## How to setup Gmail for your Domain Email Outlook 2003

- 1. Open Outlook
- 2. Click "Tools", then Click "E-mail Accounts"

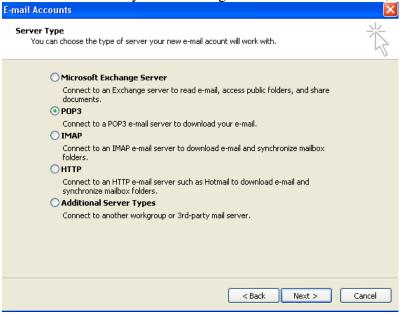
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3. Either click to add or to change e-mail accounts, which ever is the case, then click "Next"

This wizard will allow you to change the e-mail accounts and directories that Outlook uses.
E-mail
Add a new e-mail account
View or change existing e-mail accounts
Directory
<ul> <li>Add a new directory or address book</li> <li>View or change existing directories or address books</li> </ul>
< Back Next > Close

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4. Click on POP if you are adding a new account then next,



or if you are changing an existing account, click on the account in the selection box, then click "Change"

E-m	ail Accounts		
I	E- <b>mail Accounts</b> You can select an acco	ount and change its settings or remove it.	
0	utlook processes e-mail fo		
	Name mail.williamsprintinc.com	Type POP/SMTP (Default)	Change
	mair.wiiiiansprindine.com	Porysinine (Deradic)	Add Remove

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- 5. Here are the settings for the next screen:
  - a. Your Name: whatever you want displayed
  - b. E-mail Address: your full email address
  - c. Incoming mail server (POP3): pop.gmail.com
  - d. Outgoing mail server (SMTP): smtp.gmail.com
  - e. User Name: your full email address
  - f. Password: your e-mail pre-defined password.
  - Note Below detail just for sample, use your name, email and address

E-mail Accounts						
	<b>ail Settings (POP3)</b> se settings are required to g	et your e-mail account working.				
User Informati	ion	Server Information				
Your Name:	Steve Baldwin	Incoming mail server (POP3):	pop.gmail.com			
E-mail Address:	admin@williamsprintinc.con	Outgoing mail server (SMTP):	smtp.gmail.com			
Logon Informa	tion	Test Settings				
User Name:	admin@williamsprintinc.con	After filling out the information recommend you test your acco	·			
Password:	****	button below. (Requires netwo				
	Remember password	Test Account Settings				
Log on using S Authentication	Secure Password n (SPA)		More Settings			

6. Click More Settings



7. Click the outgoing server tab at the top

8. Check the box next to "My outgoing server (SMTP) requires authentication"

	Internet E-mail Settings	X			
	General Outgoing Server Connection Advanced	_			
	Server Port Numbers				
	Incoming server (POP3): 995 Use Defaults				
This server requires an encrypted connection (SSL)					
	Outgoing server (SMTP): 465				
	This server requires an engrypted connection (SSL)				

- 9. Click the Advanced tab at the top
- 10. Check both boxes next to "This server requires an encrypted connection (SSL)
- 11. Make sure the Incoming server (POP3) is: 995
- 12. Make sure the Outgoing server (SMTP) is: 465
- 13. Click the OK at the bottom
- 14. Click the "Test Account Settings button
- 15. All should say "Completed", it may take a few seconds
- 16. Click "Close"
- 17. Click "next", then Click "Finish"