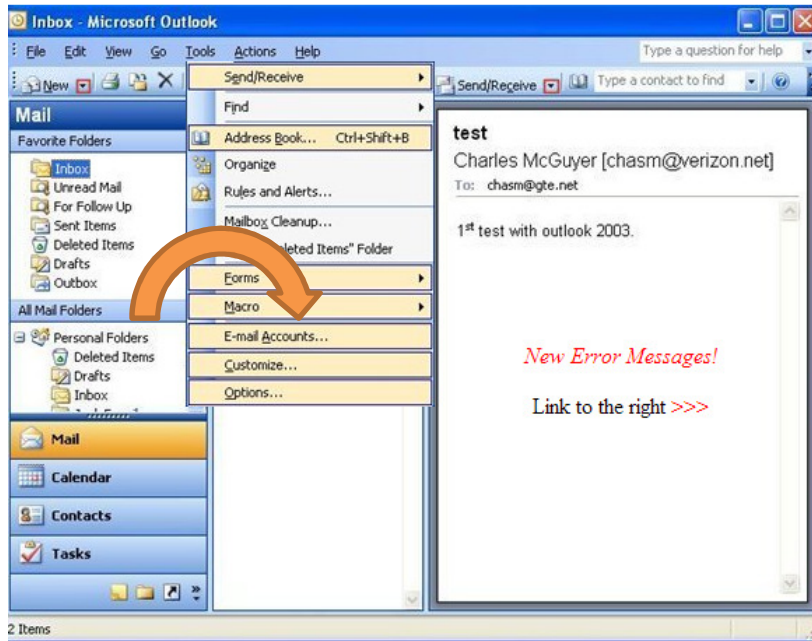


# Outlook 2003 Email Set-up

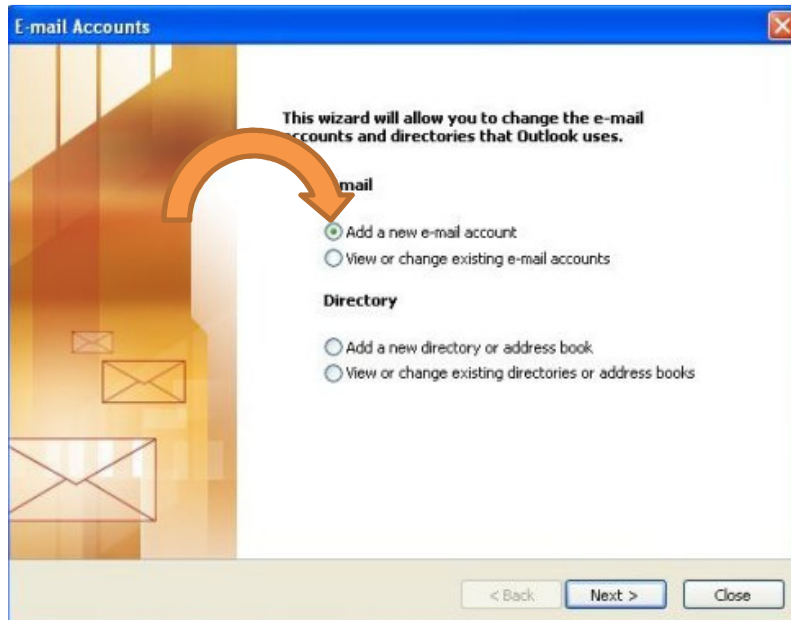
Click Tools, then E-mail Accounts



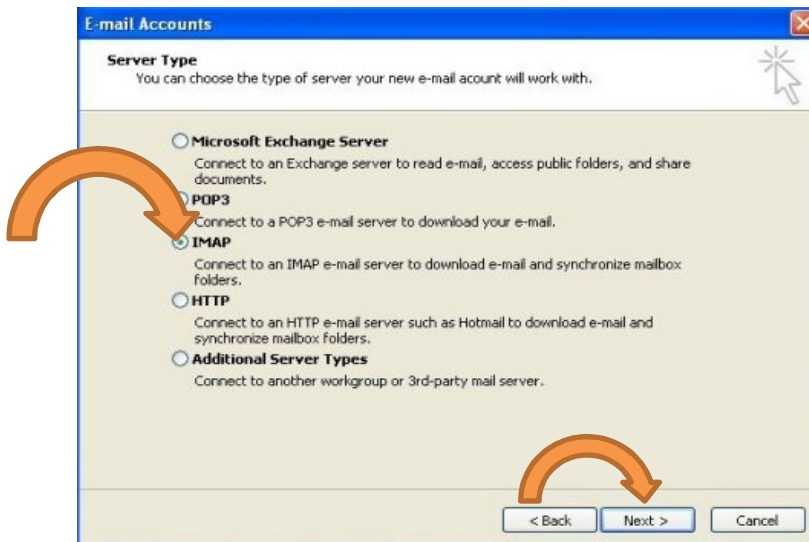
*New Error Messages!*

Link to the right >>>

Select add a new email address and click next



Select IMAP then click next

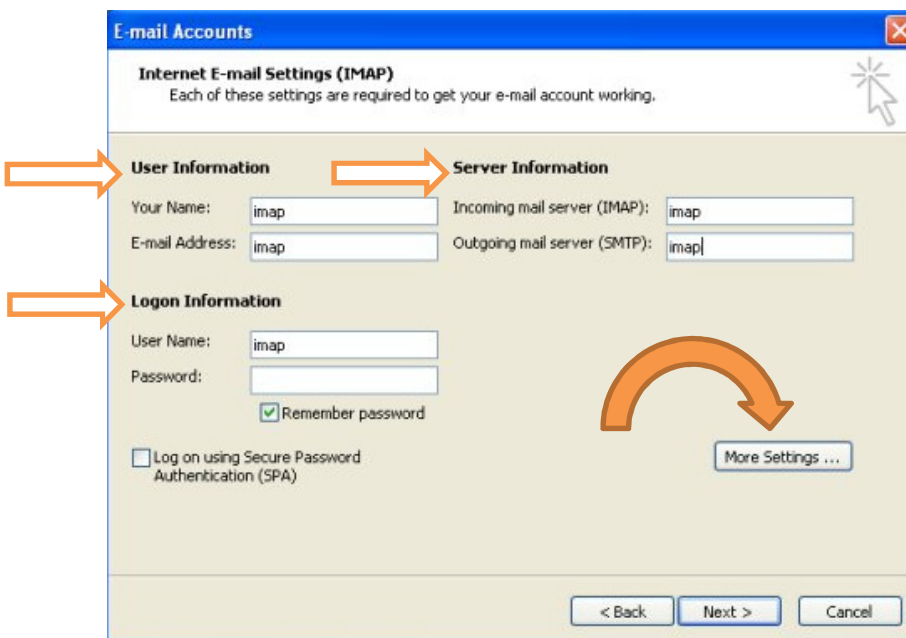


Enter your name and email address.

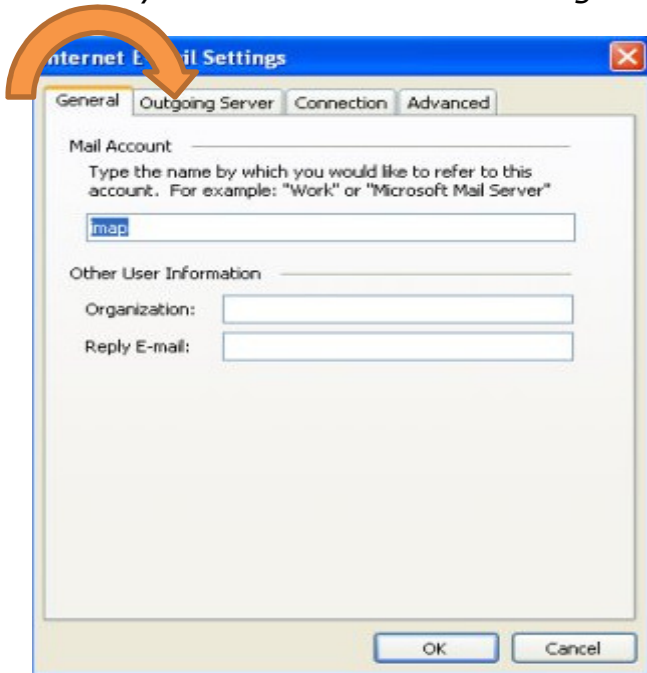
Under Logon info enter your full email address as your username and your password. Select remember password.

Under Server Information enter mail.nwi.net in the field next to: Incoming mail server (IMAP) and enter smtp.nwi.net in the field next to: Outgoing mail server (SMTP).

Click on more settings.



*Under your Internet E-mail Settings click on the outgoing server tab*



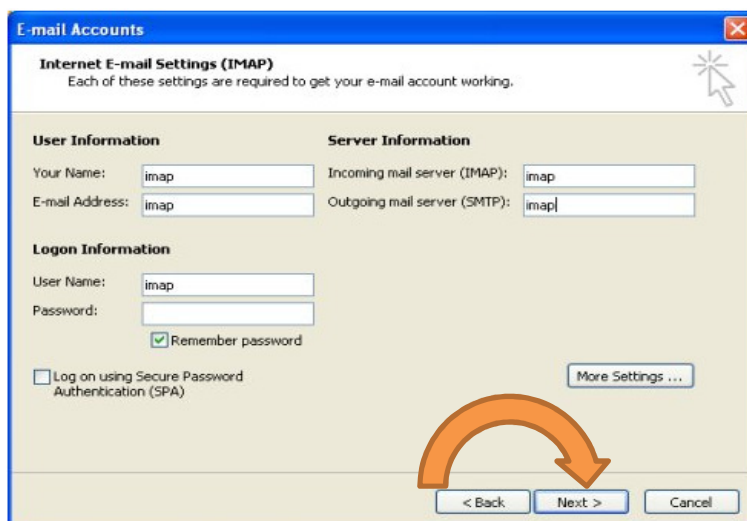
*Check the box next to: My outgoing server (SMTP) requires authentication and make sure there is a dot next to: Use same settings as my incoming server*



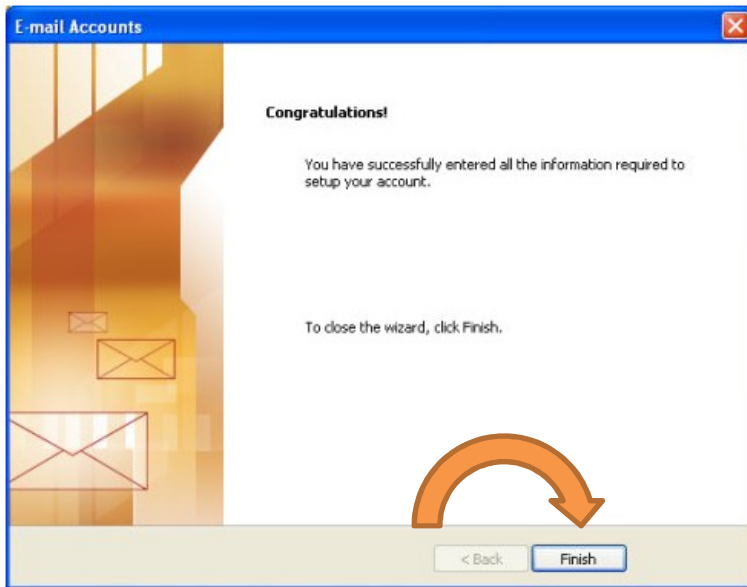
Next click the Advanced tab and change the outgoing server (SMTP) to 587 then click OK at the bottom of the page.



All other default settings are correct. Click next



*You should see a screen that says Congratulations!*



*Click Finish and you should be able to send and receive E-mail!*