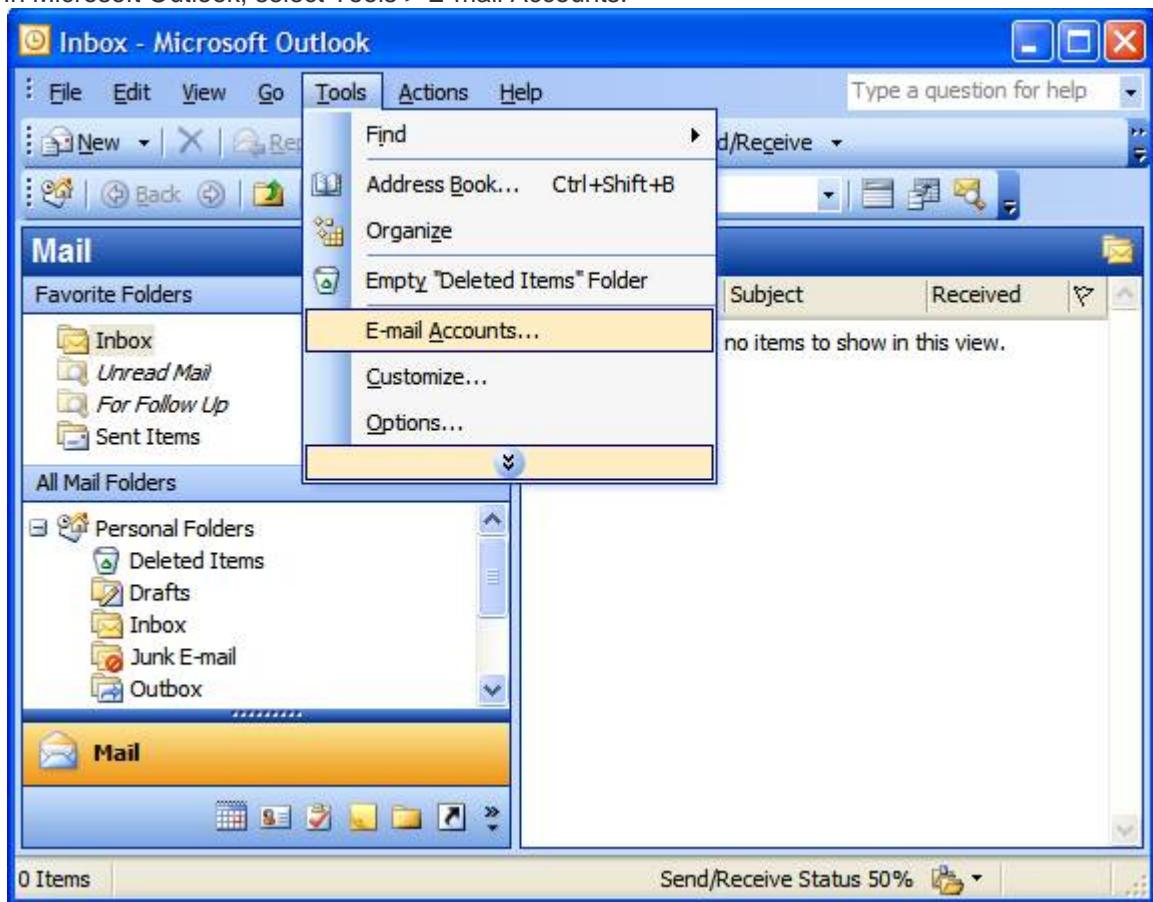


# Setting Up Your E-mail in Microsoft Outlook

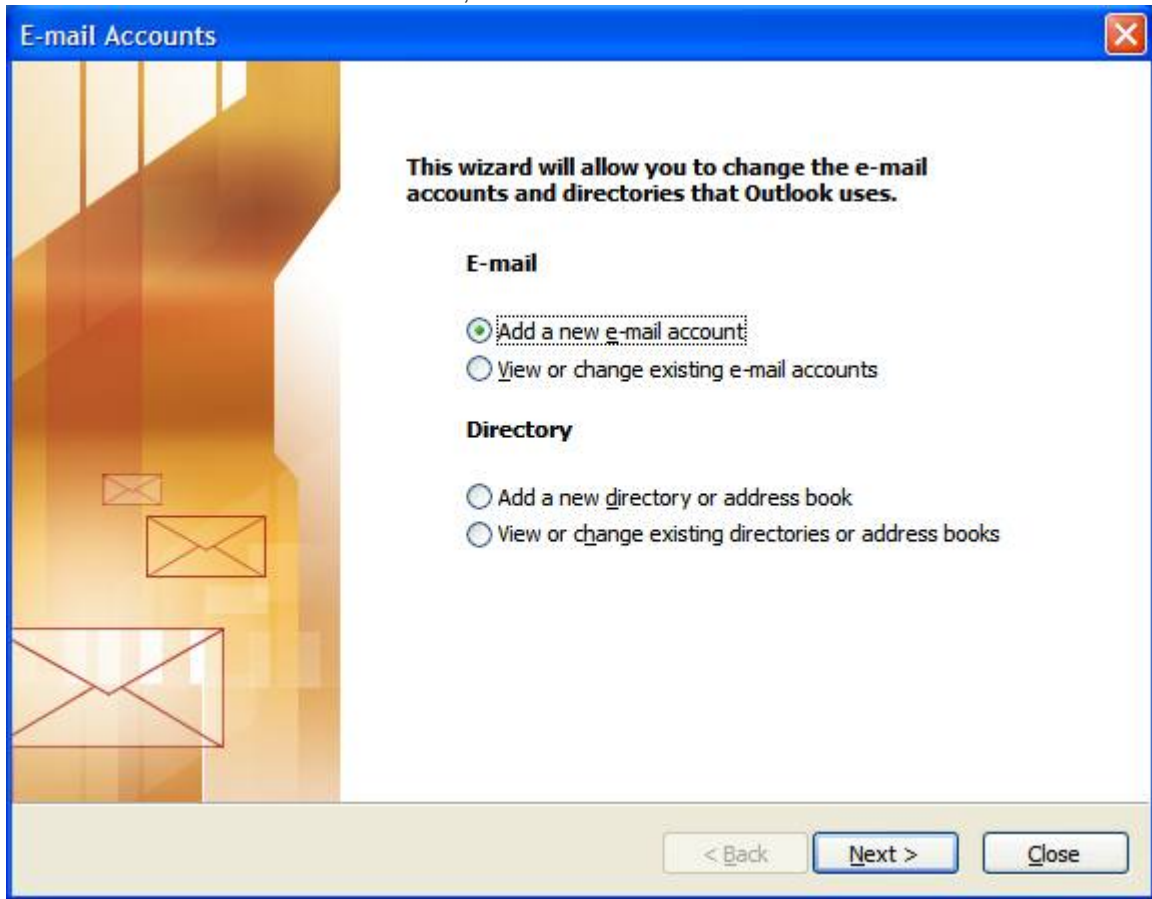
This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

## To Set Up Your E-mail Account in Microsoft Outlook

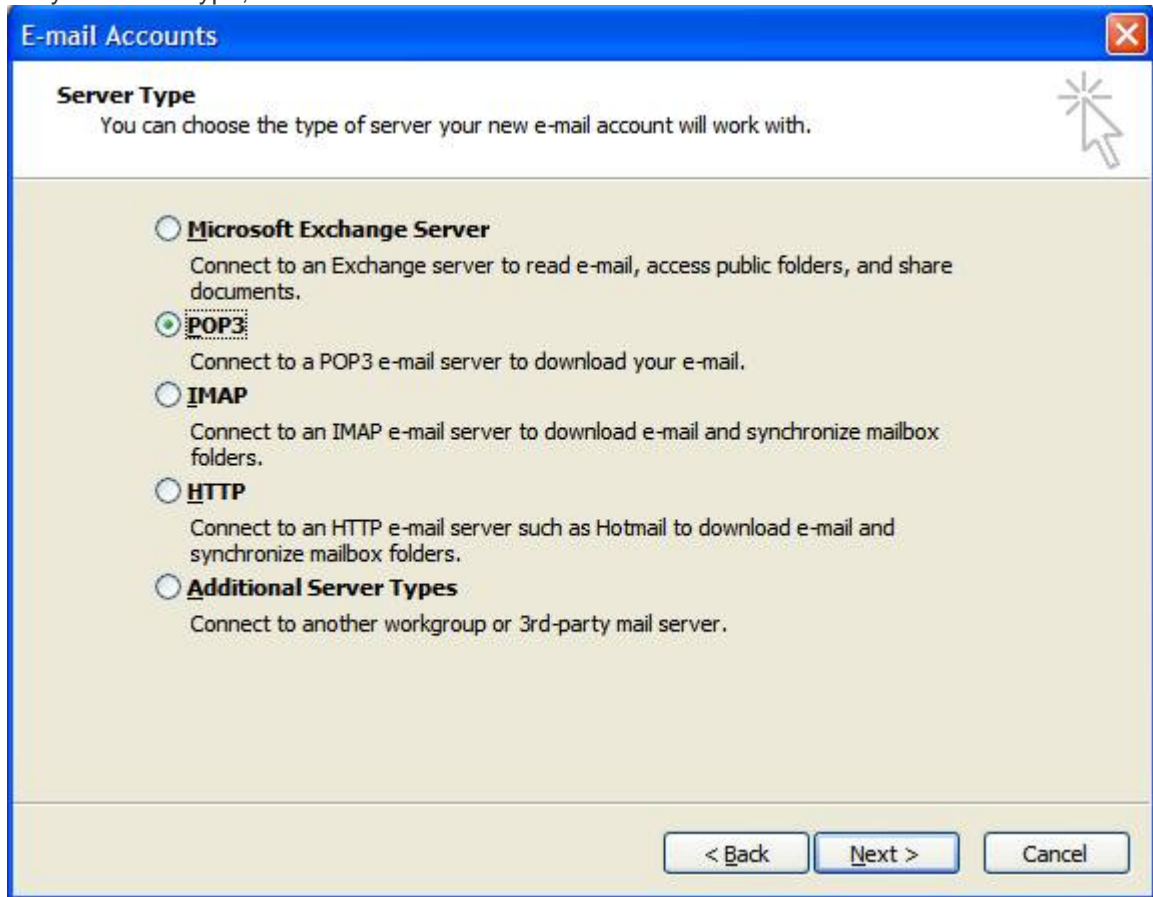
1. In Microsoft Outlook, select Tools > E-mail Accounts.



2. On the E-mail Accounts wizard window, select "Add a new e-mail account" and click Next.



3. For your server type, select "POP3" and click Next.



4. On the Internet E-mail Settings (POP3) window, enter your information as follows:

**Your Name**

Enter your first and last name.

**E-mail Address**

Enter your e-mail address.

**User Name**

Enter your e-mail address, again.

**Password**

Enter the password you set up for your e-mail account.

**Incoming mail server (POP3)**

Enter **luna.htg.net** for your incoming mail server.

**Outgoing mail server (SMTP)**

Enter **luna.htg.net** for your outgoing mail server.

**E-mail Accounts** [Close]

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:   
E-mail Address:

**Server Information**

Incoming mail server (POP3):   
Outgoing mail server (SMTP):

**Logon Information**

User Name:   
Password:   
 Remember password

Log on using Secure Password Authentication (SPA)

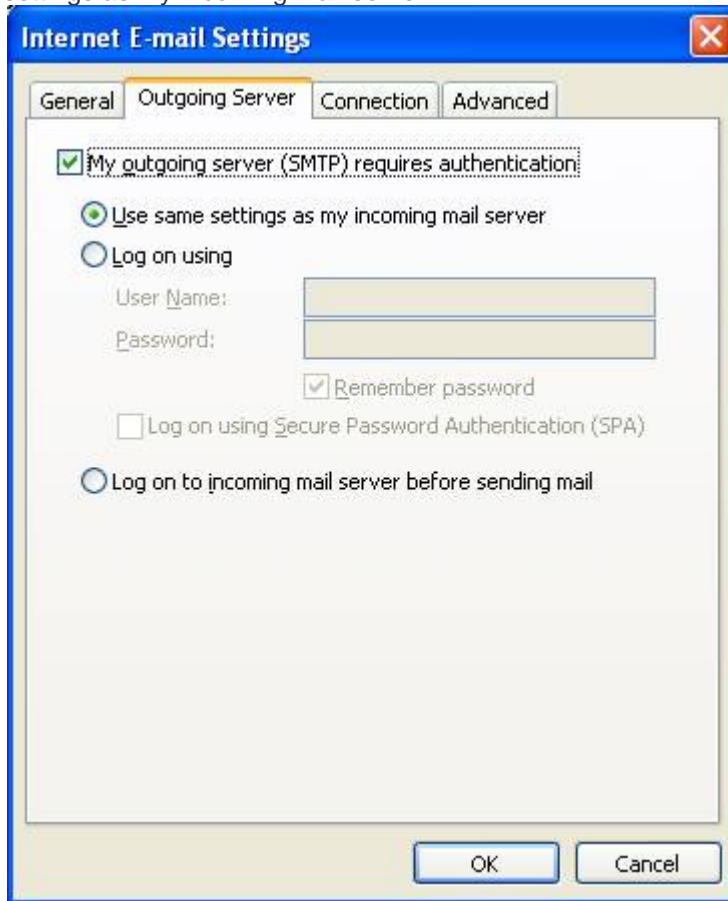
**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Click "More Settings."

5. On the Internet E-mail Settings window, select the "Outgoing Server" tab.

6. Then check mark "My outgoing server(SMTP) requires authentication" and also select "Use same settings as my incoming mail server".



7. Click OK.

8. Click Next

**E-mail Accounts** [Close]

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:   
E-mail Address:

**Server Information**

Incoming mail server (POP3):   
Outgoing mail server (SMTP):

**Logon Information**

User Name:   
Password:   
 Remember password

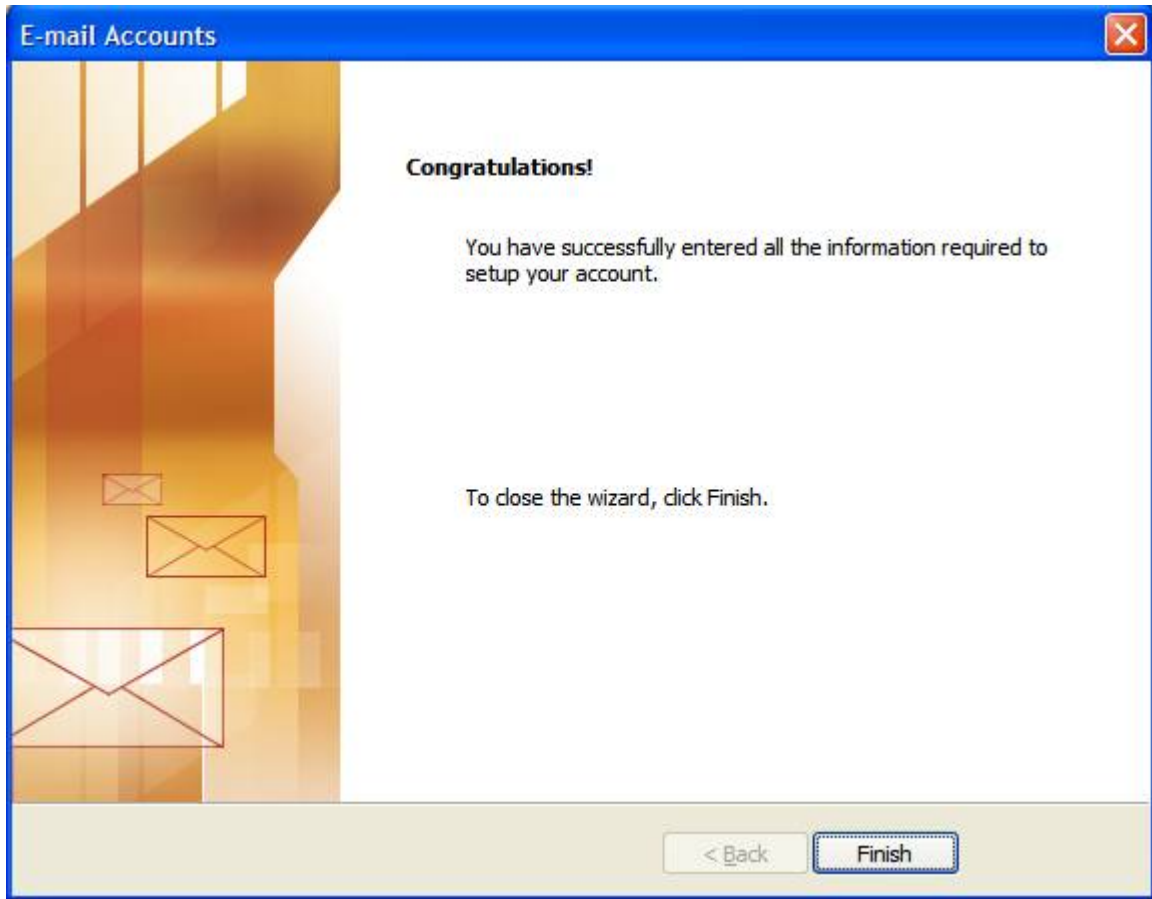
Log on using Secure Password Authentication (SPA)

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

< Back    Next >    Cancel

9. Click Finish.



#### Additional Help

Please contact Huntleigh's Helpdesk via email [admin@htg.net](mailto:admin@htg.net) or phone at 915-832-0100 if you require further help.