

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....**
3. On the screen that appears, select **Add a new e-mail** account, then click **Next >**.
4. Now Choose **POP3** and then click **Next >**.
5. Fill out all the fields in the screen that appears 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 full Caylix email address in name in the **User Name** textbox.
 - f. Type your Caylix email address password in the **Password** textbox.
6. Now click on **More Settings....**
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:
 - a. Check *My outgoing server (SMTP) requires authentication*
 - b. Choose *Log onto incoming mail server before sending mail*
9. Click **OK**.
10. Click **Next >**.
11. Click **Finish** and your Caylix Email Account is now configured. Please repeat steps #1-10 for any other email addresses you may have with Caylix.