

Setup your Email Account in Outlook.

1. Open the **Outlook 2003** program.
2. Select **Email Accounts** from the **Tools** pull down menu.
3. Select **Add a new e-Mail account** then click **next**.
4. Choose **POP3** and click **Next**
5. Enter the following information into each field
Your Name: Whatever name you want displayed on outgoing emails.
Email Address: enter your brigham.net email address.
Incoming Server: pop.1and1.com
Outgoing Server: smtp.1and1.com
Username: Enter your brigham.net email address again.
Password: Enter your brigham.net password.
6. Click the **More Settings** button.
7. Click on the **Outgoing Server tab** and turn on **My outgoing server requires authentication**. And **Use same settings as incoming mail server**
8. Click the **advanced tab**. Change the **outgoing server SMTP** from **110** to **587**.
9. Click the **OK** Button. Then Click **Next** and then **Finish**
10. To verify that everything is setup correctly try sending yourself an email. Wait a minute or two then check for new email. If you email shows up then everything is good to go.