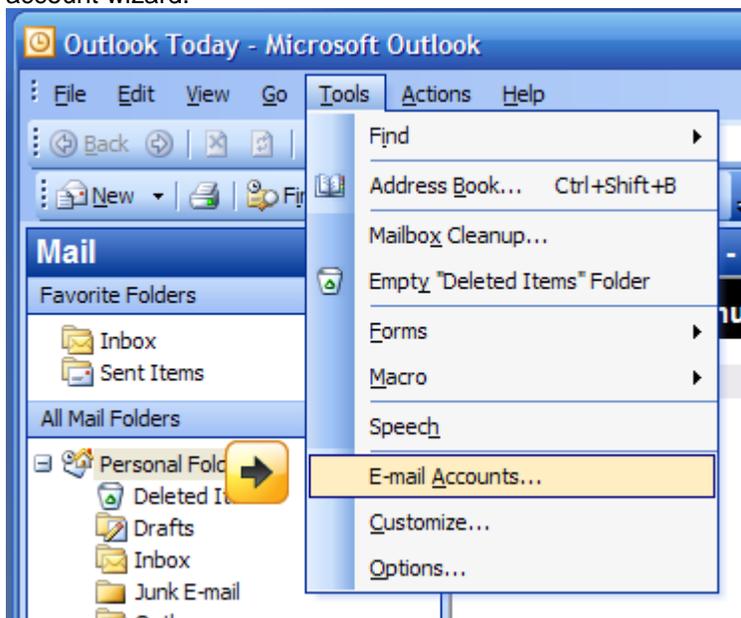# Creating an Email Account – Microsoft Office 2k3
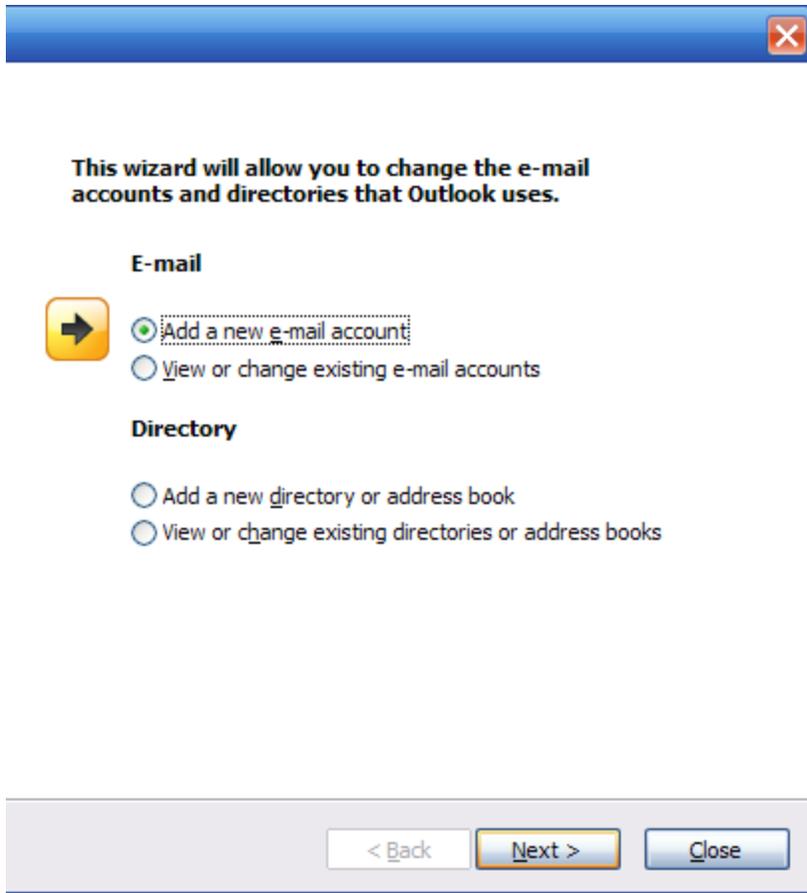
The following guide contains steps to creating a new Email Account in Microsoft Office 2k3.
Before you begin you will need 4 pieces of information:

1 – Username. Your username is the email address provided to you by Uniserve.
2 – Password. This is the password associated with your Username.
3 – Incoming Server (POP3). This will depend on your domain; refer to the Email Server Settings by Domain (link here) to find this.
4 – Outgoing Server (SMTP). This will always be mail.uniserve.com for all Uniserve customers.

Once you have those pieces of information we are ready to begin.

To create a new Account, click on Tools and then E-mail Accounts, this will open the email account wizard.

This wizard will allow you to change the e-mail accounts and directories that Outlook uses.

E-mail

- ● Add a new e-mail account
- ○ View or change existing e-mail accounts

Directory

- ○ Add a new directory or address book
- ○ View or change existing directories or address books

< Back   Next >   Close

Select "Add a new e-mail account" and click the Next button.

Server Type page: Select POP# and then click the Next button.

Here we will need to enter the information we collected earlier.

1 – User Information. Enter your Name and E-mail address, make sure you put the complete email address in.

2 – Server Information. Enter the POP server for your email in the Incoming mail server field. Enter mail.uniserve.com in the Outgoing mail server field.

3 - Logon Information. Enter your full email address in the User Name field, and password in the Password field.

4 – Click on the More Settings … button to continue. This will open the Internet E-mail Settings window.
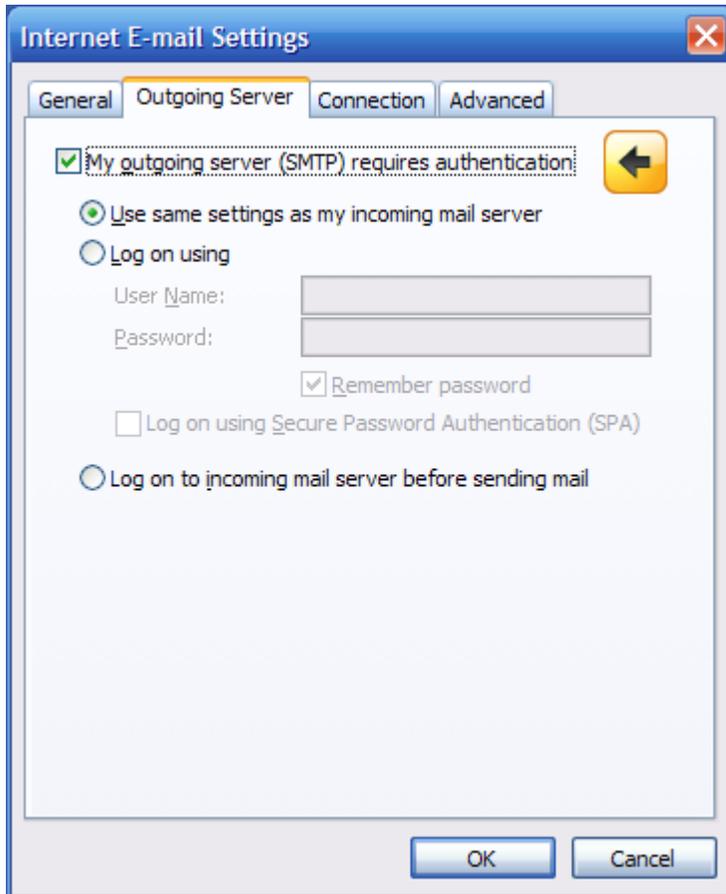
Select the Outgoing Server Tab in the Internet E-mail Settings window and check the "My outgoing server (SMTP) requires authentication" check box. Make sure that "Use the same settings as my incoming mail server" is selected as well.
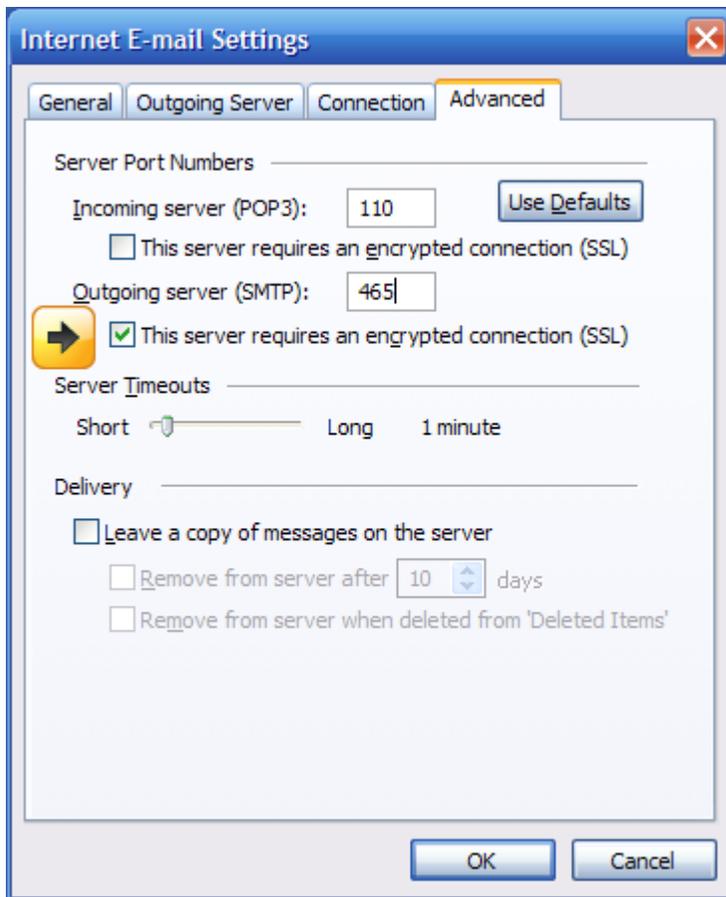
Next click the Advanced tab and place a check in the "This server requires an encrypted connection (SSL)" check box. Make sure the Outgoing Server (SMTP) is set to port 465. Click the OK button and then click the Next and then Finish buttons on the mail wizard to complete the account creation.