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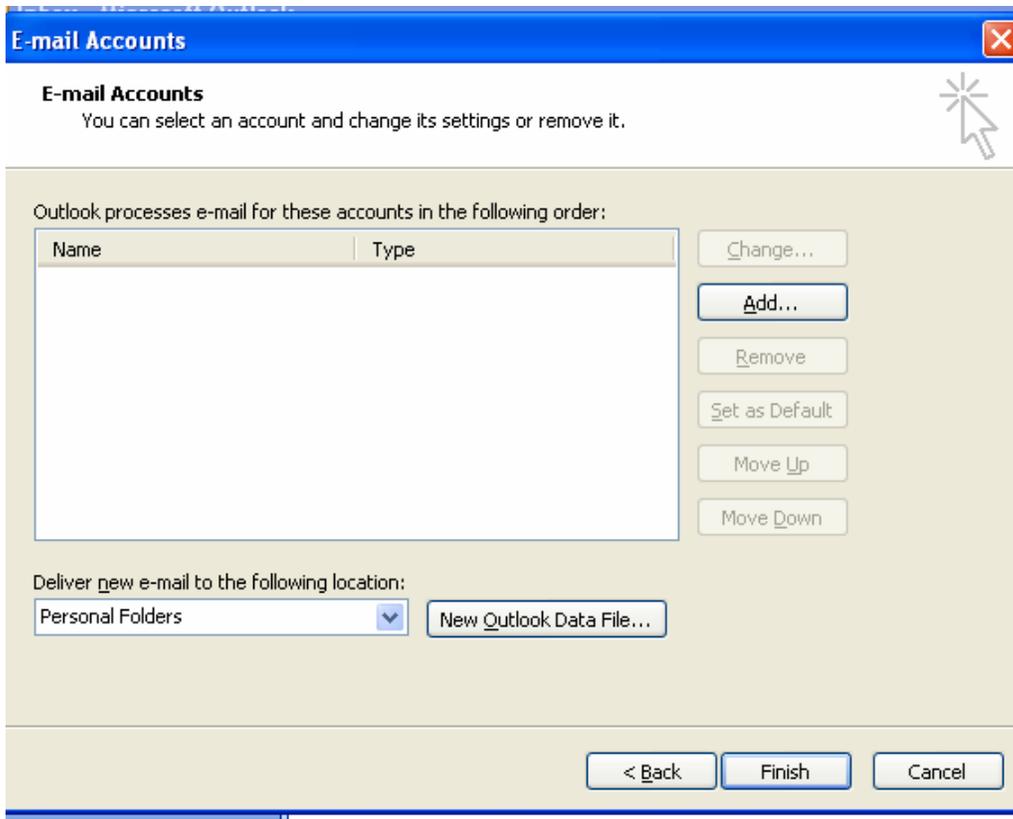
2. Click on the **POP3** type and click next.
3. The next screen which appears is below.

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 bill 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**