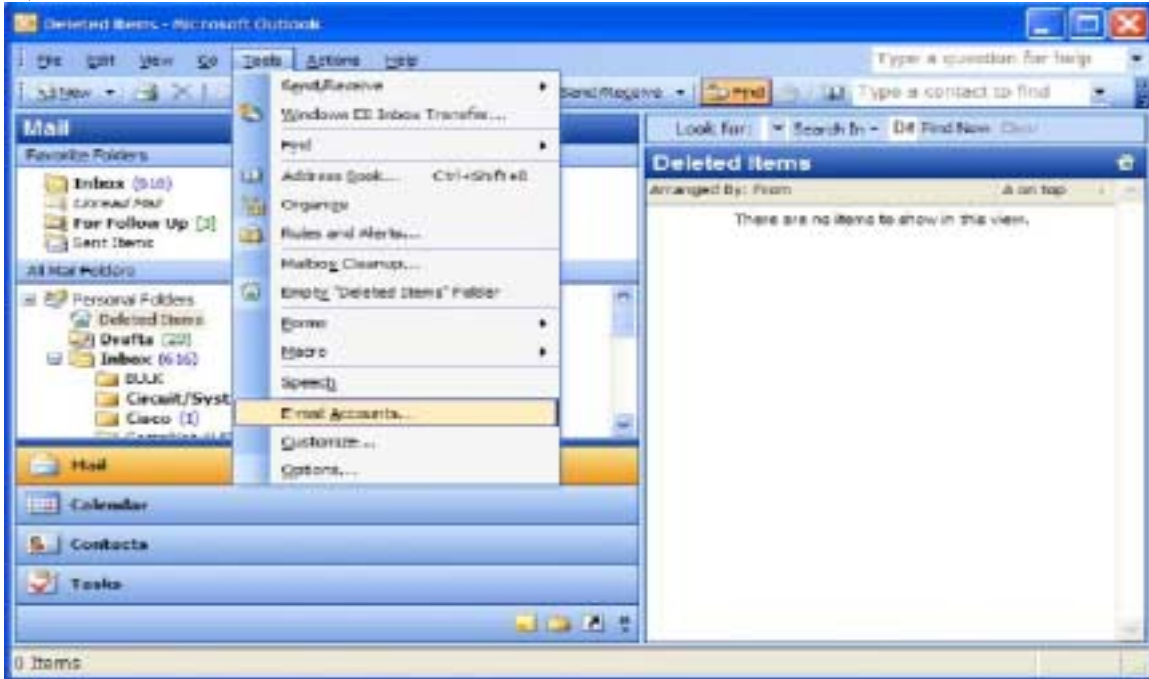
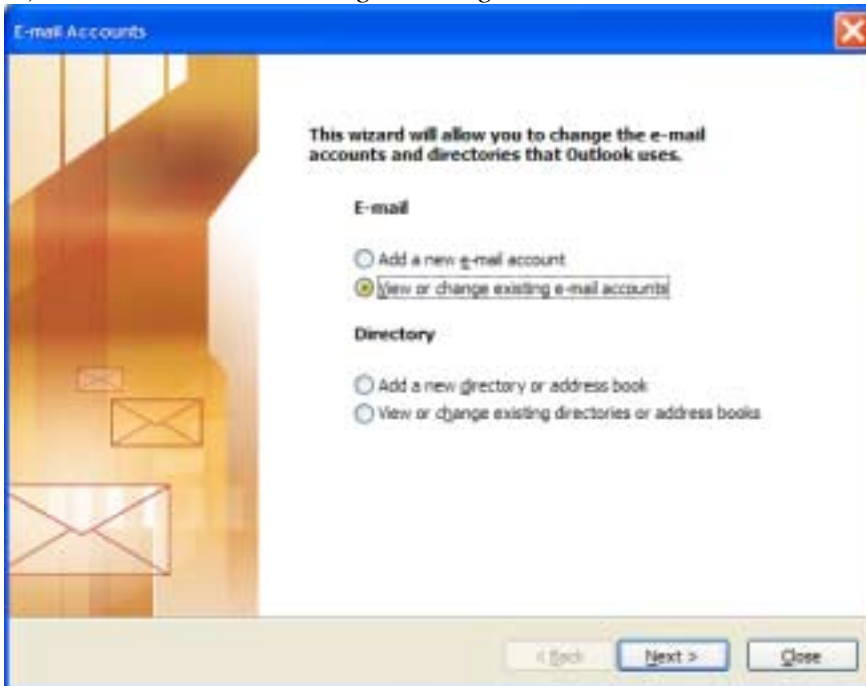


Outlook Email Setting for CommNet MS Outlook 2003

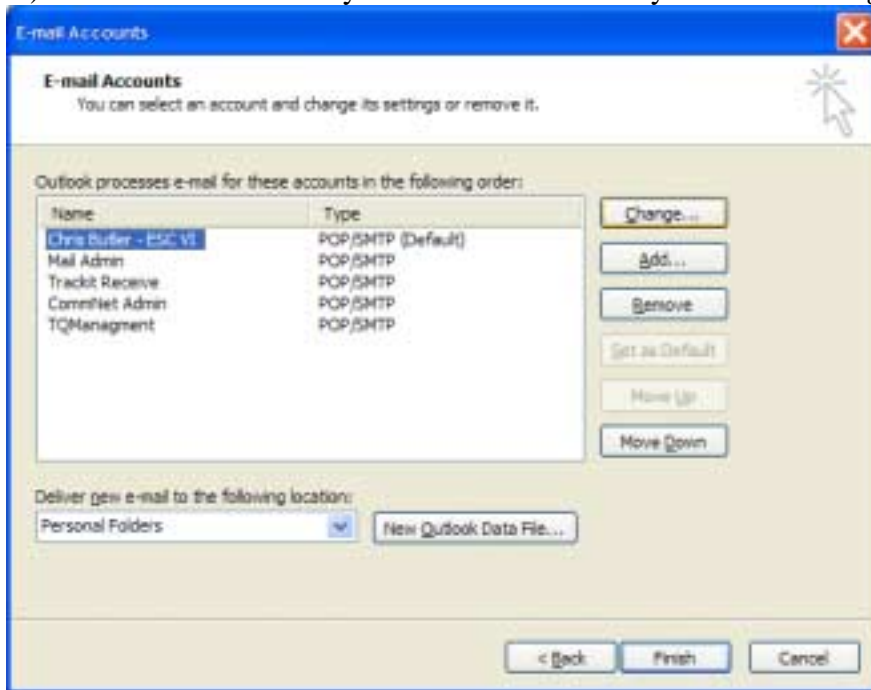
1.) Select *Email Accounts* from the *Tools* menu.



2.) Select *View or change existing email accounts* and click *Next*



3.) Select the account you would like to modify and click *Change*



- 4.) Make the following changes in this window below:
- a. Under *User Information*
 - i. *Email Address* to new address (ie jdoe@deerisd.net)
 - b. Under *Logon Information*
 - i. *User Name* to new user name (ie jdoe@deerisd.net)
 - ii. *Password* to new password
 - iii. Check *Remember password* if you desire this
 - c. Under *Server Information*
 - i. *Incoming Mail Server (POP3)* to pop.esc6.net
 - ii. *Outgoing Mail Server (SMTP)* to smtp.esc6.net

This will complete changes necessary in this window

The screenshot shows the 'Internet E-mail Settings (POP3)' window. The fields are as follows:

Section	Field	Value
User Information	Your Name:	John Doe
	E-mail Address:	jdoe@deerisd.net
Server Information	Incoming mail server (POP3):	pop.esc6.net
	Outgoing mail server (SMTP):	smtp.esc6.net
Logon Information	User Name:	jdoe@deerisd.net
	Password:	*****
Test Settings	Remember password	<input checked="" type="checkbox"/>
	Log on using Secure Password Authentication (SPA)	<input type="checkbox"/>

Select *Next* and then *Finish* to complete the changes.