



VELOCITY INTERNET

VELOCITY INTERNET

SETTING UP MICROSOFT OUTLOOK 2003

1. Open **Outlook**
2. Under the **Tools** menu, click **Email Accounts**
3. Under **Email**, select **Add a new email account**, Click **Next**
4. Under **Server Type**, select **POP3**
5. Under **User Information**, **Your Name** box, type *your name* (eg. John Smith)
6. Under **User Information**, **Your E-mail Address** box, type your Velocity email address (eg. johnsmith@velocitynet.com.au), and then click **Next**
7. Under **Server Information**, **Incoming Mail Server (POP3)** box type **mail.velocitynet.com.au**
8. Under **Server Information**, **Outgoing Mail Server (SMTP)** box type **mail.velocitynet.com.au**
9. Under **Logon Information**, **User Name** box type your full email address (eg. johnsmith@velocitynet.com.au)
10. Under **Logon Information**, **Password** box type your password
11. Select the **Remember Password** box
12. Do not select Log on using Secure Password Authentication (SPA)
13. Click on **Next**
14. Click **Finish**, and then click **Close**
15. Close Outlook