

How to Configure Microsoft Outlook 2003 for yourdomainname.com E-mail

Email Type:
@yourdomainname.com



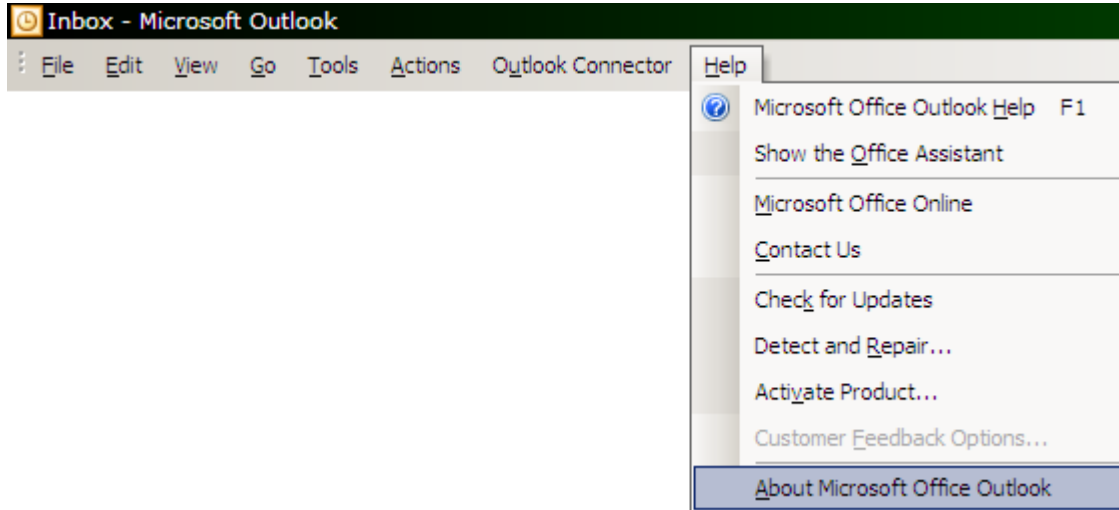
Use this document if:

- You need to configure Microsoft Outlook 2003 for yourdomainname.com e-mail.

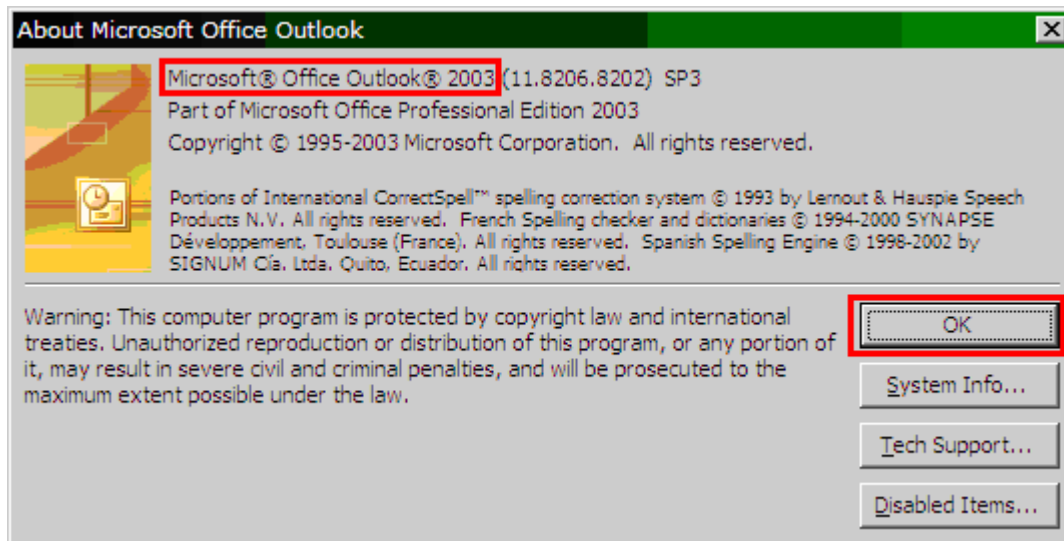
This document assumes:

- You know your yourdomainname.com e-mail address and password.
- You have a genuine activated copy of Microsoft Outlook 2003.
- You have a working Internet connection.

This document only applies to Microsoft Outlook 2003. To find out what version you are using, Select **Help**, then **About Microsoft Office Outlook**.



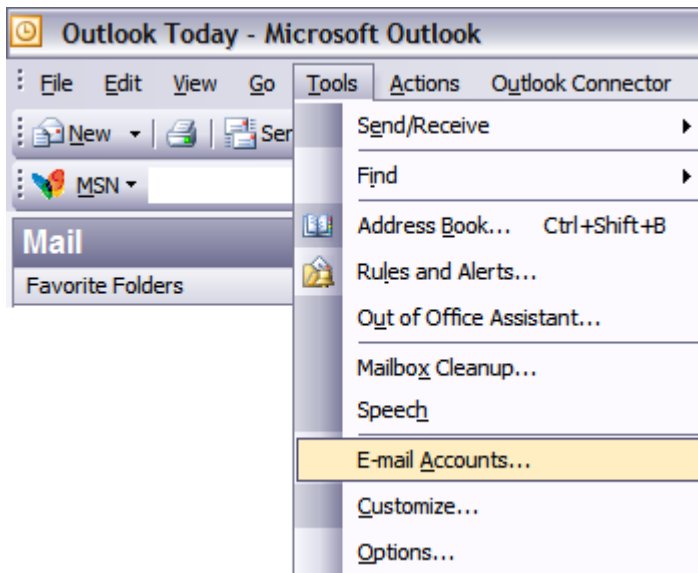
If the 'About' screen says 2003 like in the picture below, continue reading.



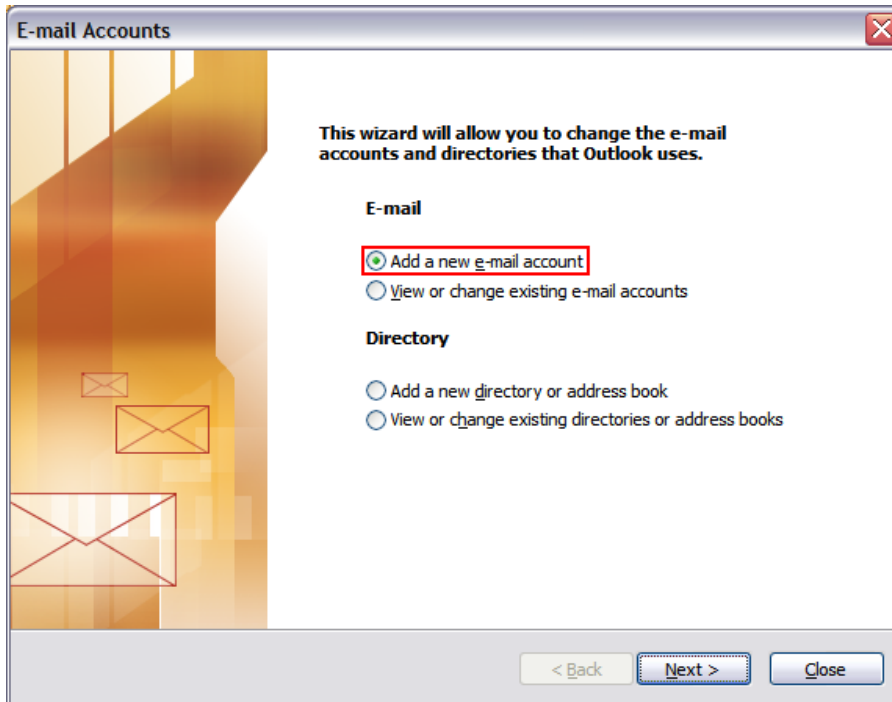
1. Open Outlook using the icon on your desktop or Start menu.



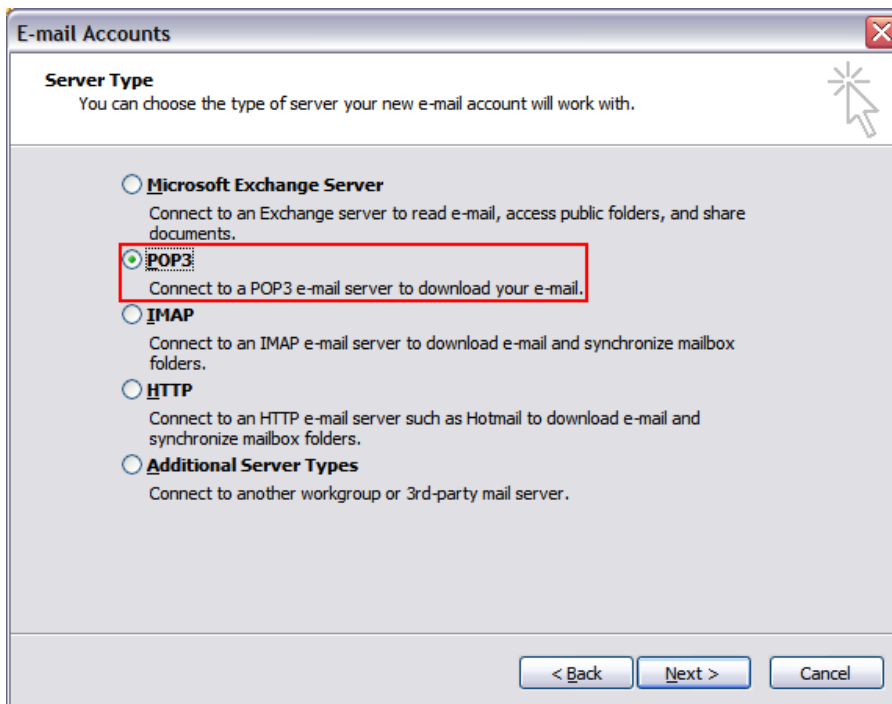
2. If this is your first time running Outlook, the new account wizard will start automatically. Otherwise, select **Tools**, then **E-Mail Accounts....**



3. In the 'E-mail Accounts' dialog box, select **Add a new e-mail account** and select **Next**.

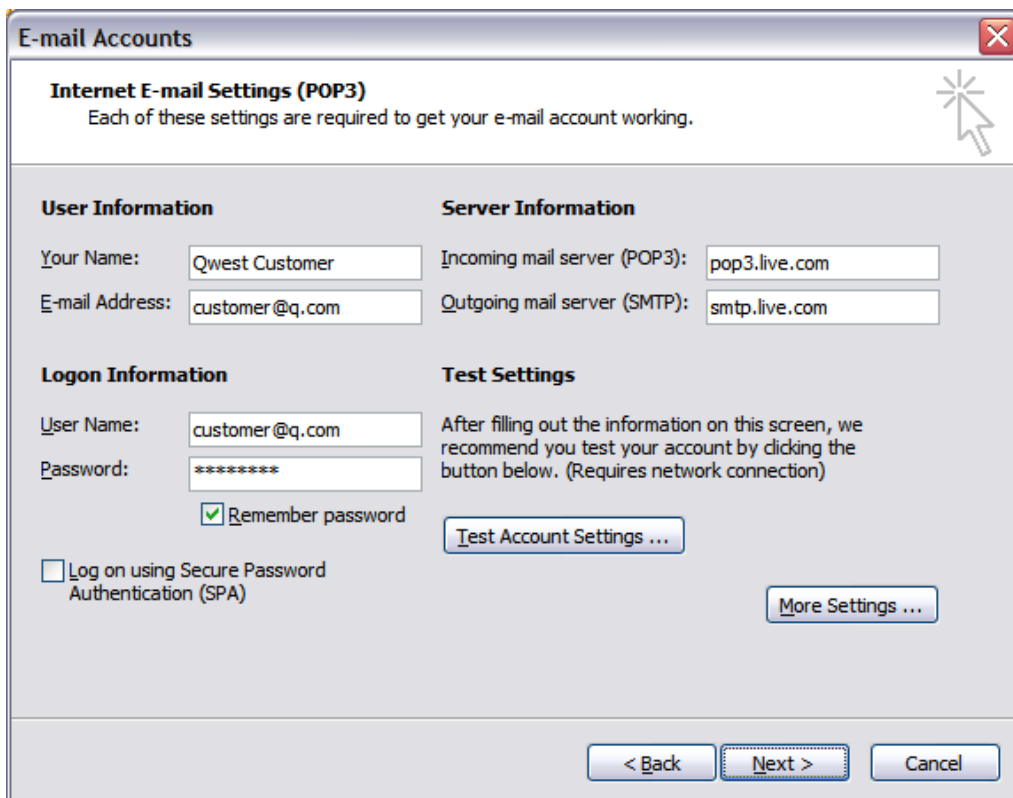


4. Select **POP3** and select **Next**.

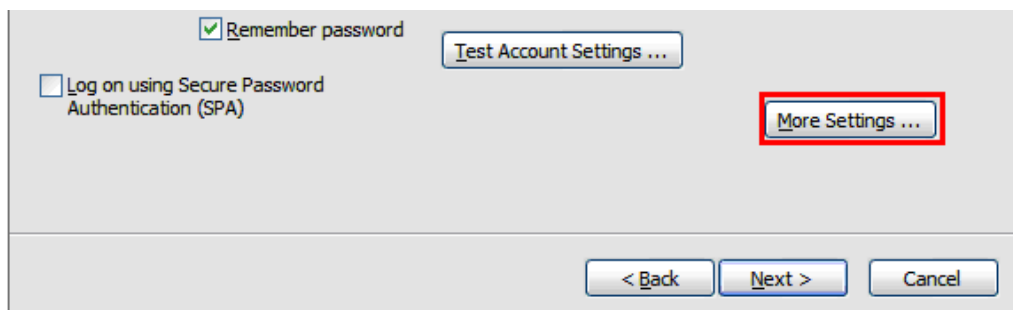


5. Fill in the following information:

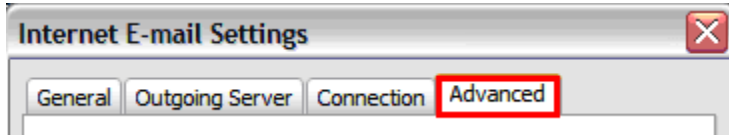
- **Your Name:** Your name as you would like it to appear on outgoing mail (personal name, company name, etc.)
- **E-Mail address:** Your full yourdomainname.com e-mail address.
- **Incoming mail server (POP3):** Enter this according to the list at the end of this document.
- **Outgoing mail server (SMTP):** Enter this according to the list at the end of this document.
- **User Name:** Your username. This is NOT the same as your email address.
- **Password:** Your qwest.net password. (Remember, passwords are CaSe SeNSiTiVE.)
(Note: Check the **Remember Password** box to have Outlook automatically sign you in to your e-mail. Otherwise, you will need to type your password each time you start Outlook.)



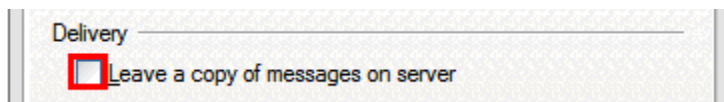
6. Select **More Settings**.



7. Select the **Advanced** tab.

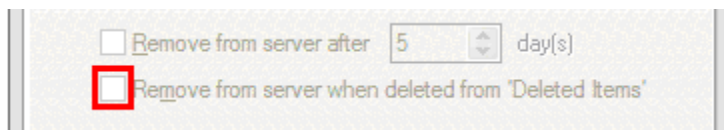


8. If you would like Qwest to maintain a backup copy of your email on its e-mail server:
a. Check the box next to **Leave a copy of messages on the server**. Otherwise, Outlook will download all e-mail to your local computer and remove it from the Qwest server. Once downloaded, these e-mails can no longer be obtained or viewed using another computer.

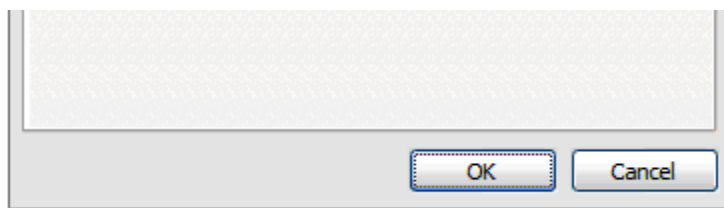


Read this if you checked the box in **19a**.

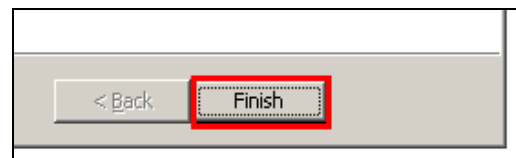
- b. Checking the box next to **Remove from server when deleted from 'Deleted Items'** tells the remote Qwest e-mail server to delete the server copy of a particular e-mail when deleted from your local computer. If left unchecked, the Qwest e-mail server will maintain a backup copy of deleted e-mails, and will still be viewable using another computer.



9. Select **OK**.



10. Select **Next**, then **Finish** to complete the process.





Qwest Mail Servers

Arizona

- Tucson- pop.tcsn.qwest.net
- Phoenix- pop.phnx.qwest.net

Colorado

- Colorado Springs- pop.clsp.qwest.net
- Denver- pop.dnvr.qwest.net

Idaho

- Boise- pop.bois.qwest.net

Iowa

- Des Moines- pop.desm.qwest.net
- Cedar Rapids- pop.cdrr.qwest.net
- Davenport- pop.dvnp.qwest.net

Minnesota

- Duluth- pop.dlth.qwest.net
- Minneapolis/St. Paul- pop.mpls.qwest.net
- Rochester- pop.roch.qwest.net
- Saint Cloud- pop.stcd.qwest.net

Montana

- Billings- pop.blng.qwest.net
- Missoula- pop.mssl.qwest.net

Nebraska

- Omaha- pop.omah.qwest.net

New Mexico

- Albuquerque- pop.albq.qwest.net

North Dakota

- Bismarck- pop.bsmr.qwest.net
- Fargo- pop.farg.qwest.net

Oregon

- Eugene- pop.eugn.qwest.net
- Portland- pop.ptld.qwest.net

South Dakota

- Sioux Falls- pop.sxfl.qwest.net

Utah

- Salt Lake City- pop.slkc.qwest.net

Washington

- Seattle- pop.sttl.qwest.net
- Spokane- pop.spkn.qwest.net

Wyoming

- Cheyenne- pop.chyn.qwest.net