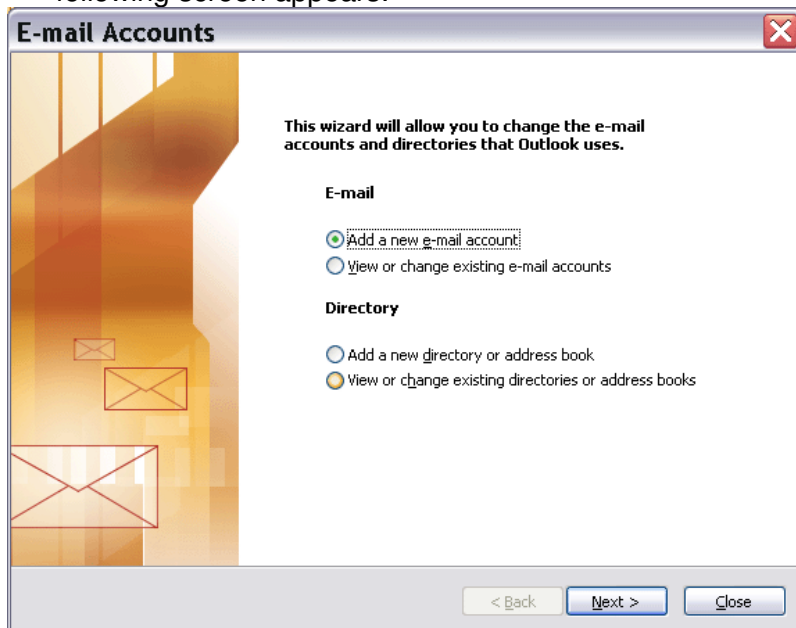


# Configuring Email Program

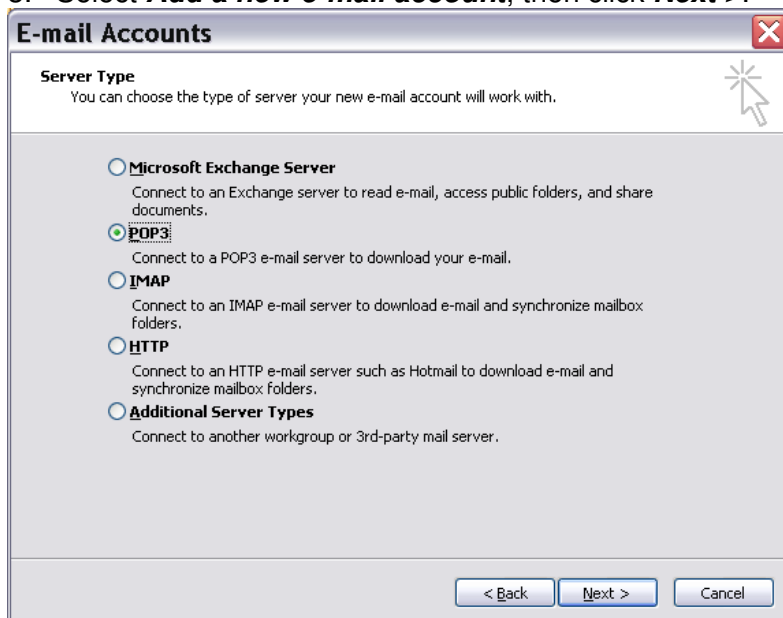
## Microsoft Outlook 2002/2003

### Setting up Email Accounts

1. Open **MS Outlook**.
2. From the menu bar select **Tools** and then choose **E-mail Accounts....** The following screen appears:



3. Select **Add a new e-mail account**, then click **Next >**.

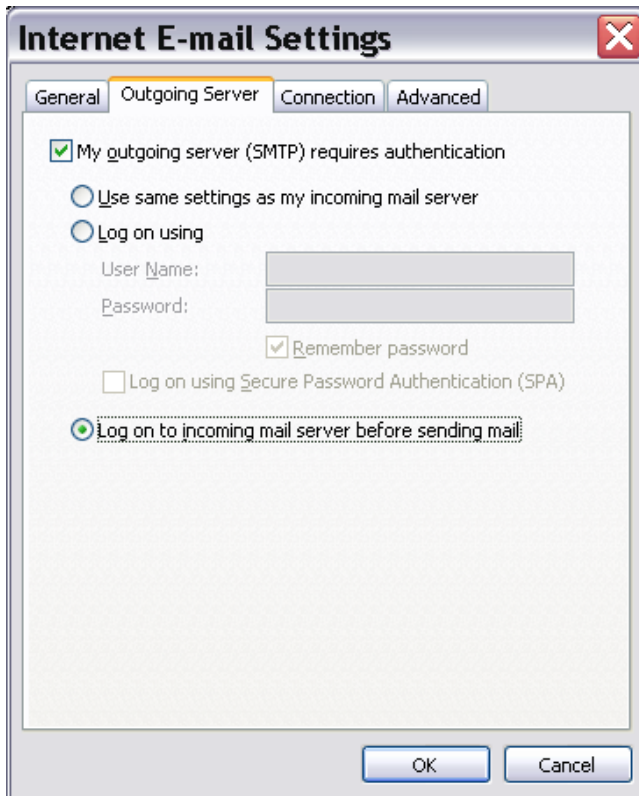


4. Choose **POP3** and then click **Next >**. The following screen will appear

5. Fill out all the fields in the above screen as per the instructions below:
  - a. Type your full name in the **Your Name** textbox.
  - b. Type your full Caylix email address in the **E-mail Address** textbox.
  - c. Type: *pop.caylix.com* in the **Incoming mail server (POP3)** textbox.
  - d. Type: *smtp.caylix.com* in the **Outgoing mail server (SMTP)** textbox.
  - e. Type your **Caylix email address** and **Password** in the correct textboxes
6. Now click on **More Settings....** The following screen will appear:

7. On the **General** tab, complete the fields as per the instructions below:
  - a. Type your full name in the uppermost or **Mail Account** textbox.
  - b. Type your full organization or business name in the **Organization** textbox.
  - c. Type your full Caylix email address in the **Reply E-mail** textbox.

8. On the **Outgoing Server** tab, set your screen as follows:



9. Click **OK**.
10. Click **Next >**.
11. Click **Finish** and your Caylix Email Account is now configured. Please repeat steps #1-11 for any other email addresses you may have with Caylix.