

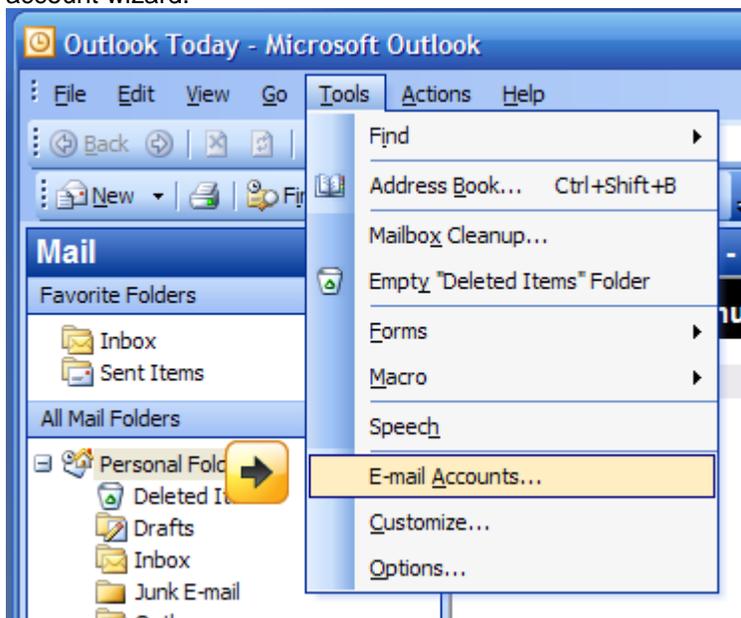
Creating an Email Account – Microsoft Office 2k3

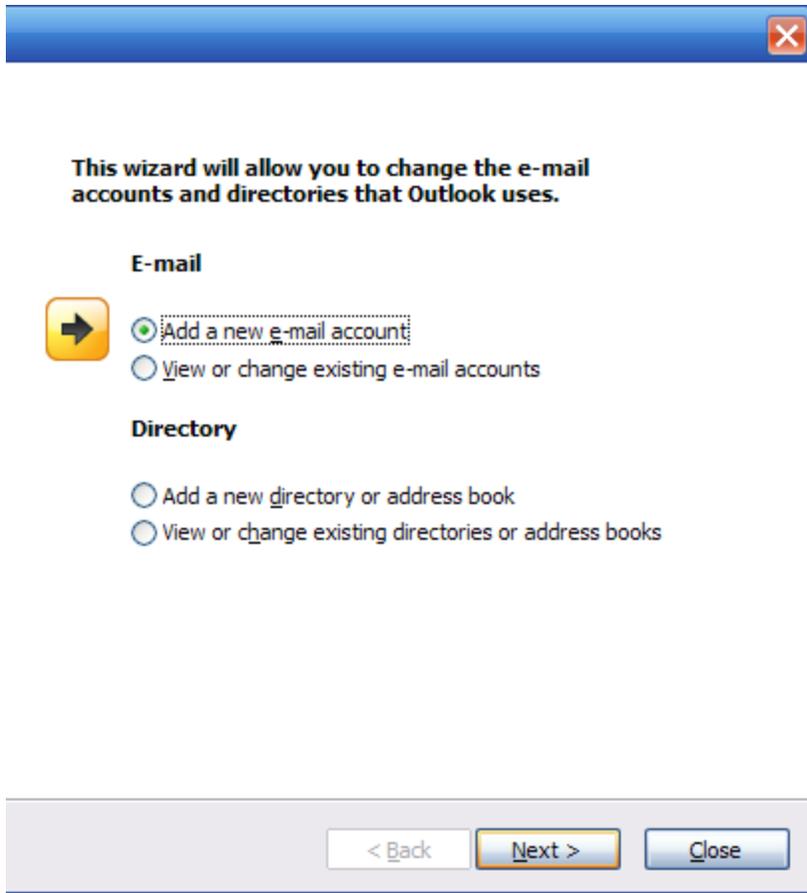
The following guide contains steps to creating a new Email Account in Microsoft Office 2k3. Before you begin you will need 4 pieces of information:

- 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.





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

E-mail Accounts

Server Type
You can choose the type of server your new e-mail account will work with.

Microsoft Exchange Server
 Connect to an Exchange server to read e-mail, access public folders, and share documents.

POP3
 Connect to a POP3 e-mail server to download your e-mail.

IMAP
 Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.

HTTP
 Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.

Additional Server Types
 Connect to another workgroup or 3rd-party mail server.

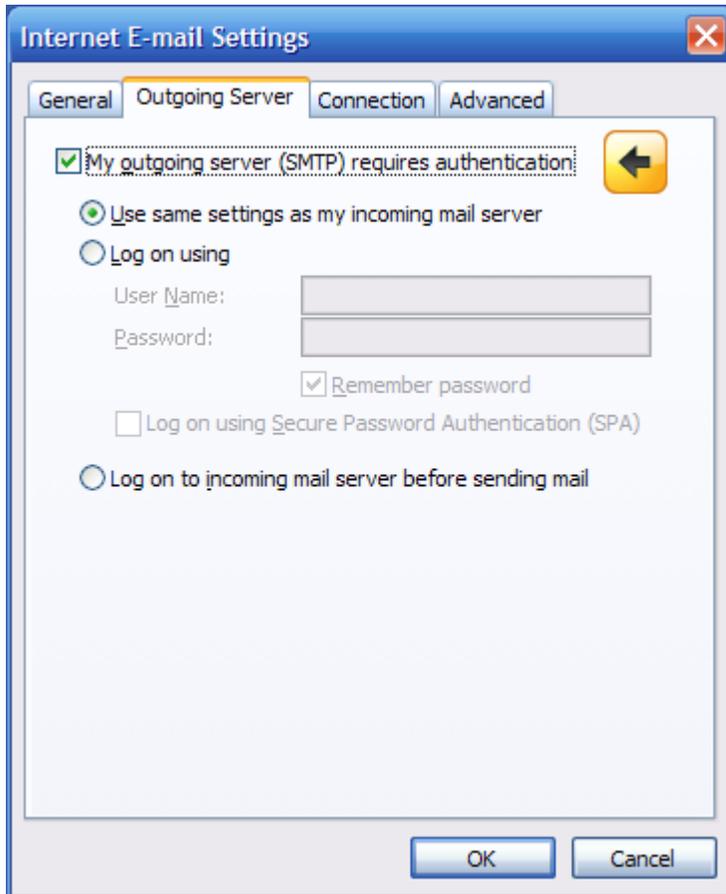
Server Type page: Select POP# and then click the Next button.

<p>User Information 1</p> <p>Your Name: <input style="width: 80%;" type="text" value="Joe Uniserve"/></p> <p>E-mail Address: <input style="width: 80%;" type="text" value="username@domain.com"/></p>	<p>Server Information 2</p> <p>Incoming mail server (POP3): <input style="width: 80%;" type="text" value="pop.domain.com"/></p> <p>Outgoing mail server (SMTP): <input style="width: 80%;" type="text" value="mail.uniserve.com"/></p>
<p>Logon Information 3</p> <p>User Name: <input style="width: 80%;" type="text" value="username@domain.com"/></p> <p>Password: <input style="width: 80%;" type="password" value="*****"/></p> <p><input checked="" type="checkbox"/> Remember password</p> <p><input type="checkbox"/> Log on using Secure Password Authentication (SPA)</p>	<p>Test Settings</p> <p>After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)</p> <p style="text-align: center;"><input type="button" value="Test Account Settings ..."/></p> <p style="text-align: right;">4 <input type="button" value="More Settings ..."/></p>

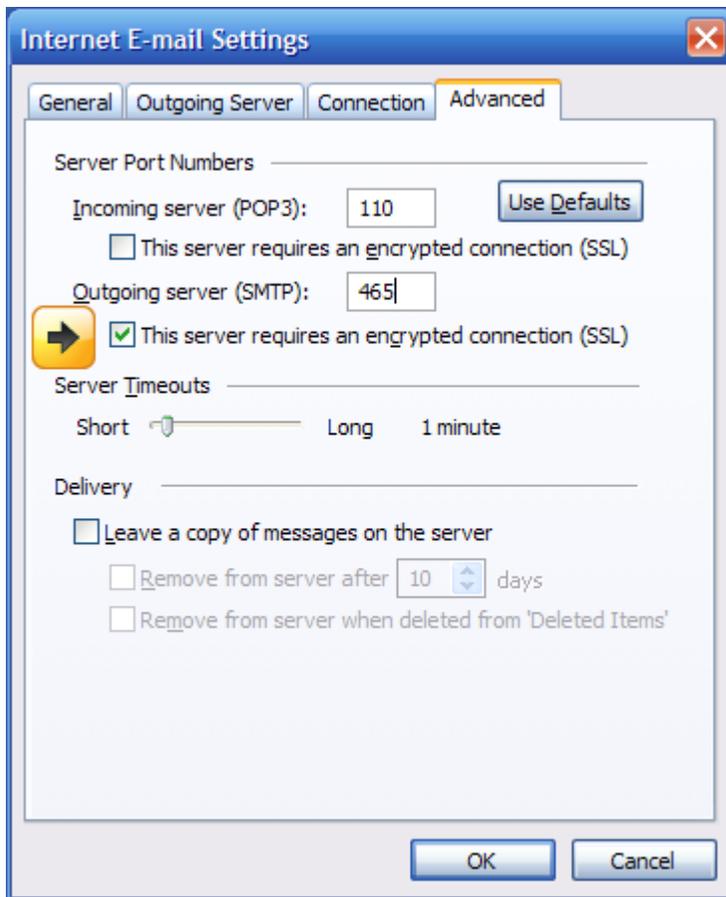
Here we will need to enter the information we collected earlier.

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.