Outlook 2002/2003 Settings
USER GUIDE

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Overview

In order to use Outlook 2002 / 2003 with your Windstream Hosted Email, please follow the steps in this guide.

Step 1: Tools

Open Microsoft Outlook. If this is your first time using this program, a setup wizard will appear to help you setup your email account. If you do not see the wizard, click **Tools** at the top and then select **E-mail Accounts**. Put a dot in **Add a new e-mail account** and click **Next**.
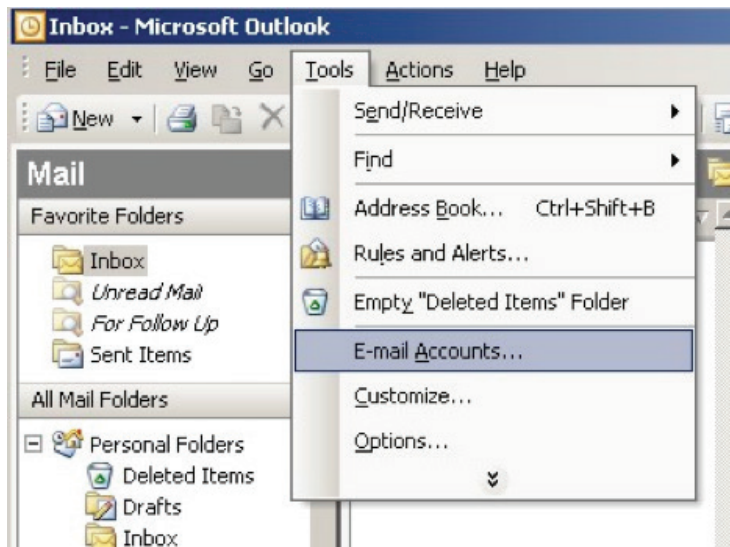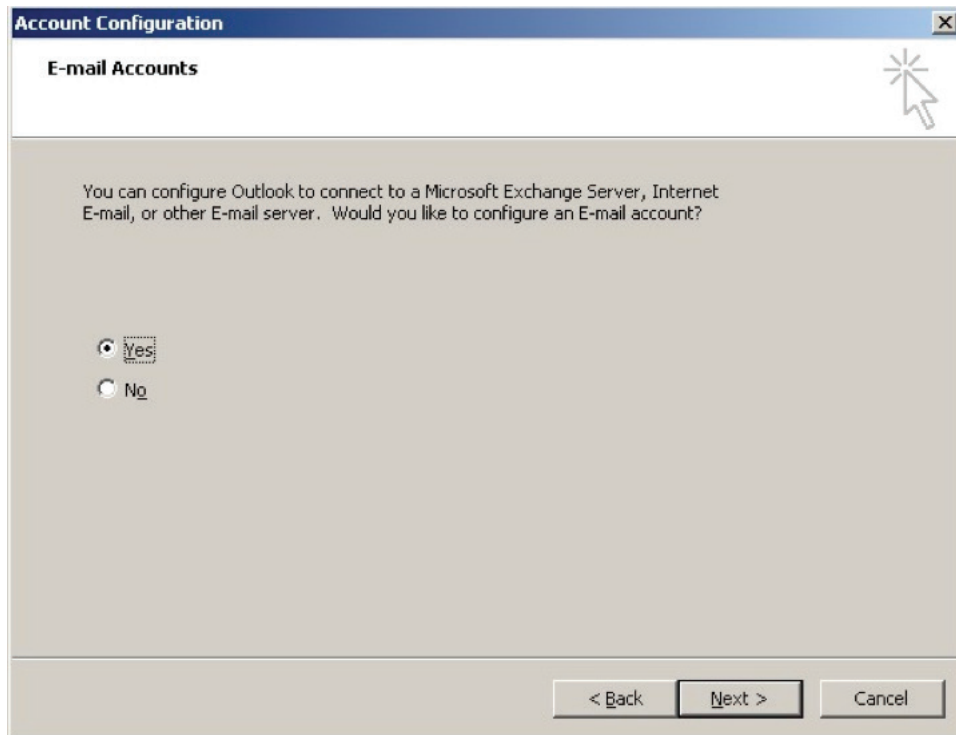

Step 2: Outlook 2003 Startup

Click the **Next** button at the startup screen.

Step 3: Configure E-Mail Account

When asked if you'd like to configure an E-mail account, put a dot in **Yes** and click **Next**.

Step 4: Select POP3

At the **Server Type** screen, select **POP3** and click **Next**.

Step 5: Internet E-Mail Settings

Enter in the corresponding settings at the **Internet E-mail Settings** screen. See table and image below.

Server Settings	
Incoming Server (POP)	mail.windstreamhosting.com
Incoming Server (IMAP)	mail.windstreamhosting.com
Outgoing Server (SMTP)	mail.windstreamhosting.com
Incoming Server (SSL)	securemail.windstreamhosting.com
Outgoing Server (SSL)	securemail.windstreamhosting.com
Username	Your entire email address
Password	Your email address password

Step 6: More Settings

Click on the **More Settings** button to the right and select the **Outgoing Server** tab. Check **My outgoing server (SMTP) requires authentication** and make sure that **Use same settings as my incoming mail server** is selected.
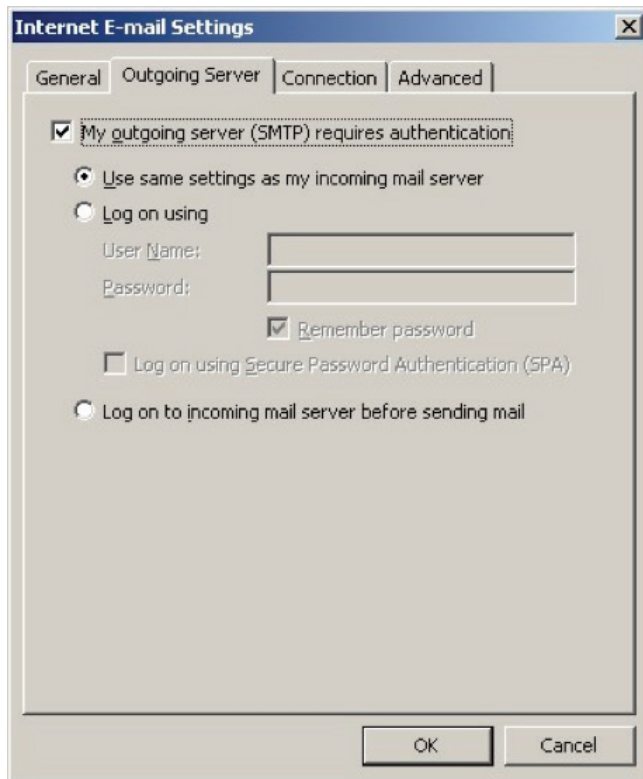
Step 7: Adanced Tab

Click on the **Advanced** tab at the top. Make sure that your settings look like the settings shown in the table below.

Default Port Settings	
Incoming Server	110
Outgoing Server	25

IMAP Port Settings	
Incoming Server	143
Outgoing Server	25

SSL Port Settings	
Incoming Server	995
Outgoing Server	465

Note: Outgoing port of 1025 can be used if your service provider blocks port 25.

Step 8: Finish

Click **OK**, **Next**, and then **Finish**.

Your email account is now setup and you should be able to send and receive email.

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