

## How to Configure Microsoft Outlook 2003 for your q.com E-mail

**Email Type:**  
**@q.com**



**Use this document if:**

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

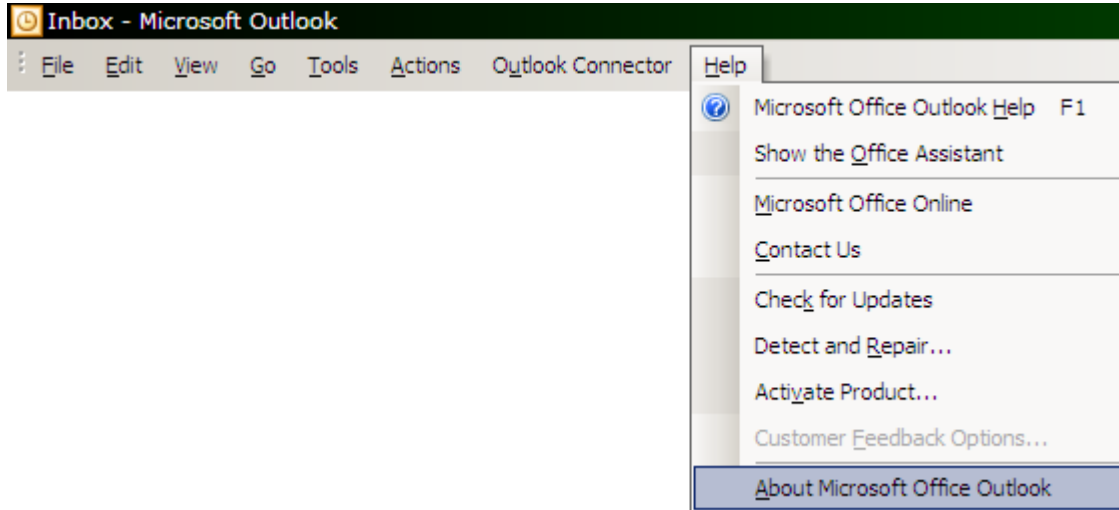
**This document assumes:**

- You know your q.com e-mail address and password.
- You have a genuine activated copy of Microsoft Outlook 2003.
- You have a working Internet connection.
- Your q.com e-mail address is associated with your Qwest DSL® account.

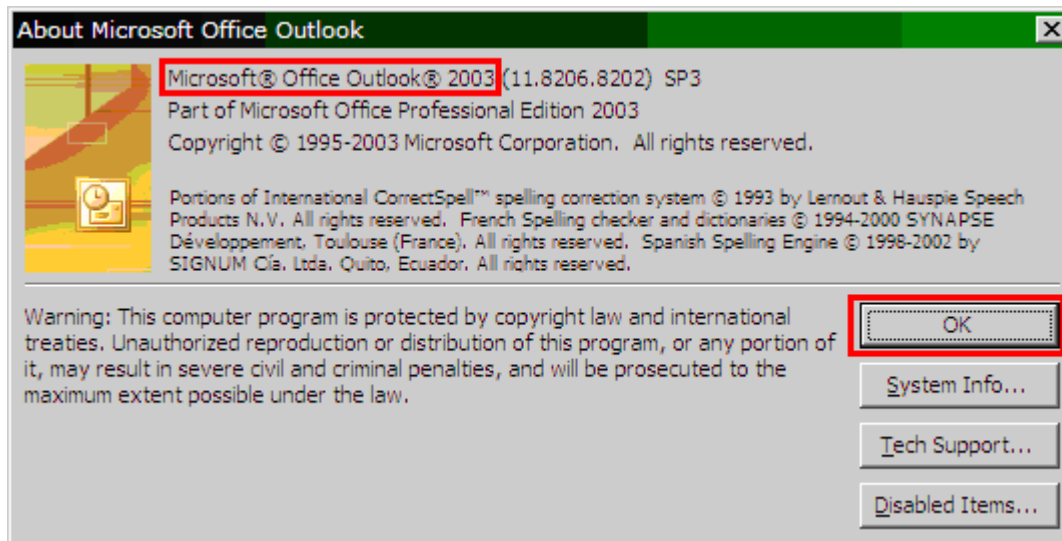
**Incoming/Outgoing server info:** If you are familiar with how to configure Outlook 2007, use the following information. If you need more help, continue reading.

- Incoming Server: pop3.live.com (SSL enabled)
- Outgoing Server: smtp.live.com (SSL enabled, requires authentication)

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



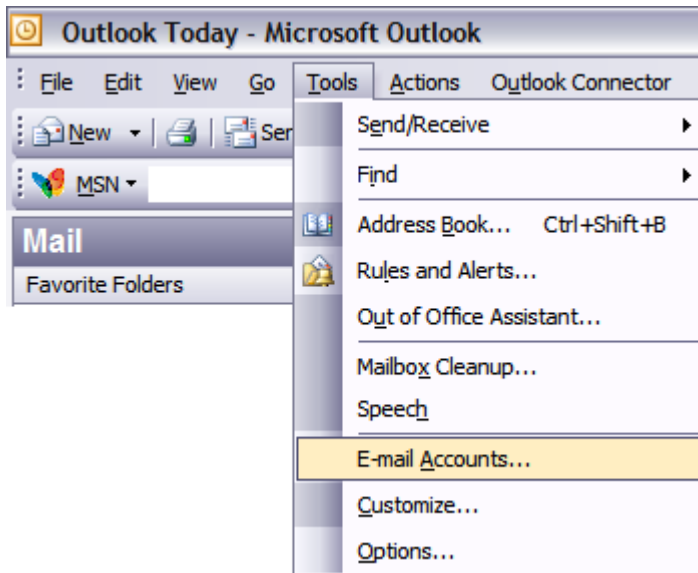
If the 'About' screen says 2003 like in the picture below, continue reading.



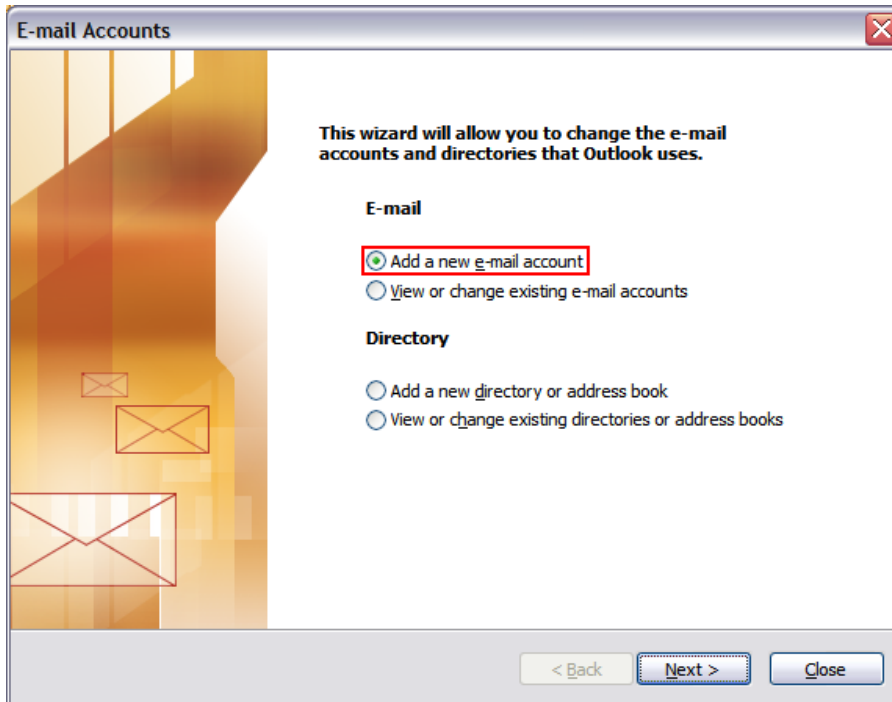
1. Open Outlook using the icon on your desktop or Start menu.



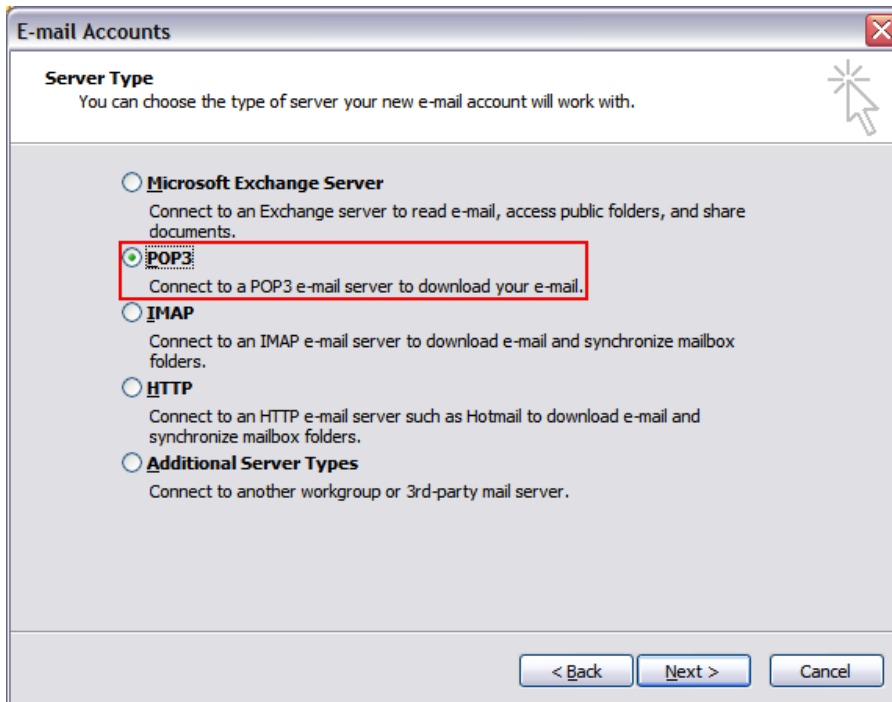
2. If this is your first time running Outlook, the new account wizard will start automatically. Otherwise, select **Tools**, then **E-Mail Accounts....**



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

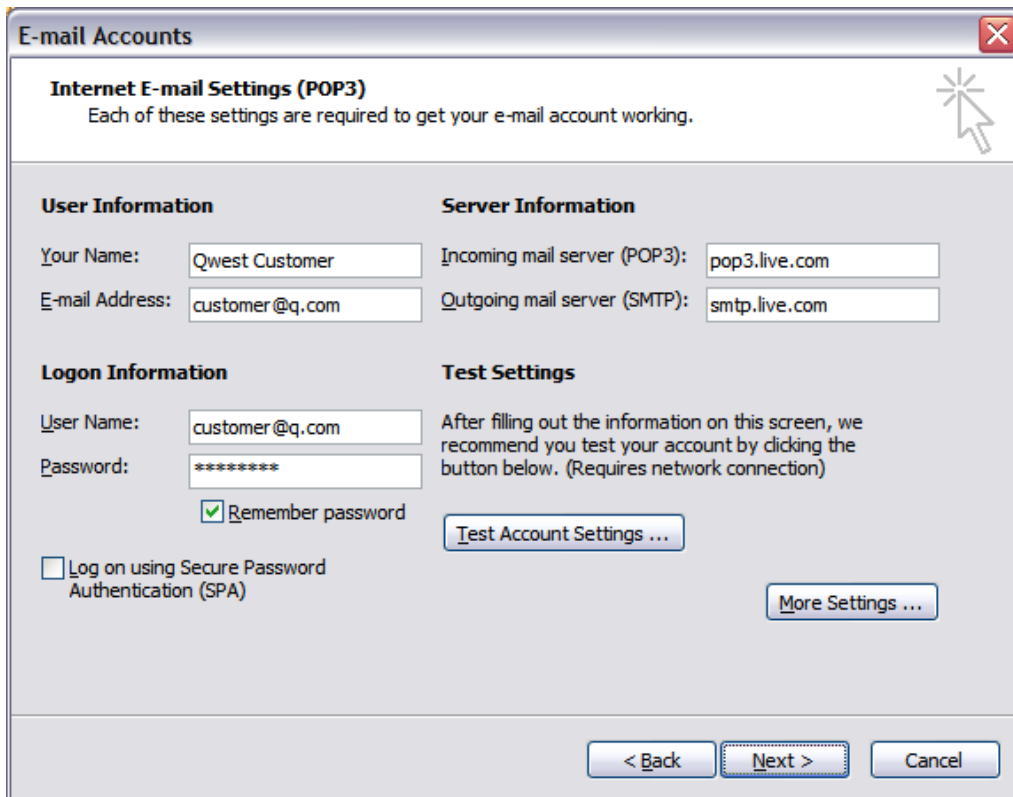


4. Select **POP3** and select **Next**.



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 q.com e-mail address.
- **Incoming mail server (POP3):** This should be pop3.live.com
- **Outgoing mail server (SMTP):** This should be smtp.live.com
- **User Name:** Your full q.com e-mail address.
- **Password:** Your q.com 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.)
- Do *not* check the **Log on using Secure Password Authentication (SPA)** box.



**E-mail Accounts**

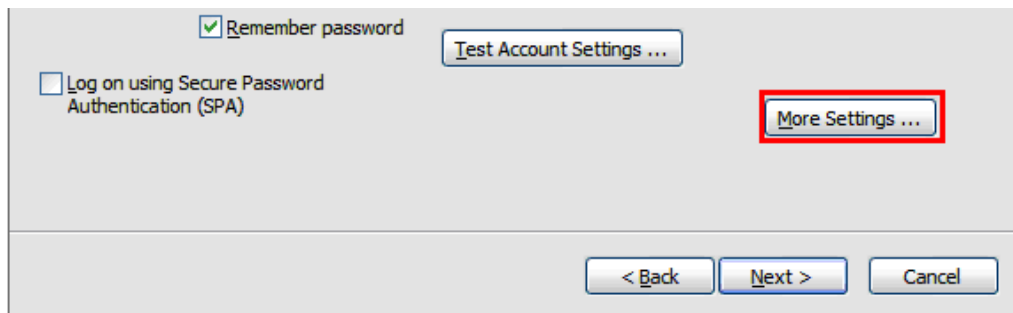
**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="Qwest Customer"/>	Incoming mail server (POP3): <input type="text" value="pop3.live.com"/>
E-mail Address: <input type="text" value="customer@q.com"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.live.com"/>

Logon Information	Test Settings
User Name: <input type="text" value="customer@q.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

< Back    Next >    Cancel

6. Select **More Settings**.

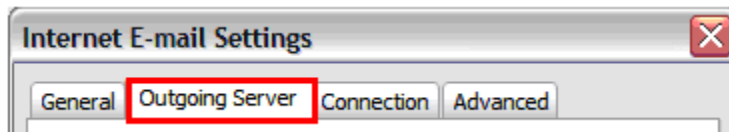


Remember password

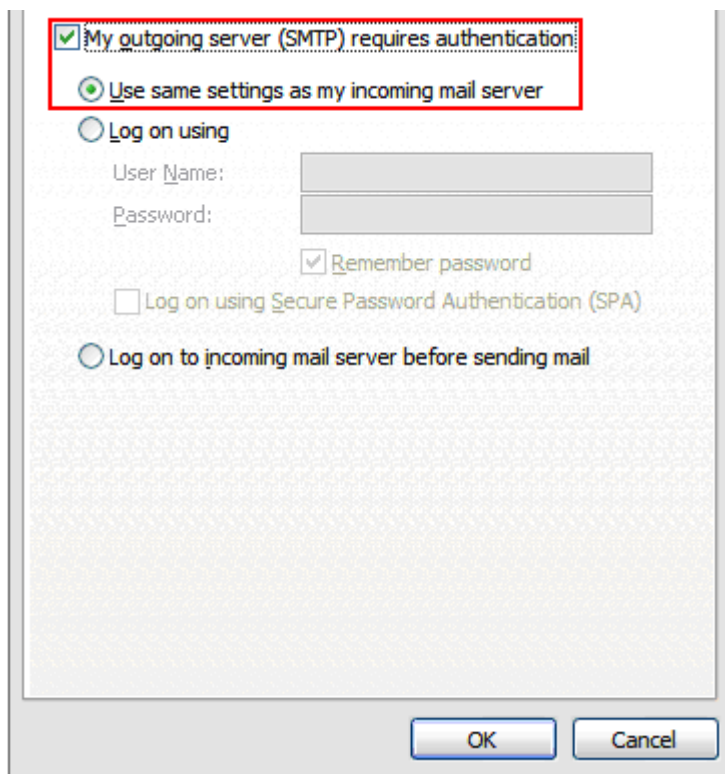
Log on using Secure Password Authentication (SPA)

< Back    Next >    Cancel

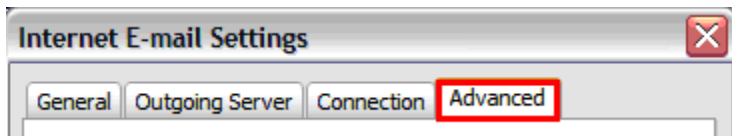
7. In the 'Internet E-Mail Settings' dialog box, select the **Outgoing Server** tab.



8. Check the box labeled **My outgoing server (SMTP) requires authentication**, then select **Use the same settings as my incoming server**.



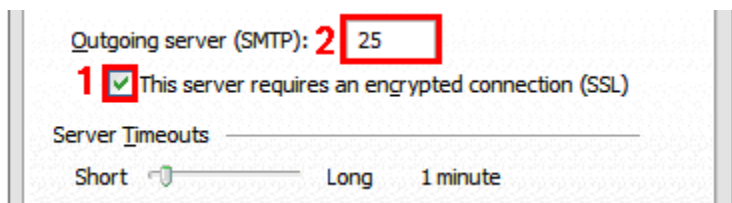
9. Select the **Advanced** tab.



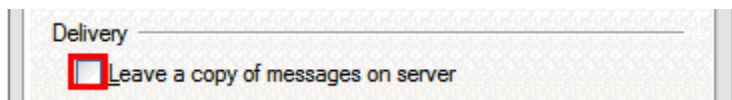
10. Check **This server requires an encrypted connection (SSL)**, then type 995 in the **Incoming Server (POP3)** box.



11. Check **This server requires an encrypted connection (SSL)**, then type 25 in the **Outgoing Server (SMTP)** box.

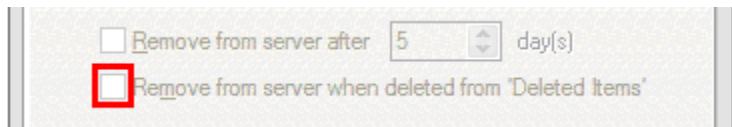


12. If you would like MSN to maintain a backup copy of your email on its e-mail server:  
a. Check the box next to **Leave a copy of messages on the server**. Otherwise, Outlook will download all e-mail to your local computer and remove it from the MSN server. Once downloaded, these e-mails can no longer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

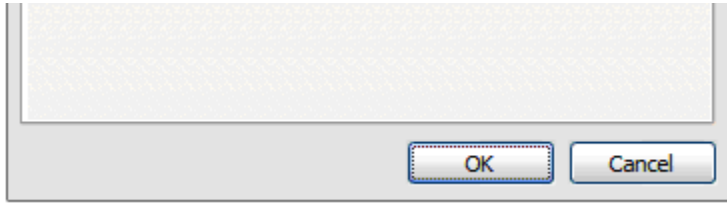


Read this if you checked the box in **19a**.

- b. Checking the box next to **Remove from server when deleted from 'Deleted Items'** tells the remote MSN e-mail server to delete the server copy of a particular e-mail when deleted from your local computer. If left unchecked, the MSN e-mail server will maintain a backup copy of deleted e-mails, and will still be viewable using <http://mail.live.com> or <http://hotmail.com>.



13. Select **OK**.



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

