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.

E-mail Accounts		
E-mail Accounts You can select ar	account and change its settings or remove it.	×.
Outlook processes e-m	ail for these accounts in the following order:	
Name	Туре	<u>C</u> hange
		<u>A</u> dd
		<u>R</u> emove
		Set as Default
		Move Up
		Move Down
Deliver <u>n</u> ew e-mail to t Personal Folders	ne following location:	
	< <u>B</u> ack	Finish Cancel

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

	E-mail Accounts	s			
	Internet E-ma Each of the		×		
	User Informati	ion	Server Information		
	<u>Y</u> our Name:	Your name	Incoming mail server (POP3):	mail.airhop.com	
	<u>E</u> -mail Address:	username@airhop.com	Outgoing mail server (SMTP):	mail.airhop.com	
G	Logon Information		Test Settings		
	<u>U</u> ser Name:	username	After filling out the information recommend you test your according to the second seco	n on this screen, we	
	Password:	****	button below. (Requires netwo	ork connection)	
		Remember password	Test Account Settings		
	Log on using Secure Password				_
	Audientication	II (JPA)		More Settings	J
	< <u>B</u> ack <u>N</u> ext > Cancel				

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