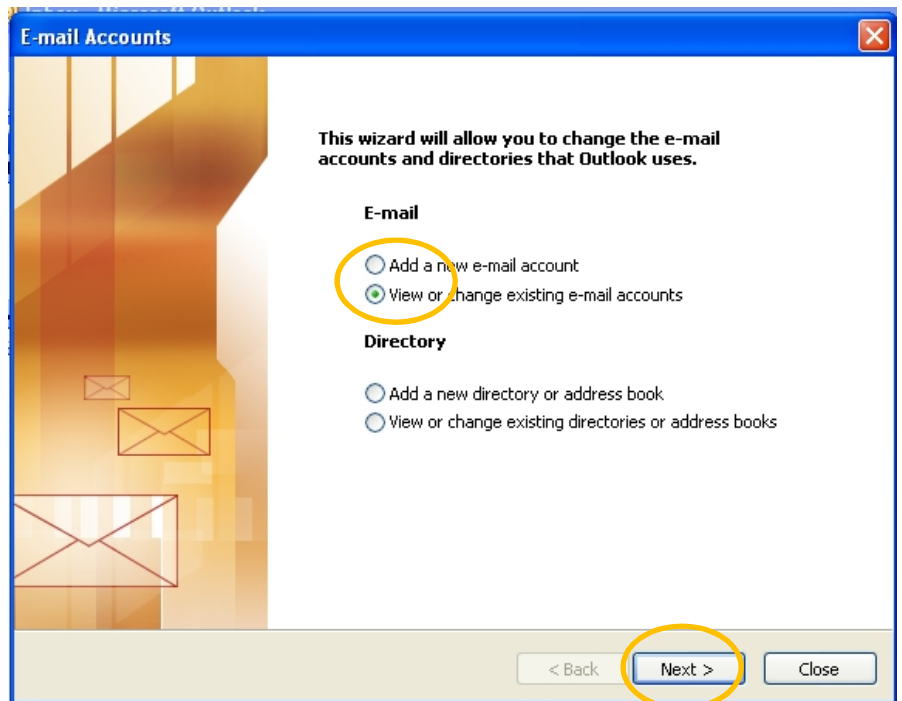# Outlook 2003

Open your Outlook email program.

Find & click the Tools tab at the top of the window.
Find E-Mail Accounts in the drop down list.

Click View or change existing account when window pops up.
Then click Next.

E-mail Accounts

E-mail Accounts
You can select an account and change its settings or remove it.

Outlook processes e-mail for these accounts in the following order:

Name	Type
mail.harmonytel.net	POP/SMTP (Default)

Change...
Add...
Remove
Set as Default
Move Up
Move Down

Deliver new e-mail to the following location:

Personal Folders   New Outlook Data File...

< Back   Finish   Cancel

Highlight your email and click Change

Here tells you if you are using an IMAP or POP3 server, if you would like to change what you are using you will need to delete and re-add your email.

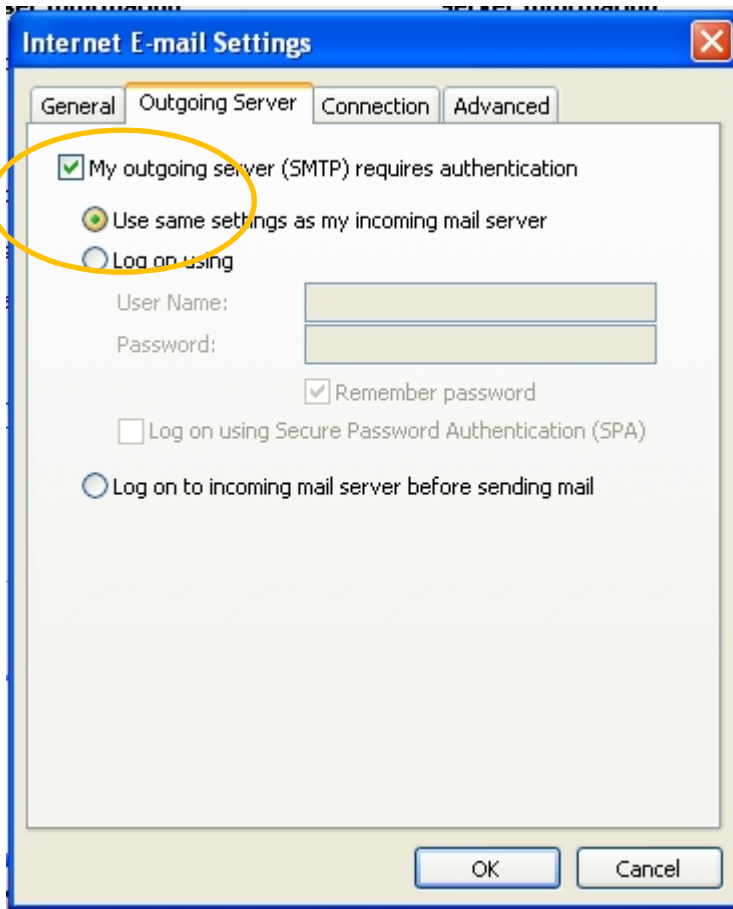Make sure your User Name is your **full email address**.

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: HTC Customer
E-mail Address: htccustomer@harmonytel.

Server Information
Incoming mail server (POP3): mail.harmonytel.net
Outgoing mail server (SMTP): mail.harmonytel.net

Logon Information
User Name: customer@harmonytel.net
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)

Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

Internet E-mail Settings

General | Outgoing Server | Connection | Advanced

☑ My outgoing server (SMTP) requires authentication
- ◉ Use same settings as my incoming mail server
- ○ Log on using

  User Name: [   ]

  Password: [   ]

  ☑ Remember password

  ☐ Log on using Secure Password Authentication (SPA)

- ○ Log on to incoming mail server before sending mail

[OK] [Cancel]

Under Outgoing Server check 'My outgoing...authentication'

Under Advanced tab make sure the settings match to the left. This includes both checks for server connection (SSL)

Internet E-mail Settings

General | Outgoing Server | Connection | Advanced

Server Port Numbers
Incoming server (POP3): [995]   [Use Defaults]
☑ This server requires an encrypted connection (SSL)
Outgoing server (SMTP): [587]
☑ 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]