
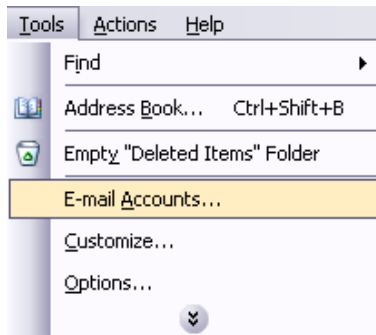




Setting up Outlook 2003/ 2002/ XP

1. Open Microsoft Outlook by going to **Start→All Programs →Microsoft Office→Microsoft Office Outlook 2003/ 2002 / XP** 
2. On Outlook go up to the top and click on **Tools** and then **E-mail Accounts**



3. Select **Add a new e-mail account** and click on **Next**
4. Select **POP3** and click **Next**
5. Enter in your information on the fields provided and click on **Next**:
 - a. Your Name: your name
 - b. E-mail Address: your email address (ex. user@pathwayz.com)
 - c. Username: fills in automatically
 - d. Password: your password
 - e. Incoming mail server: **pop3.pathwayz.com**
 - f. Outgoing mail server: **smtp.pathwayz.com**

The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (POP3)' tab selected. The text below the title bar reads: 'Internet E-mail Settings (POP3) Each of these settings are required to get your e-mail account working.' The dialog is divided into four sections: 'User Information' (Your Name: My Name, E-mail Address: user@pathwayz.com), 'Server Information' (Incoming mail server (POP3): pop3.pathwayz.com, Outgoing mail server (SMTP): smtp.pathwayz.com), 'Logon Information' (User Name: user, Password: *****, Remember password checked), and 'Test Settings' (Test Account Settings ... button). There is also a 'More Settings ...' button. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

6. Now click on **Finish** you should now be able to send and receive e-mails