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**.

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<u>File Edit View Go</u>	Tool	s <u>A</u> ctions <u>H</u> elp
🔂 New 🛛 🖂 📲 🗙		Send/Receive
Mail		Find +
Favorite Folders		Address <u>B</u> ook Ctrl+Shift+B
Calinbox Calinead Mail Califor Follow Up Califor Sent Items		Rules and Alerts
	0	Empty "Deleted Items" Folder
		E-mail <u>A</u> ccounts
All Mail Folders		⊆ustomize
Personal Folders Deleted Items		Options
		*
😡 Drafts 🥅 Inbox		

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**.

Account Configuration	X
E-mail Accounts	× K
You can configure Outlook to connect to a Microsoft Exchange Server, Internet E-mail, or other E-mail server. Would you like to configure an E-mail account?	
© <u>Yes</u> ⊂ N <u>o</u>	
< <u>B</u> ack <u>N</u> ext >	Cancel

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	

E-mail Accounts			×
Internet E-ma Each of the	ail Settings (POP3) se settings are required to ge	et your e-mail account working.	×
User Informati	ion	Server Information	
<u>F</u> -mail Address:	Your Name email@domain.tld	<u>Outgoing mail server (SMTP):</u>	mail.windstreamhosting.com
Logon Informa	tion	Test Settings	
User Name: Password:	email.domain.tld ******* Remember password	After filling out the information recommend you test your acco button below. (Requires netwo lest Account Settings	n on this screen, we ount by clicking the ork connection)
Authenticatio	n (SPA)		More Settings
		< <u>B</u> ack	Next > Cancel

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.

eneral	Outgoing Server	Connection Advanced
🔽 Му	outgoing server (S	MTP) requires authentication
ΘL	Jse same settings a	as my incoming mail server
ΟĻ	og on using	
L	Jser <u>N</u> ame:	
E	Password:	
		Remember password
ſ	Log on using Se	cure Password Authentication (SPA)
ΟL	.og on to incoming i	mail server before sending mail
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с.	.og on to incoming i	mail server before sending mail

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.

data. voice. network. cloud.

