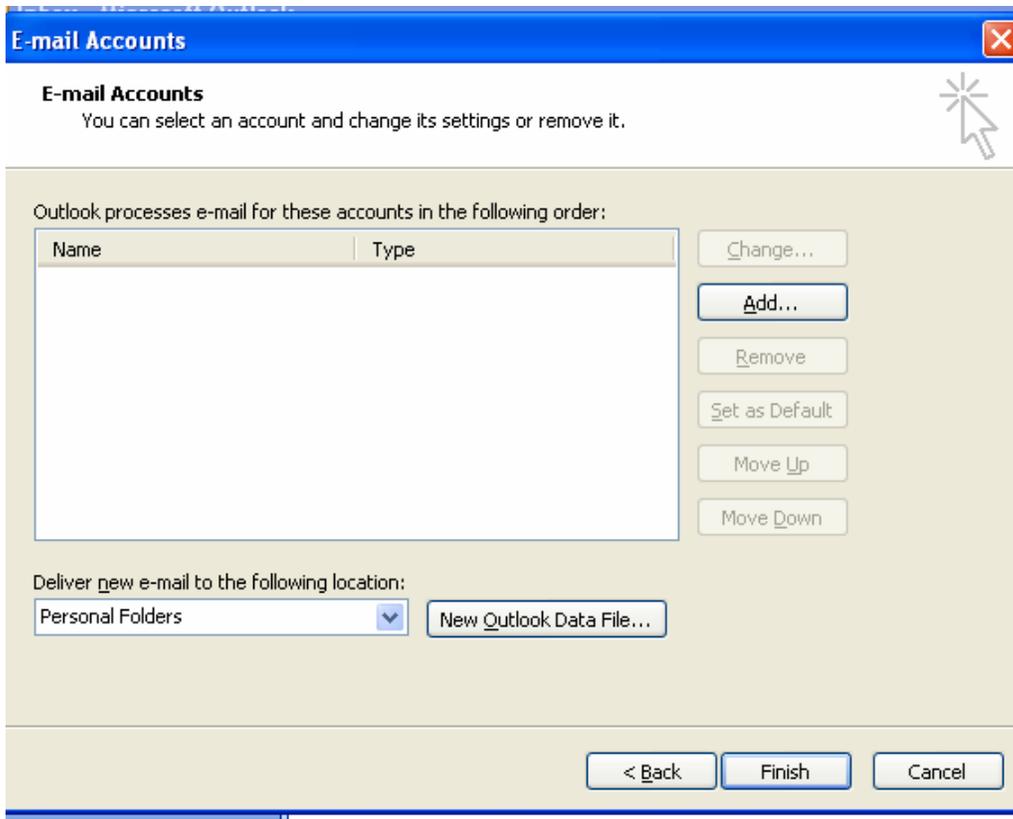


Outlook 2003 airHOP e-mail setup

1. Open Outlook and click on **Tools**, then select **E-mail Accounts**. Click **view or change existing e-mail accounts**. The following screen will appear. (For those who have never setup an e-mail account before, upon first opening Outlook you will be asked to set up a new email account. Choose the **POP3** choice.) Click on the **Add** button.



2. Click on the **POP3** type and click next.
3. The next screen which appears is below.

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:

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)

4. In the **Your Name** box, type your name, hit the **tab button (on your keyboard)**.
In the **E-mail Address** box, type your e-mail address, hit the **tab button**.
In the **Incoming mail server (POP3)** box, type **mail.airhop.com**, hit the tab button.
In the **Outgoing mail server (SMTP)** box, type **mail.airhop.com**, hit the tab button.
The **User Name** field, should already be filled in. If not, type in your username (everything in front of the @ symbol in the e-mail address).
In the **Password** box, type in your password.
Click **Next**.
5. Click **Finish**, your e-mail account is now set up.
6. Click on **Send/Receive**