

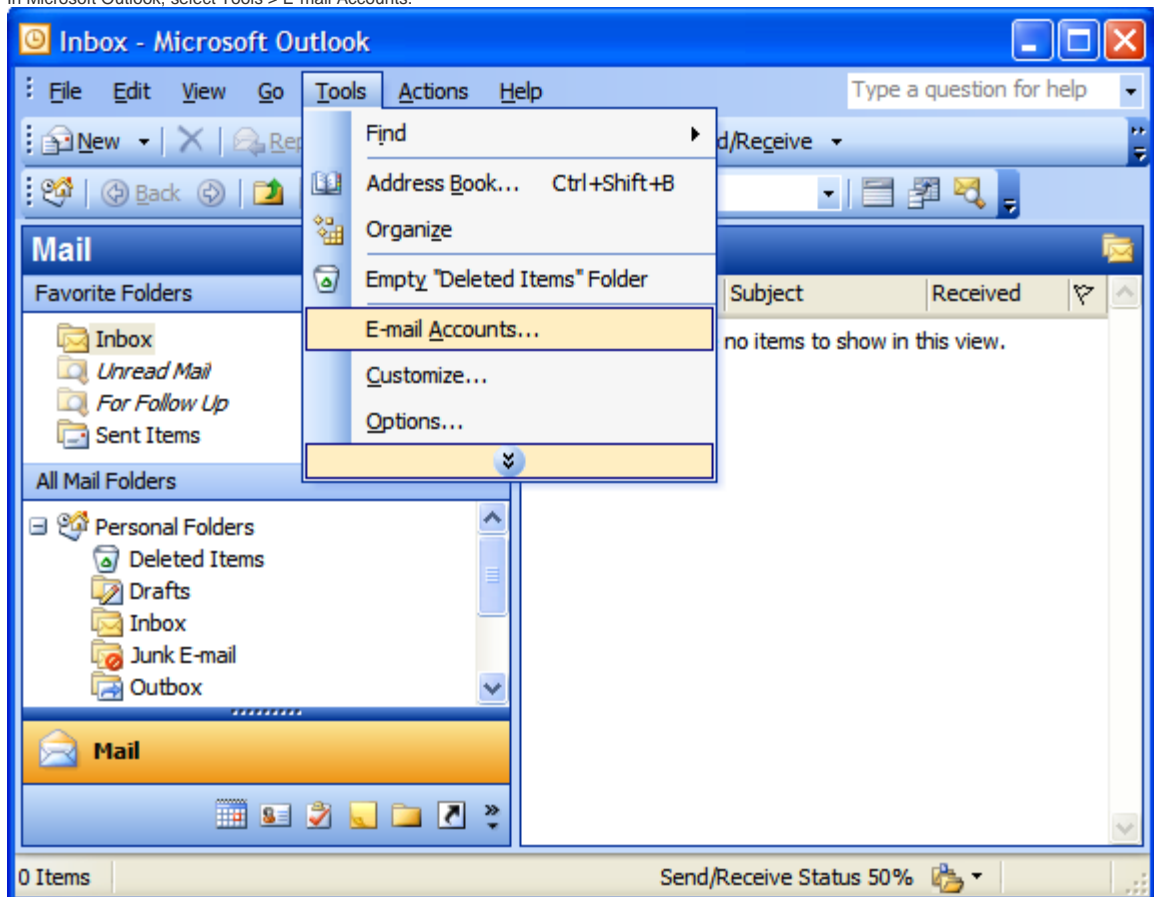


## Setting Up Your GTL E-mail in Microsoft Outlook

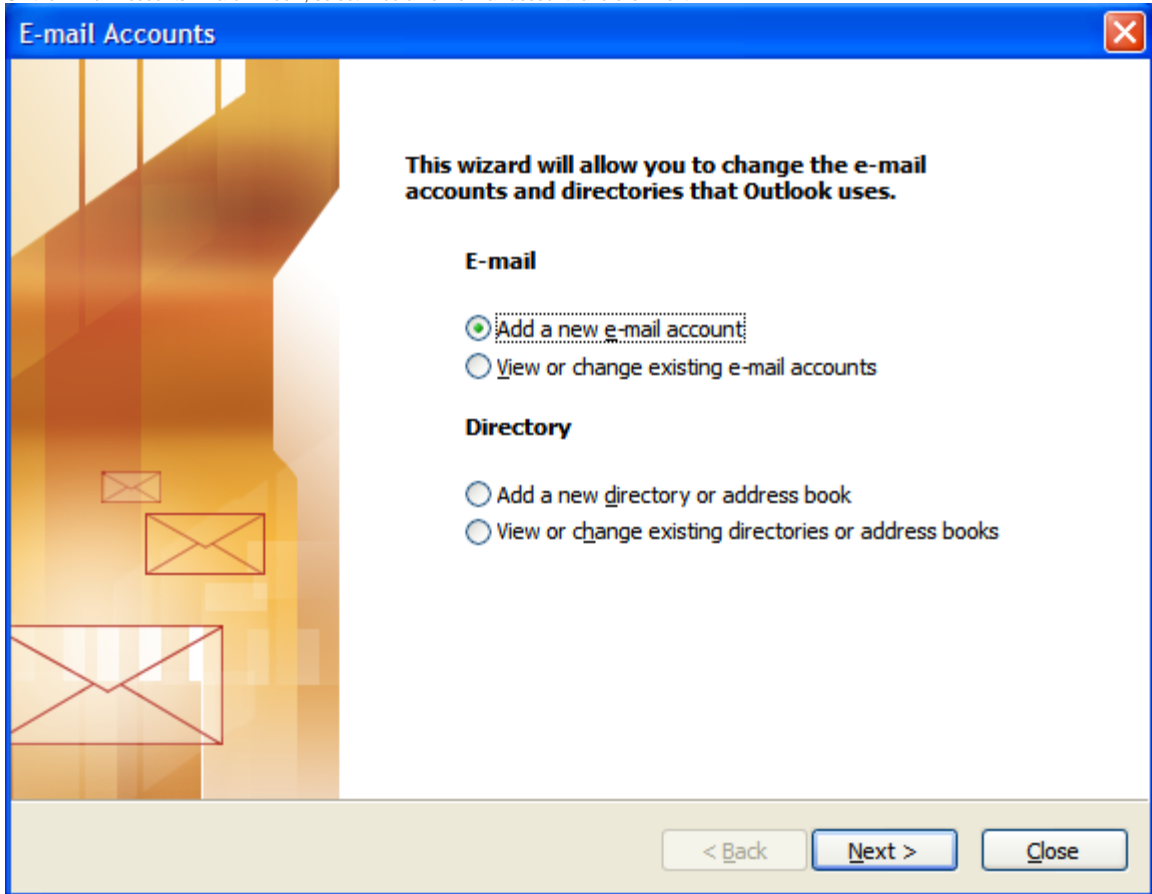
This tutorial shows you how to set up Microsoft Outlook to work with your e-mail account. This tutorial focuses on setting up Microsoft Outlook 2003, but these settings are similar in other versions of Microsoft Outlook. You can set up previous versions of Microsoft Outlook by using the settings in this tutorial.

### To Set Up Your E-mail Account in Microsoft Outlook

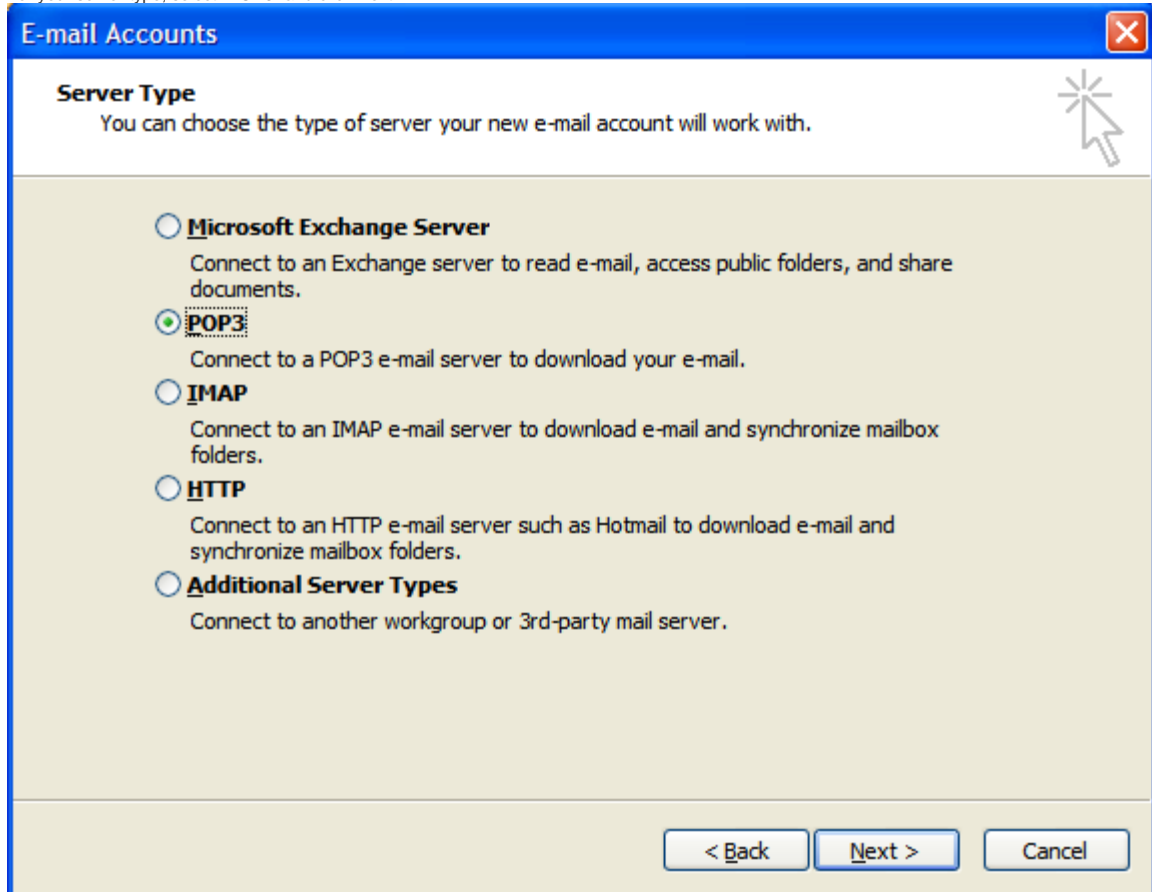
1. In Microsoft Outlook, select Tools > E-mail Accounts.



2. On the E-mail Accounts wizard window, select "Add a new e-mail account" and click Next.



3. For your server type, select "POP3" and click Next.



4. On the Internet E-mail Settings (POP3) window, enter your information as follows:

**Your Name**

Enter your first and last name. Daniel George

**E-mail Address**

Enter your e-mail address. dgeorge@qtlmbc.net

**User Name**

Enter your e-mail address, again. dgeorge@qtlmbc.net

**Password**

Enter the password you set up for your e-mail account.

**Incoming mail server (POP3)**

Enter pop.secureserver.net for your incoming mail server.

**Outgoing mail server (SMTP)**

Enter smtpout.secureserver.net for your outgoing mail server.

Click "More Settings."

**NOTE:** "smtpout.secureserver.net" is an SMTP relay server. In order to use this server to send e-mails, you must first activate SMTP relay on your e-mail account. Log on to your Manage Email Accounts page to set up SMTP relay. If you do not have SMTP relay set up and your Internet Service Provider (ISP) allows it, you can use the outgoing mail server for your Internet Service Provider. Contact your Internet Service Provider to get this setting.

**E-mail Accounts** [Close]

**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

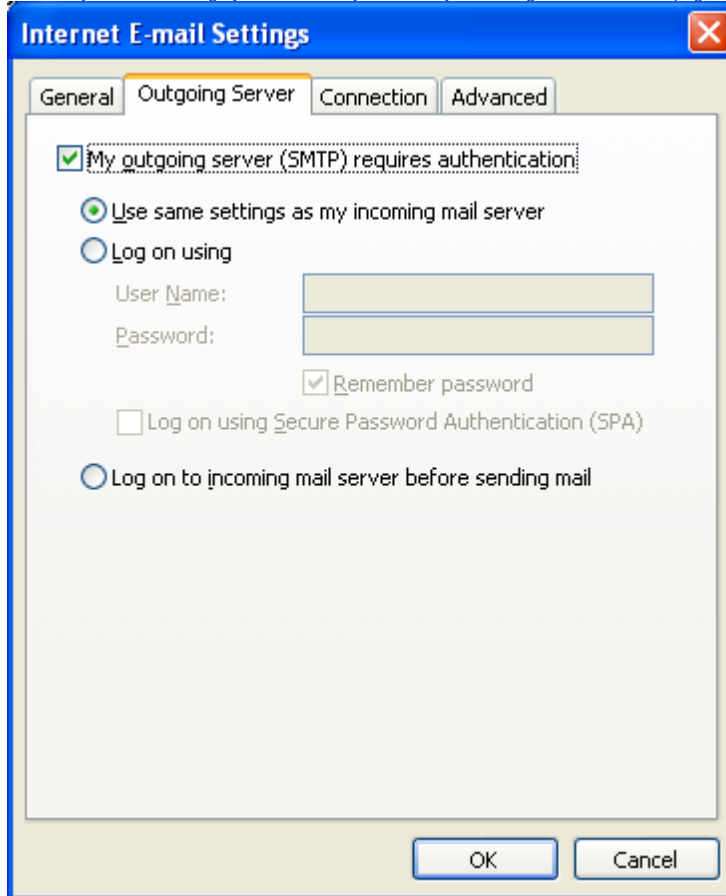
Log on using Secure Password Authentication (SPA)

**Test Settings**

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

5. On the Internet E-mail Settings window, select the "Outgoing Server" tab.
6. Select "My outgoing server (SMTP) requires authentication."
7. If you did not change the SMTP relay section, select "Use same settings as my incoming mail server". If you changed the user name and password in the SMTP relay section of your Manage Email Accounts page, select "Log on using" and enter the user name and password. The following example

assumes you did not change your SMTP relay section in your Manage Email Accounts page.



8. Select the "Advanced" tab and change the "Outgoing server (SMTP)" port to 80 or 3535.

9. Click OK.

The image shows a screenshot of the 'Internet E-mail Settings' dialog box, specifically the 'Advanced' tab. The dialog has a blue title bar with the text 'Internet E-mail Settings' and a close button (X) in the top right corner. Below the title bar are four tabs: 'General', 'Outgoing Server', 'Connection', and 'Advanced', with 'Advanced' being the active tab. The main content area is divided into three sections: 'Server Port Numbers', 'Server Timeouts', and 'Delivery'. In the 'Server Port Numbers' section, there are two rows. The first row is for the 'Incoming server (POP3)', with a text box containing '110' and a 'Use Defaults' button to its right. Below this is a checkbox labeled 'This server requires an encrypted connection (SSL)'. The second row is for the 'Outgoing server (SMTP)', with a text box containing '80' and a checkbox labeled 'This server requires an encrypted connection (SSL)'. In the 'Server Timeouts' section, there is a slider control. The slider is positioned towards the right, with the label 'Short' on the left and 'Long 1 minute' on the right. In the 'Delivery' section, there are three checkboxes. The first is 'Leave a copy of messages on the server'. The second is 'Remove from server after 10 days', with a text box containing '10' and a spinner control to its right. The third is 'Remove from server when deleted from 'Deleted Items''. At the bottom of the dialog are two buttons: 'OK' and 'Cancel'.

Internet E-mail Settings

General Outgoing Server Connection **Advanced**

Server Port Numbers

Incoming server (POP3): 110 Use Defaults

This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 80

This server requires an encrypted connection (SSL)

Server Timeouts

Short Long 1 minute

Delivery

Leave a copy of messages on the server

Remove from server after 10 days

Remove from server when deleted from 'Deleted Items'

OK Cancel

10. Click Next.

**E-mail Accounts** [Close]

**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)

< Back   Next >   Cancel

11. Click Finish.

