



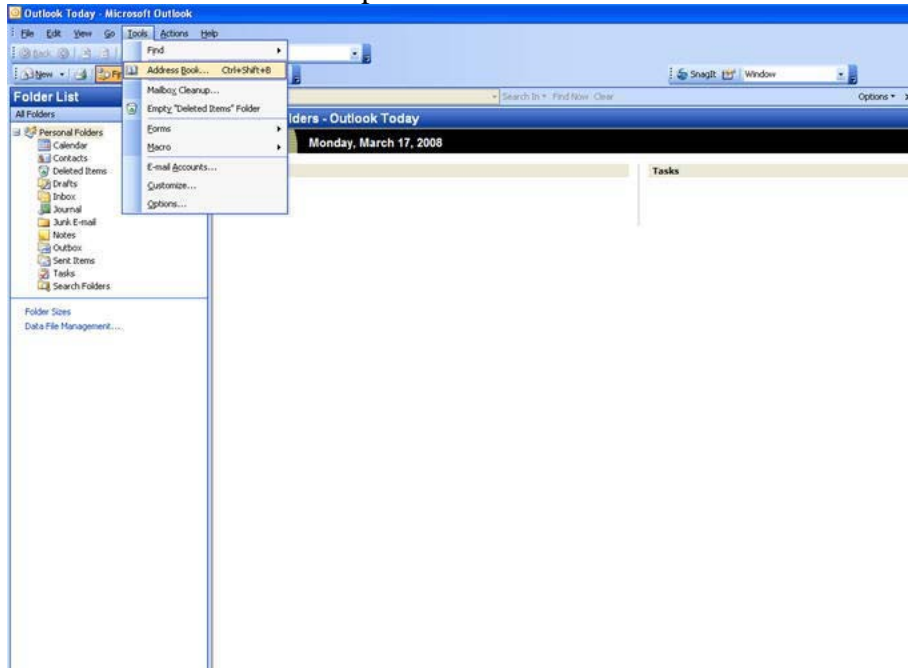
Setting up Outlook 2003 and 2007 with POP3 (Internet e-mail)

1. [Microsoft Outlook 2003](#)
2. [Microsoft Outlook 2007](#)

With any questions or problems with this Outlook setup please call 949.597.8555 x 2

Outlook 2003 Setup for POP3 e-mail account

1. Open Outlook 2003
2. Click <Tools> on the top menu



3. Click “Email Accounts...”
4. Check the radio button that says “Add a new e-mail account”
5. Click the “Next >” button at the bottom of the window
6. Click the radio button that says “POP3”
7. Click the “Next >” button at the bottom of the window
8. You should now be looking at the “E-Mail Accounts” setup window

A screenshot of the 'E-mail Accounts' setup window. The title bar reads 'E-mail Accounts'. The main heading is 'Internet E-mail Settings (POP3)' with a sub-note: 'Each of these settings are required to get your e-mail account working.' The window is divided into four sections: 'User Information' (Your Name, E-mail Address), 'Server Information' (Incoming mail server (POP3), Outgoing mail server (SMTP)), 'Logon Information' (User Name, Password, Remember password checkbox, Log on using Secure Password Authentication (SPA) checkbox), and 'Test Settings' (Test Account Settings button, More Settings button). At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

9. Fill in the window with the info below substituting the personal information with what belongs in the blanks. The server information in the picture is as it should be filled in on your screen. Please make sure the “Remember password” check box is checked after entering your password.

(POP3): mail.estream.com

(SMTP): mail.estream.com

E-mail Accounts

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

User Information

Your Name: YOUR NAME
E-mail Address: EMAIL ACCOUNT

Server Information

Incoming mail server (POP3): mail.estream.com
Outgoing mail server (SMTP): mail.estream.com

Logon Information

User Name: EMAIL ACCOUNT
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)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

****NOTE: Your ISP may require different authentication settings to send email through Outlook; you will need to contact the people that provide your internet for the SMTP server information. We cannot help with these settings.**

11. Once all of the information is filled in click the “More Settings...” button
12. Click the “Outgoing Server” tab and check the box that says “My Outgoing server (SMTP) requires authentication”
13. Now click the “Advanced” tab
14. Click the check box that says “Leave copy of message on the server”
15. Then check the now selectable check box that says “Remove from server when deleted from ‘Deleted Items’”
16. Click “OK”
17. Click “Test Account Settings...”. If you followed the instructions above and input your login and password properly all of the tests should complete successfully.
18. Click “Close” then click “Next >” then “Finish”
19. Now you are ready to use Outlook with your POP3 email account.

Outlook Setup for 2007 POP3 e-mail account (internet e-mail)

1. Open Outlook 2007
2. Click <Tools> on the top menu
3. Click “Account Settings...”
4. Click the E-mail tab and click the “New... button”
5. Next select “Microsoft Exchange, POP3, IMAP or HTTP” and click “Next >”
6. At the bottom of this screen check the “Manually configure server settings or additional server types” box then click “Next >”
7. Select the “Internet E-Mail” option and then click “Next >”
8. Enter the info for your account as shown below substituting your real info for what is in the blanks. The servers displayed below are the servers that belong in your information window. Everything else must be changed to your information. Please make sure the “Remember password” check box is checked after entering your password.

The screenshot shows the 'Add New E-mail Account' dialog box in Outlook 2007. The title bar reads 'Add New E-mail Account'. The main heading is 'Internet E-mail Settings' with a sub-note: 'Each of these settings are required to get your e-mail account working.' The dialog is divided into several sections:

- User Information:** Includes fields for 'Your Name' (containing 'YOUR NAME') and 'E-mail Address' (containing 'YOUR EMAIL ADDRESS').
- Server Information:** Includes a dropdown for 'Account Type' (set to 'POP3'), and text boxes for 'Incoming mail server' and 'Outgoing mail server (SMTP)', both containing 'mail.estream.com'.
- Logon Information:** Includes a field for 'User Name' (containing 'YOUR EMAIL ADDRESS') and a 'Password' field.

At the bottom of the form area, there are two checkboxes: a checked box for 'Remember password' and an unchecked box for 'Require logon using Secure Password Authentication (SPA)'. To the right of the form area is a 'Test Account Settings' section with a button labeled 'Test Account Settings ...'. At the bottom right of the dialog is a button labeled 'More Settings ...'. At the very bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

****NOTE: Your ISP may require different authentication settings to send email through Outlook; you will need to contact the people that provide your internet for the SMTP server information. We cannot help with these settings.**

10. Click “More Settings...”
11. Click the “Outgoing Server” tab and check the box that says “My Outgoing server (SMTP) requires authentication”
12. Click the “Advanced” Tab.
13. Check the box that says “Leave a copy of messages on the server” then check the box that says “Remove from server when deleted from ‘Deleted Items’
14. Click “OK”
15. Then click “Test Account Settings...”
16. If all of the account info was correctly entered all of the test should show as passed.
17. Click “Close” then click “Next >” then “Finish”
18. Now you are ready to use Outlook with your email account.