

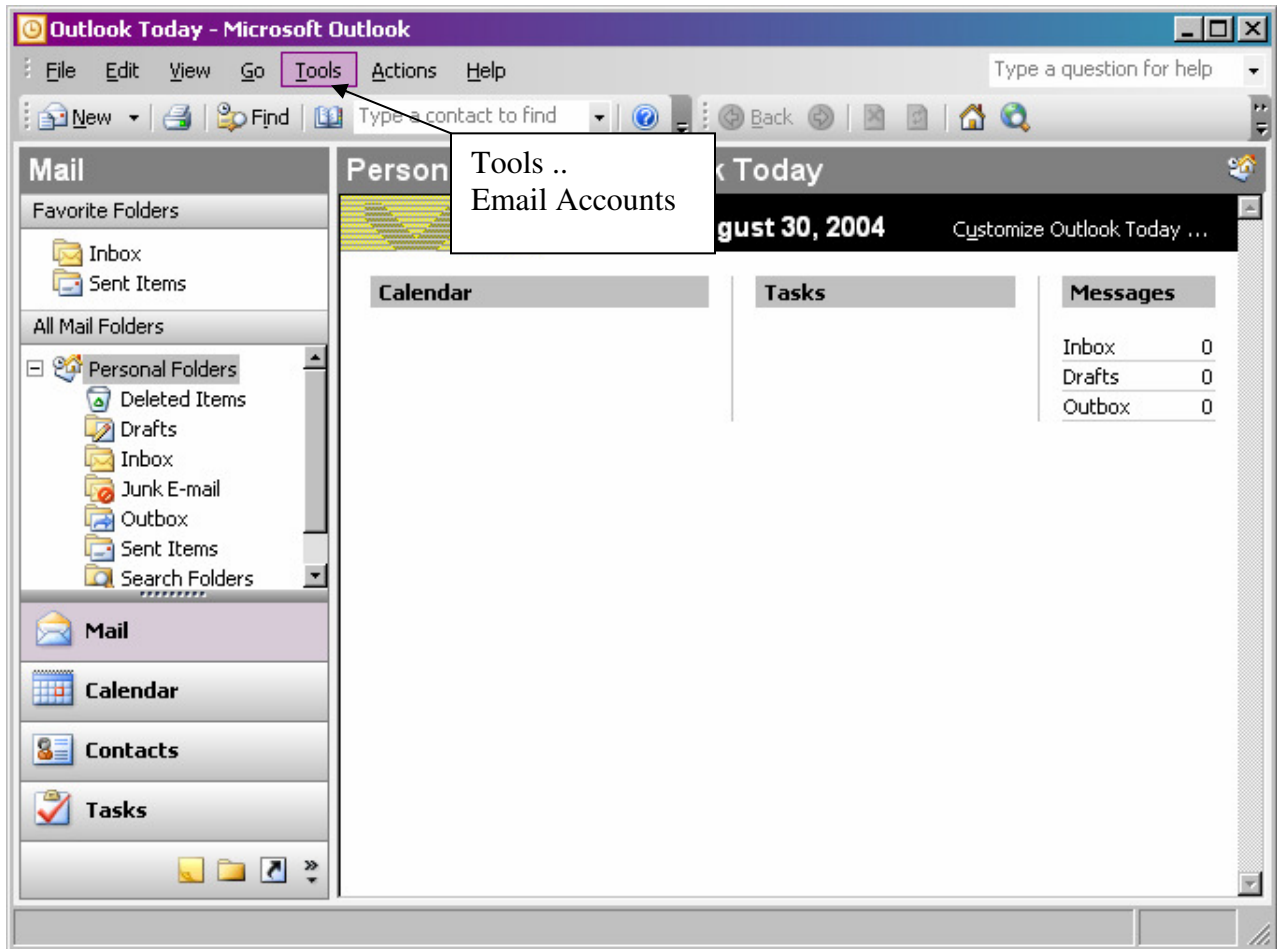
Outlook 2003 Mail Client Example Setup

Summary:

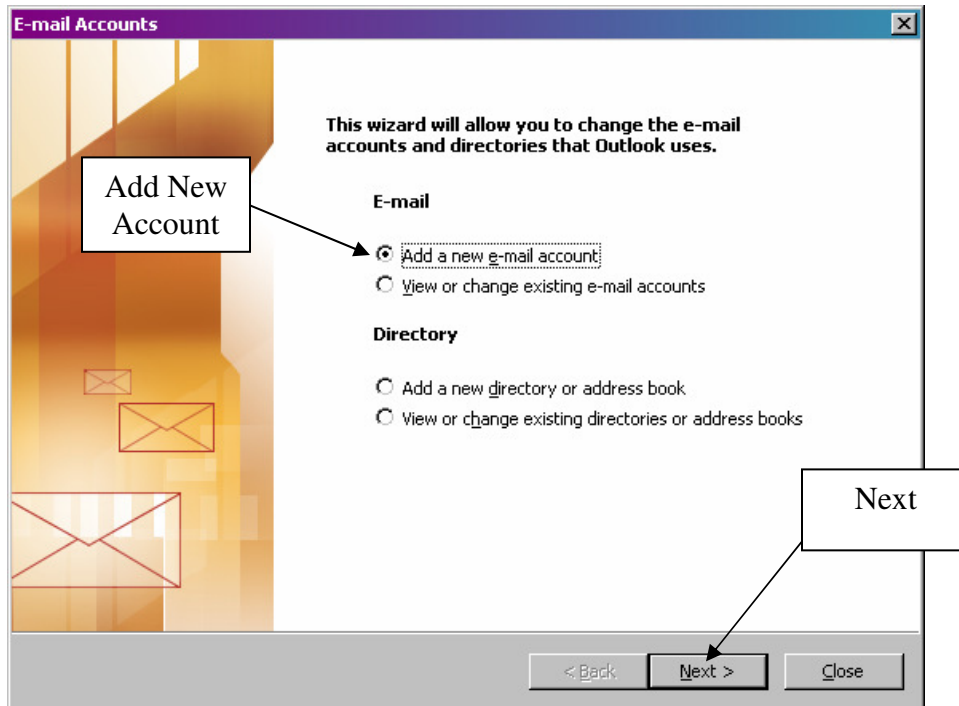
The following are the steps to configure and add a New Account to an Outlook 2003 Email Client to access mail being hosted with WebGuy Internet, Inc.

SECTION 1: HOW TO ADD A NEW ACCOUNT TO OUTLOOK 2003

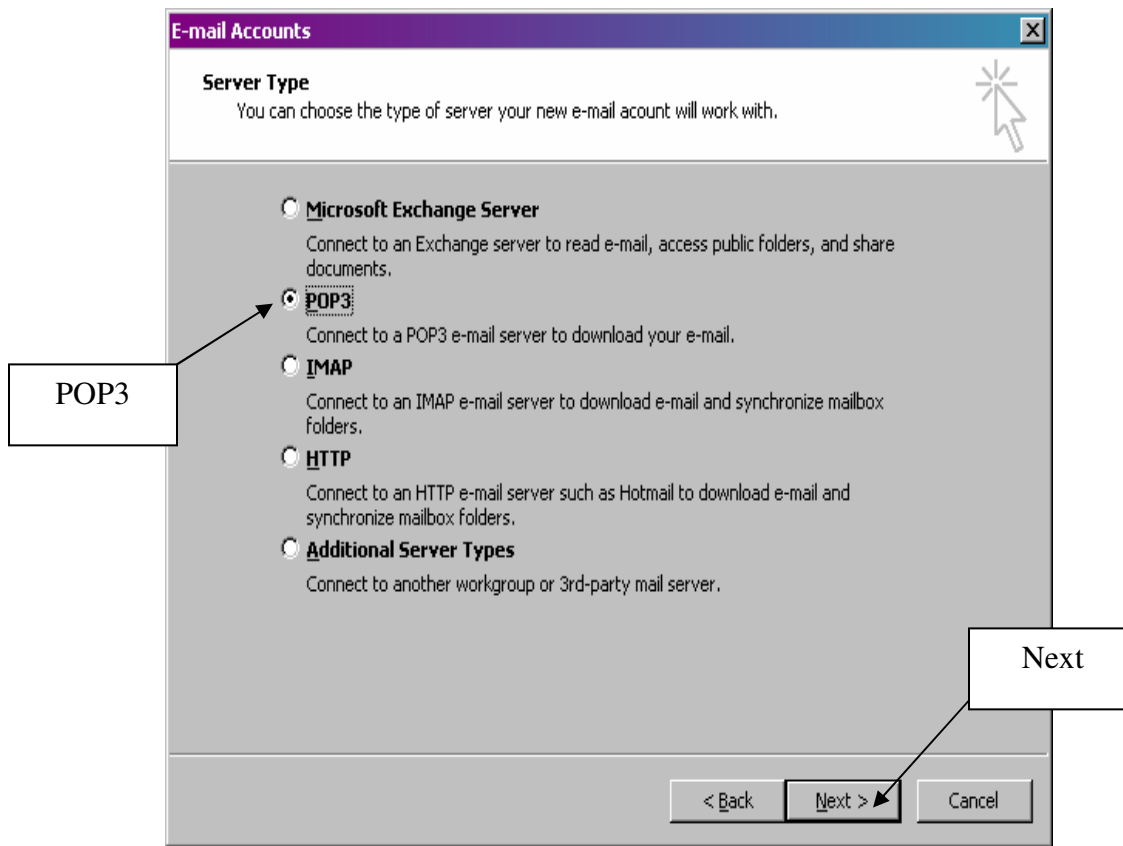
(1) Open Outlook 2003. Select Tools/Email Accounts...



(2) On the next screen select Add New Account if this is a first time setup. Note that if you have an existing Account with WebGuy Internet, Inc. please refer to the Next Section of this Document.



(3) Select POP3 as the type of server your account will work with.



(4) Enter your User, Logon and Server Information. Generally your E-Mail Address and User Name are the same thing. Substitute your real domain for 'yourdomain.com' in this example. Click 'More Settings' when you are done entering the text fields.

Enter the name you would like the 'From' Address to appear as.

Be sure to enter your Full email address as the User Name.

Enter mail.webguyinternet.com For both Incoming and Outgoing Mail Servers

More Settings

(5) Select the Outgoing Server tab and check the SMTP Authentication ON.

Outgoing Server

Make sure SMTP Authentication is checked!

OK

(6) Test the Account Settings. If all the items don't have green check marks or any errors come up, verify your User Name, Password and Mail server settings before you contact WebGuy Internet, Inc. for support.

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

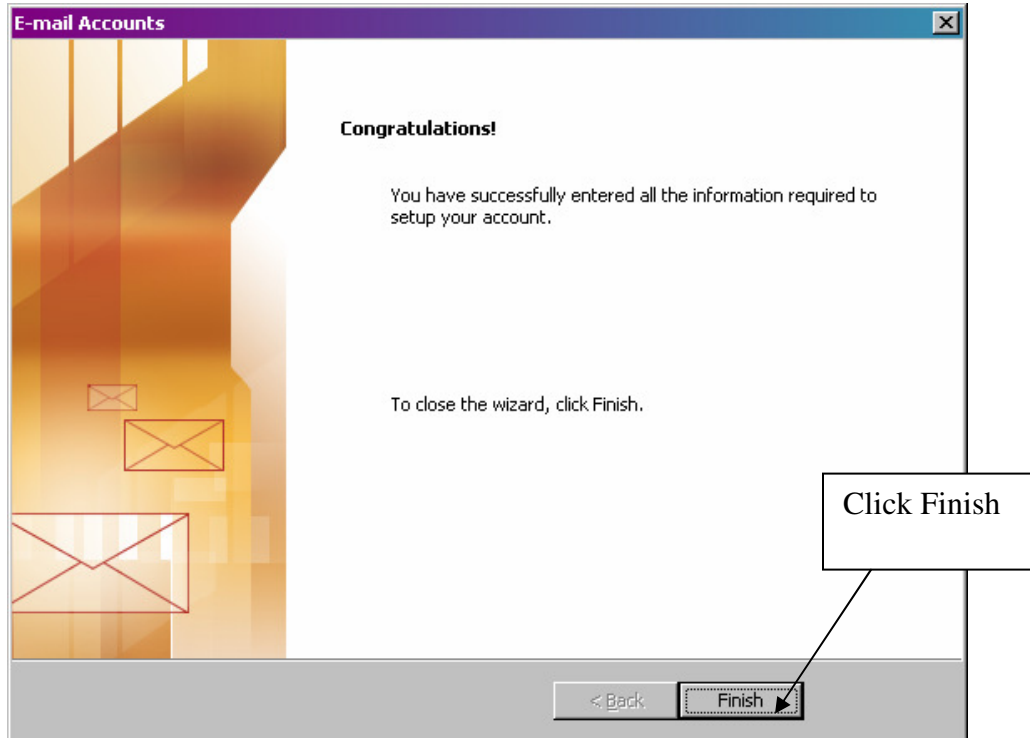
Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

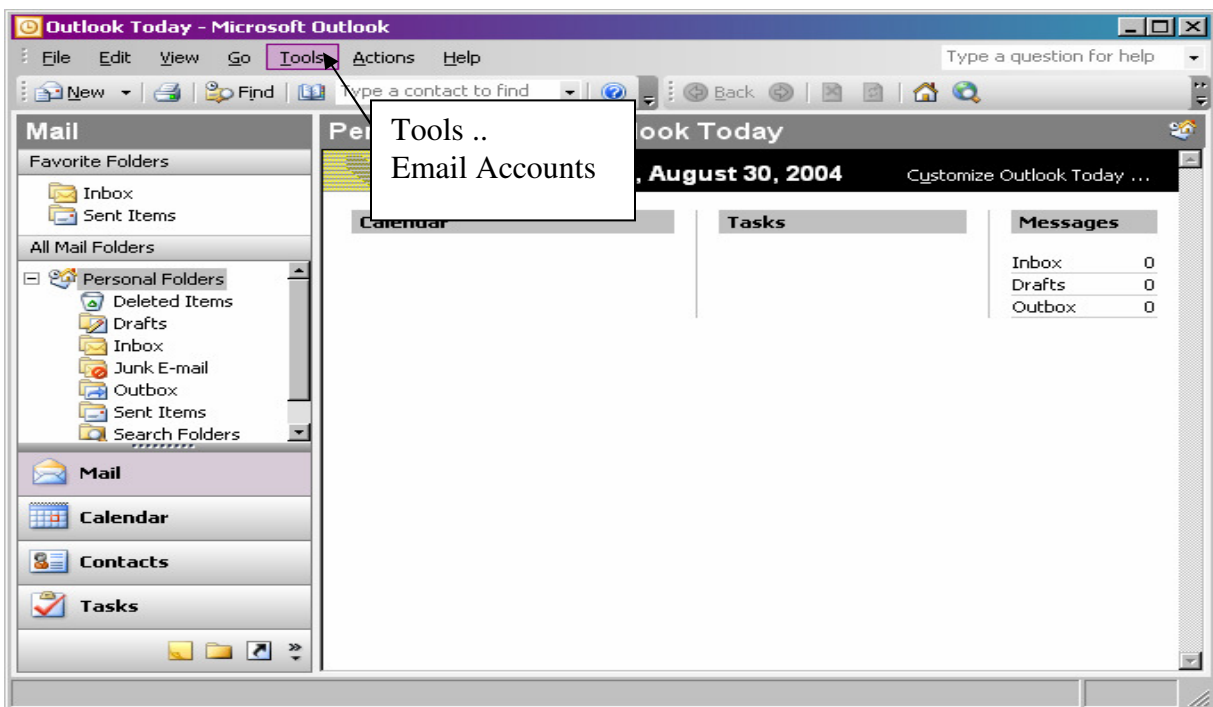
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

(8) Click Finish. You have completed configuring your Outlook Client to use your WebGuy Internet, Inc. Email account.

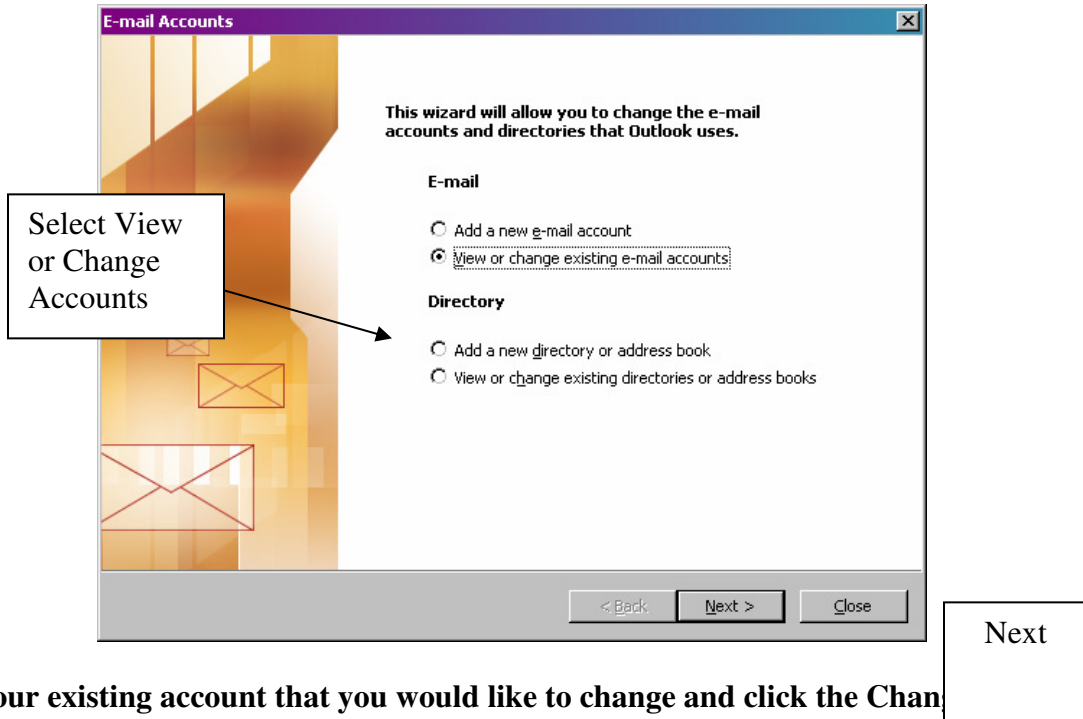


SECTION 2: HOW TO CHANGE AN EXISTING EMAIL ACCOUNT IN OUTLOOK 2003

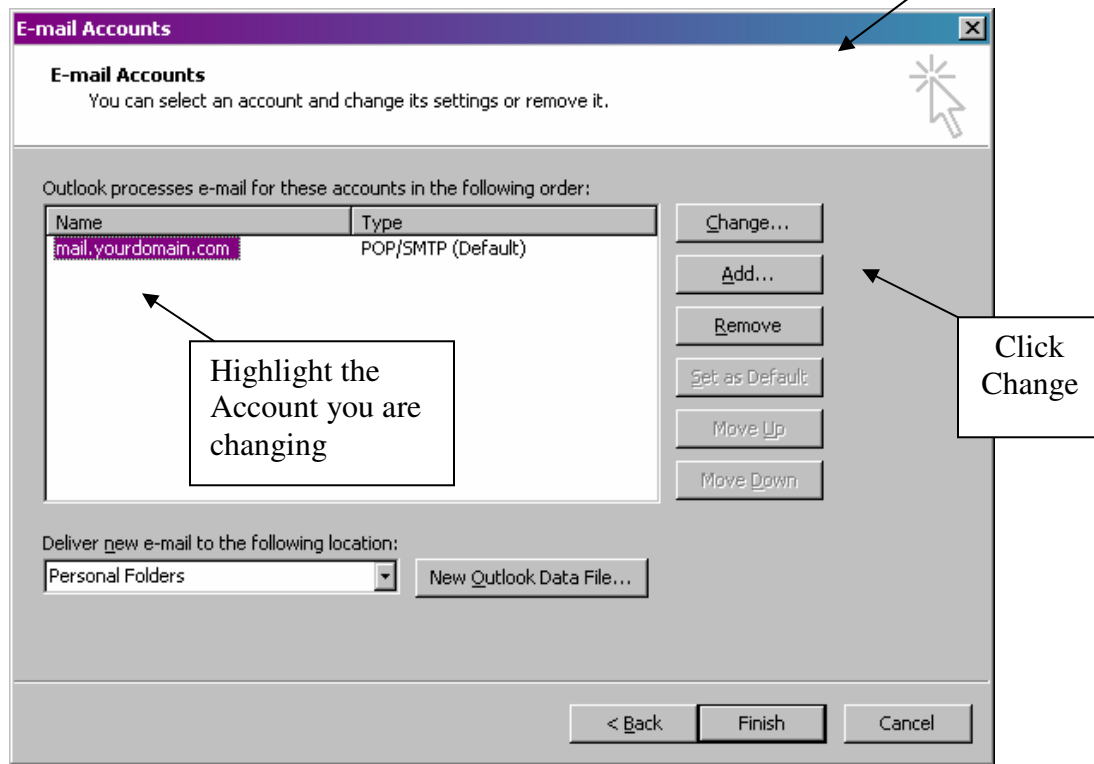
(1) Select Tools -> Email Accounts..



(2) Select View or change existing account...



(3) Highlight your existing account that you would like to change and click the Change



(4) After Completing these 3 steps, refer to SECTION 1 – STEP 4 through STEP 6. After completing STEPS 4-6 of SECTION 1, click the Finish button on the Email Accounts Image shown above.