

Microsoft Outlook 2003 Setup Instructions

1. In Microsoft Outlook, select Tools > E-mail Accounts
2. On the E-mail Accounts wizard window, select “Change...” and click “Next”
3. On the Internet E-mail Settings window, make sure the username looks similar to the following example: dliston@mbox.com.au

E-mail Accounts

Internet E-mail Settings (IMAP)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="Your Name"/>	Incoming mail server (IMAP): <input type="text" value="imap.mbox.com.au"/>
E-mail Address: <input type="text" value="youremail@mbox.com.au"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.mbox.com.au"/>

Logon Information

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

4. Click “Next”
5. Click “Finish”