

# Microsoft Outlook Email Settings

*\*settings are similar for Outlook 2003 & 2007*

Open Microsoft Outlook. If the auto wizard starts up, cancel it and continue with the following steps.

1. Select **Tools** from the menu. In the drop down menu select **Account Settings**.

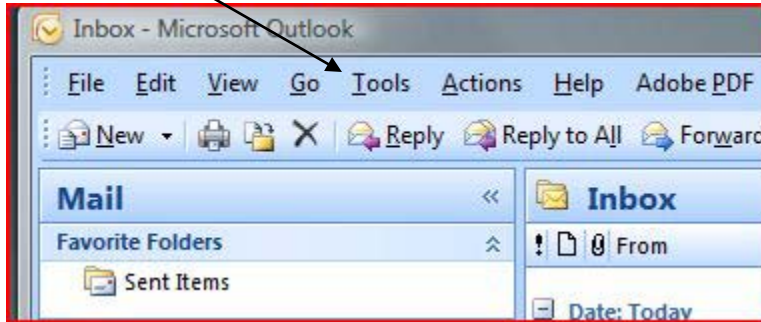


Figure.1

**Note:** Account Type must be **POP3**

**Note:** The Incoming and Outgoing mail servers are the same.

**Note:** The User Name (provided by Technology Department) must have **@unionpsd.org** behind it.

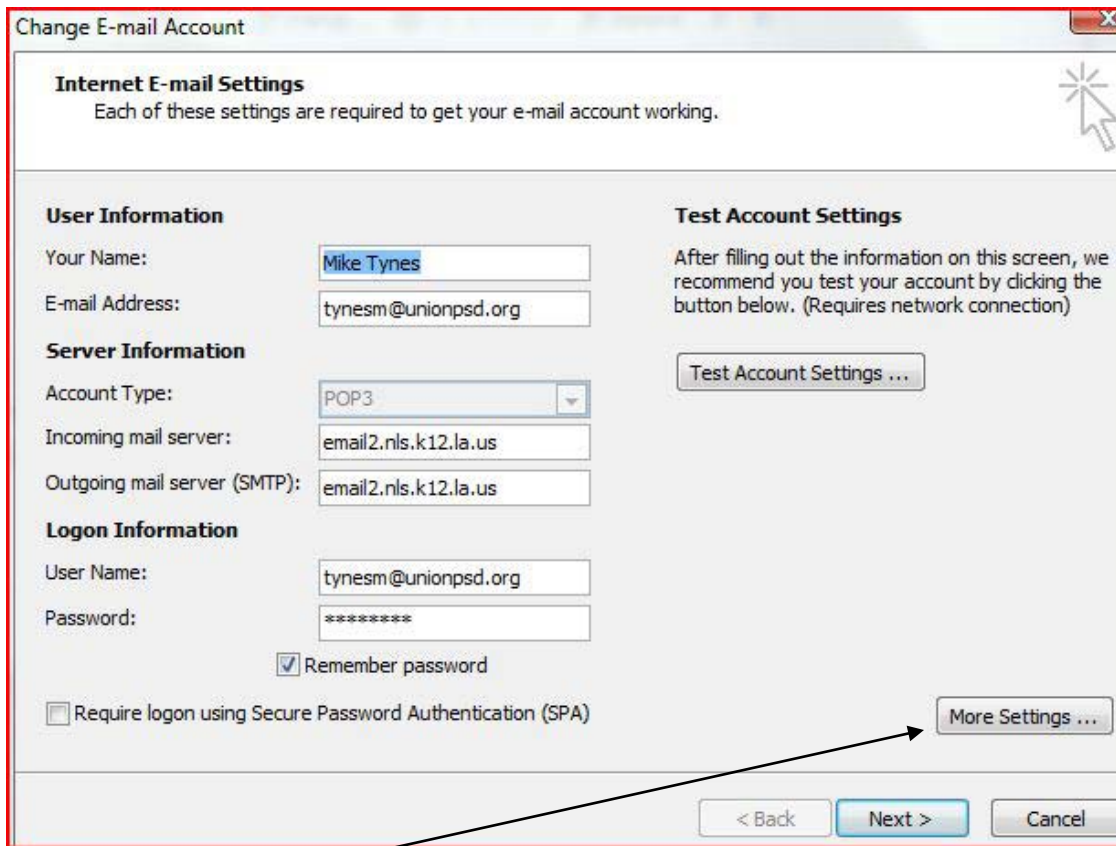


Figure.2

Click the **More Settings...** button to see Figure.3 (see next page).

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**Note:** Enter information appropriate for the user.

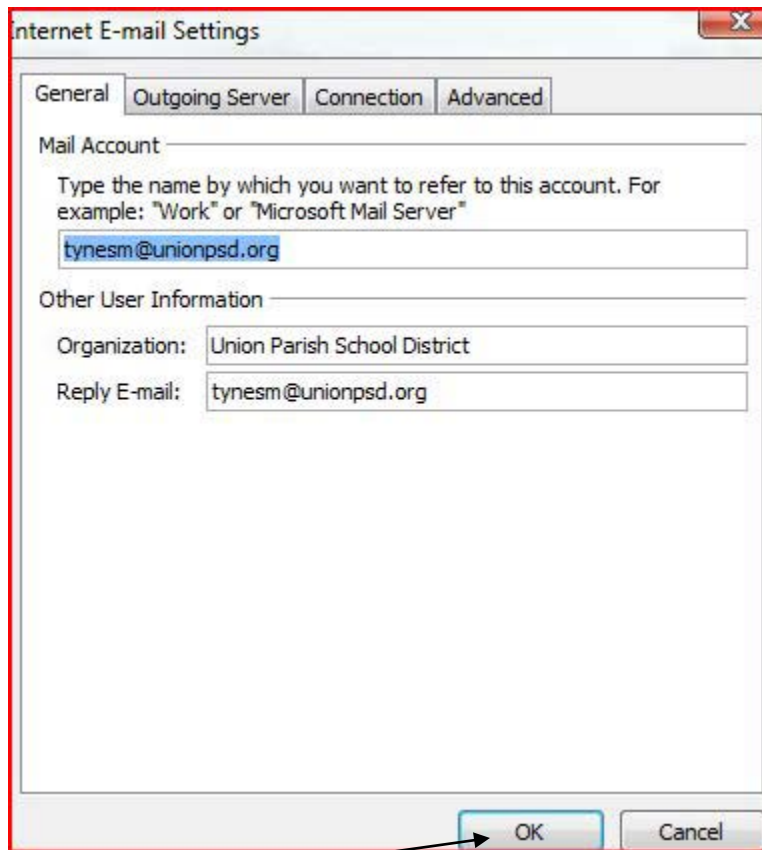


Figure.3

Click **OK** when finished.

Click **Next** (as shown in Figure.2) when finished.