

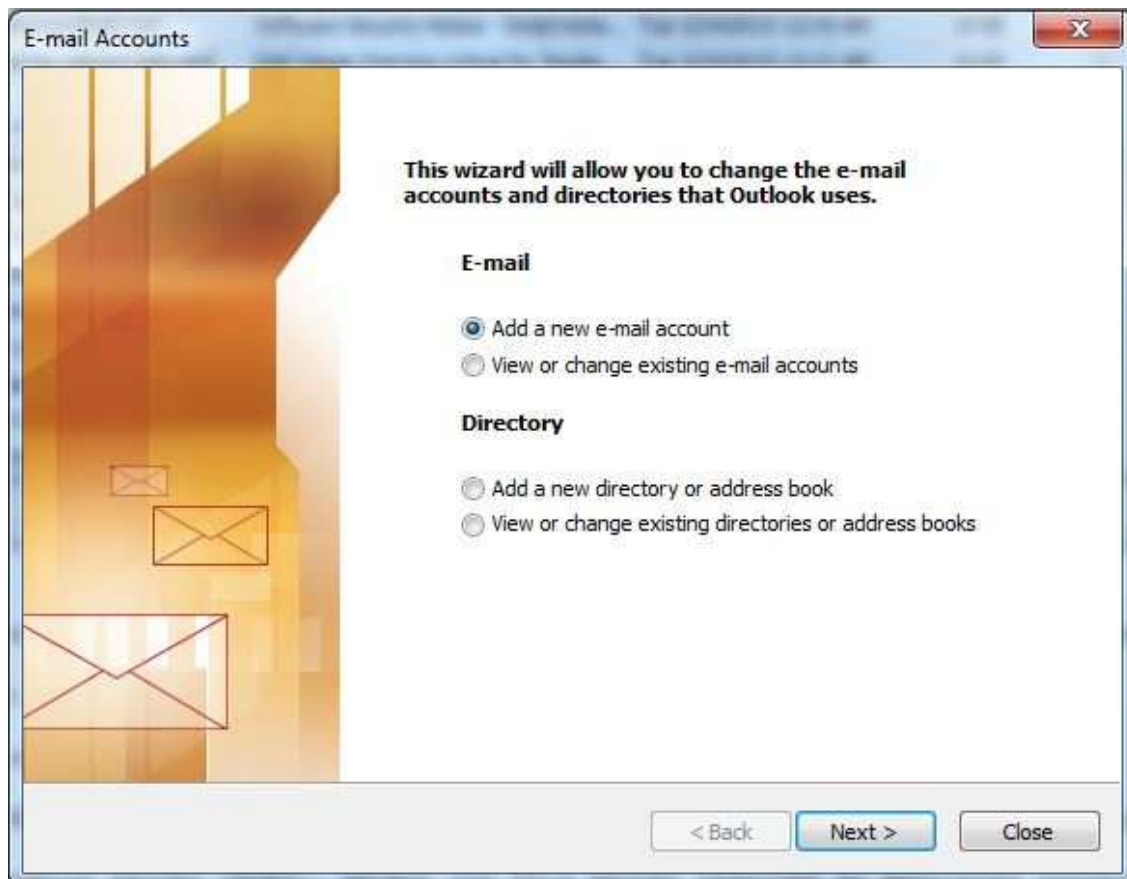


Setting up a POP3 connection to your email for Outlook 2003

Open Outlook 2003. If the Outlook 2003 Startup page doesn't open, do the following:

On the Tools menu, click E-Mail Accounts.

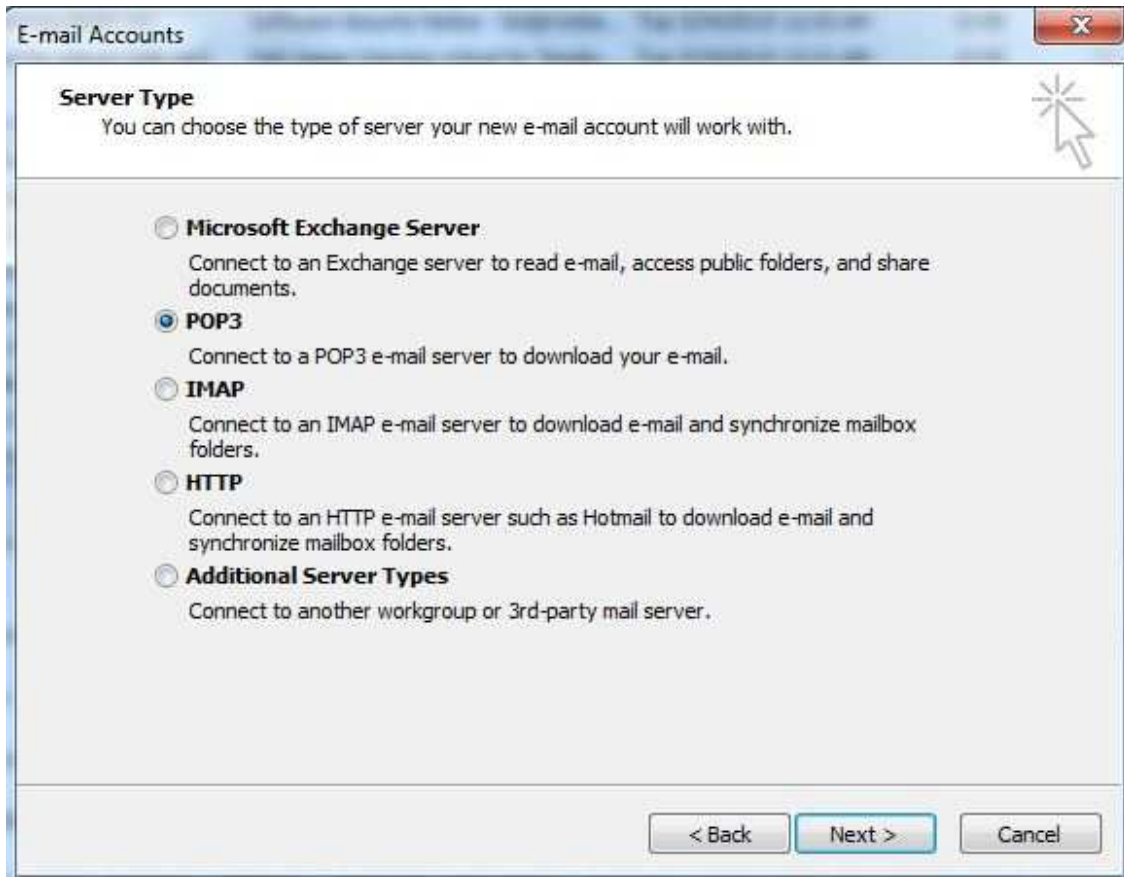
On the E-Mail Accounts page, under E-mail, click Add an e-mail account, and then click Next.



On the Server Type page, select POP3, and then click Next.



Setting up a POP3 connection to your email for Outlook 2003



Provide the following information on the Internet E-mail Settings page:

Under User Information:

In the Your Name box, enter the name you want users to see when you send email from this account.

In the E-mail Address box, enter your email address provided by GTB.

Under Server Information:

Enter your POP server name in the Incoming mail server (POP3) box.
(mail.gtb.net)

In the Outgoing mail server (SMTP) box, enter the SMTP server name.
(mail.gtb.net)

Under Logon Information:

In the User Name box, enter your email address.

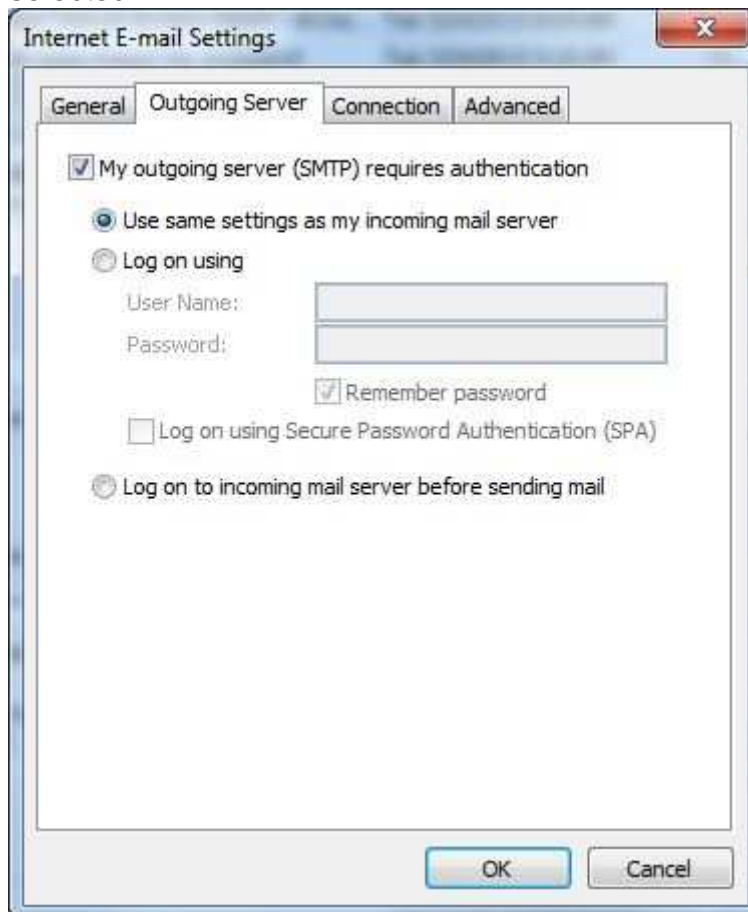


Setting up a POP3 connection to your email for Outlook 2003

In the Password box, enter your password. If you want Outlook to remember your password, make sure the check box next to Remember password is selected.

At the bottom of the page, click More Settings.

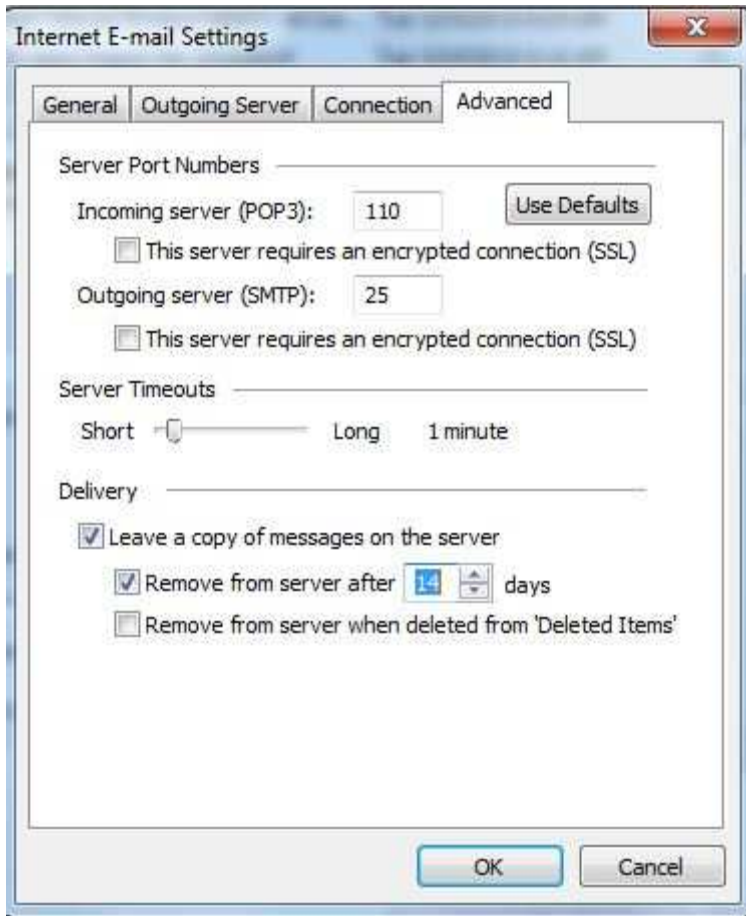
On the Outgoing Server tab, select My outgoing server (SMTP) requires authentication. Make sure Use same settings as my incoming mail server is selected.



If you want to keep a copy of your messages on the server, under Delivery, click Leave a copy of messages on the server. If you don't select this option, all messages will be removed from the server and stored locally on your computer.



Setting up a POP3 connection to your email for Outlook 2003



On the Internet E-mail Settings page, click Next.
On the Congratulations page, click Finish.



Setting up a POP3 connection to your email for Outlook 2003

