

## **Blue Box Broadband: Microsoft Outlook 2002** **Email Set-up**

**This guide will show you how to configure Microsoft Outlook 2002 to send and receive email.**

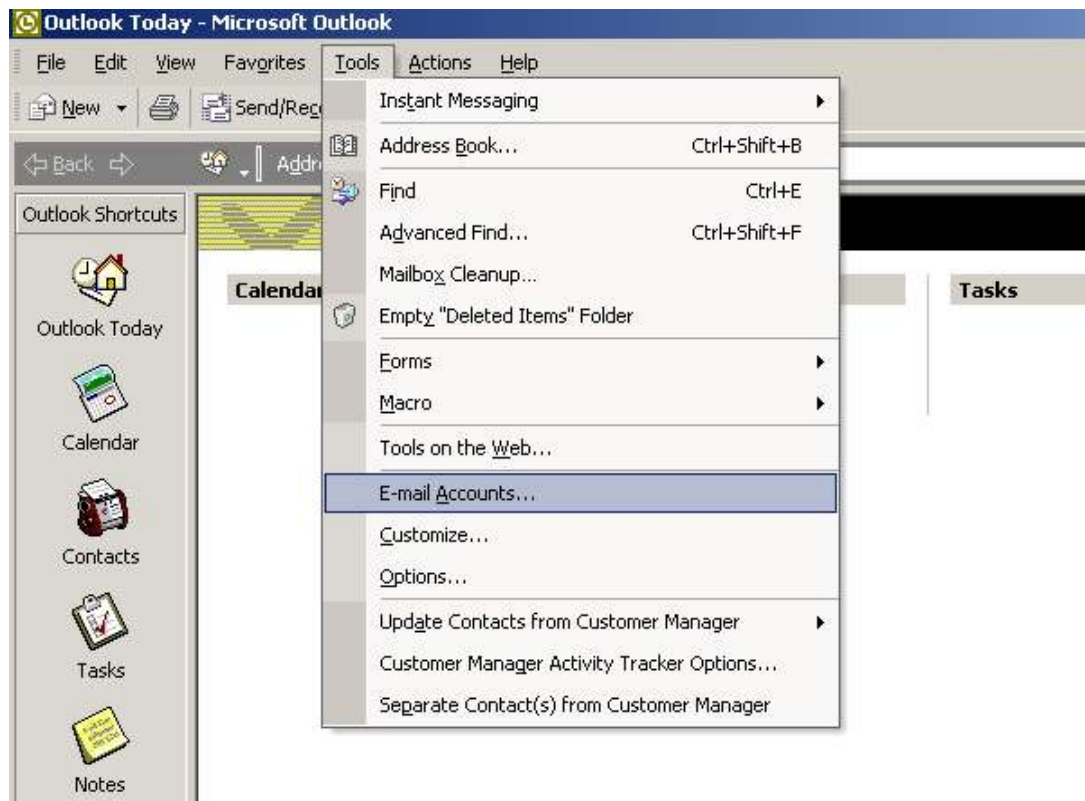
**Step 1.** On your desktop Click on **Start**



**Step 2.** Click on **Microsoft Outlook**.



**Step 3.** From the **Tools** menu, choose **Email Accounts**.



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Step 4. Choose **Add a new e-mail account** and then click **next**



Step 5. Choose **POP3** for the type of mail server and then click **next**.



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- Step 6.** Type your name in the **Your Name:** field. You do not have to put your full name -- you can use an alias or any nickname you would like to use.
- Step 7.** Type your email address in the **E-mail Address:** field, this is your username with "@nwewn.com" on the end, e.g. **joe.bloggs@nwewn.com**
- Step 8.** In the **Incoming mail server (POP3):** field type "mail.nwewn.com".
- Step 9.** In the **Outgoing mail server (SMTP):** field type "mail.nwewn.com".
- Step 10.** In the **User Name:** field type your username. (Please remember this is case sensitive so if your username is all lower case you must type it that way.)
- Step 11.** In the **Password:** field please enter your password.
- Step 12.** Make sure that **Log on using Secure Password Authentication (SPA)** is not checked.

**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:

E-mail Address:

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

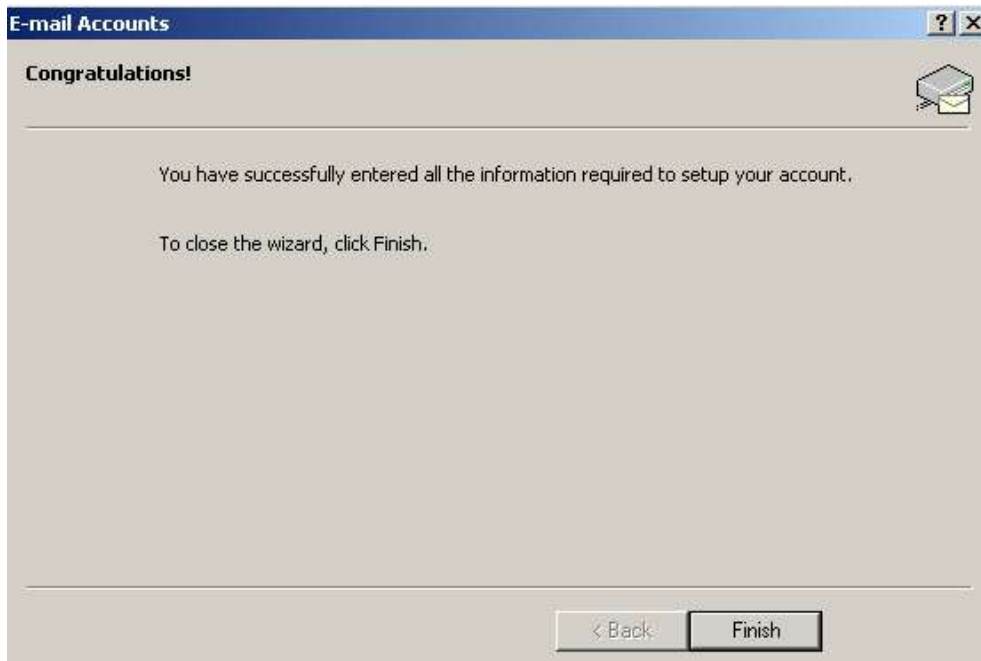
Log on using Secure Password Authentication (SPA)

**Test Settings**

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

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**Step 13.** Click on **next** once you have completed these 7 steps above.



**Step 14.** You have now completed your email account setup. Click on **Finish** and you are ready to retrieve your email by clicking on the Send and Receive button.

**Configuration Complete**