

How To Set Up POP Email Accounts In Outlook 2003

This article will assist you in setting up your email accounts that you have set up within the UK2 Dashboard account on your PC. This document uses screen shots of setting up an account using Outlook 2003.

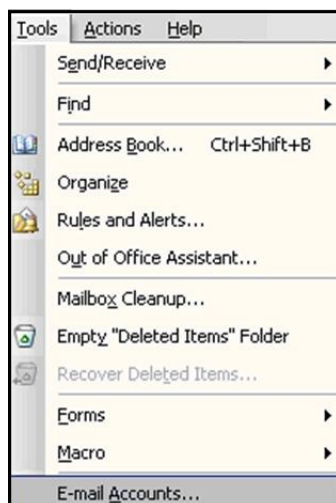
First, verify the login details are correct by logging in at <https://chimail.uk2.net>. The username is your email address. If the password you enter does not work, you will likely need to reset it. Once you are able to log in through your browser, follow the steps below to set up your email in Outlook 2003.

All pictures are for reference only. The actual layout of your interface may differ from the images below

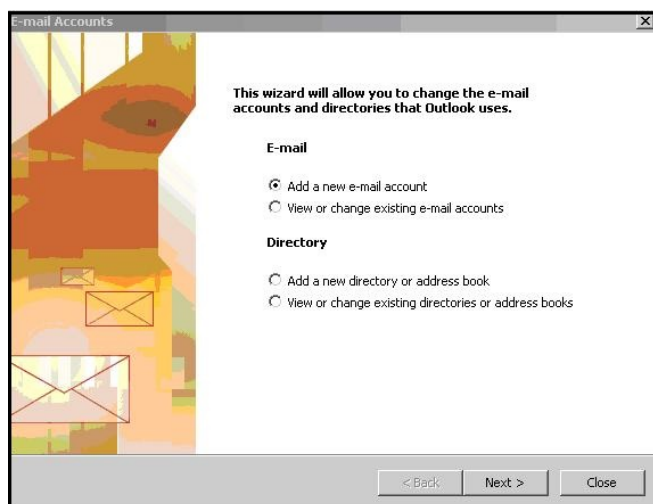
- STEP 1: Open Outlook
- STEP 2: Click on Tools then E-mail Accounts...
- STEP 3: Select Add a new e-mail account:
- STEP 4: Click Next
- STEP 5: Server Type: Select POP3 and click Next:
- STEP 6: Internet E-mail Settings (POP3)
 - User Information
 - Server Information
 - Logon Information
- STEP 7: Click More Settings...
- STEP 8: Advanced tab
- STEP 9: Click Next
- STEP 10: Click Finish

STEP 1: Open Outlook

STEP 2: Click on Tools then E-mail Accounts...

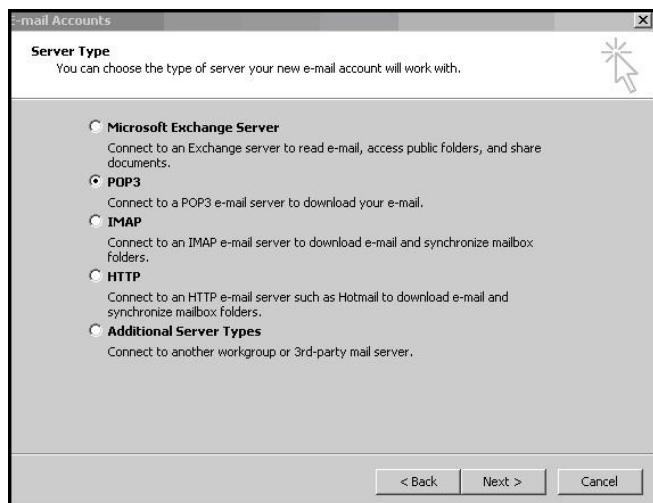


STEP 3: Select Add a new e-mail account:



STEP 4: Click Next

STEP 5: *Server Type*: Select POP3 and click Next:



STEP 6: *Internet E-mail Settings (POP3)*

****Please replace John Doe with your name and john@yourdomain.co.uk with your email address****

User Information

Your Name: John Doe

E-mail Address: Your full email address e.g. john@yourdomain.co.uk

Server Information

Incoming mail server (POP3): chimail.uk2.net

Outgoing mail server (SMTP): chimail.uk2.net

Logon Information

User Name: Your full email address e.g. john@yourdomain.co.uk

Password: The password for your email address

Check **Remember password**

STEP 7: Click More Settings...

Outgoing Server tab

Check box to **My outgoing server (SMTP) requires authentication**

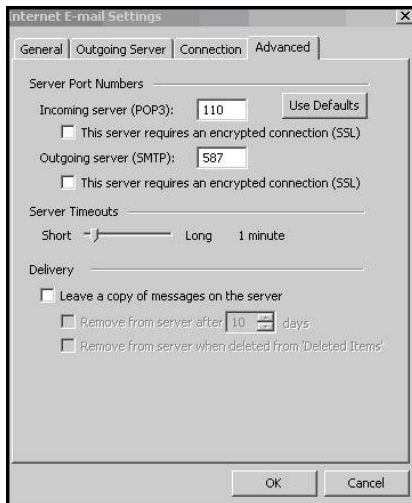
Select **Use same settings as my incoming mail server**



STEP 8: Advanced tab

Incoming server (POP3): 110
Outgoing server (SMTP): 587

Tick the box **Leave a copy of the messages on the server**
Click **OK**



STEP 9: Click Next

STEP 10: Click Finish

If you encounter any errors or problems with this process, please contact our technical support department. They will be happy to help resolve any issues you experience.