

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

Email Type:
@hotmail.com



Use this document if:

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

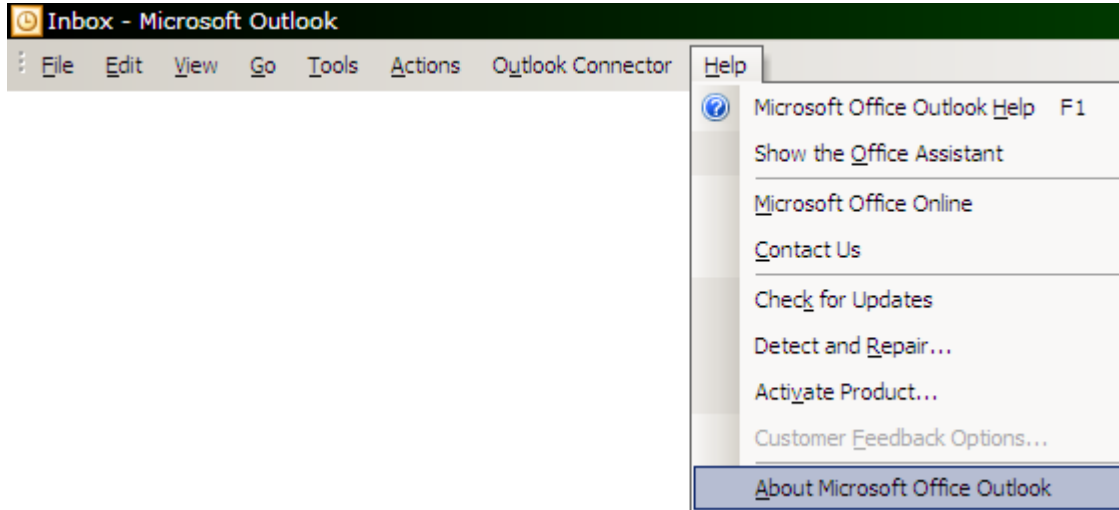
This document assumes:

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

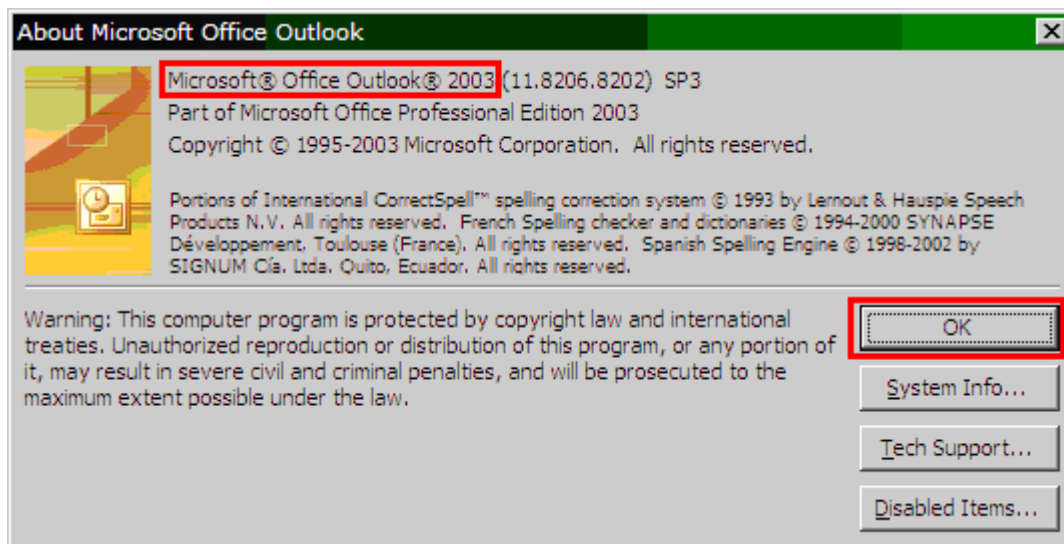
Incoming/Outgoing server info: If you are familiar with how to configure Outlook 2007, use the following information. If you need more help, continue reading.

- 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**.



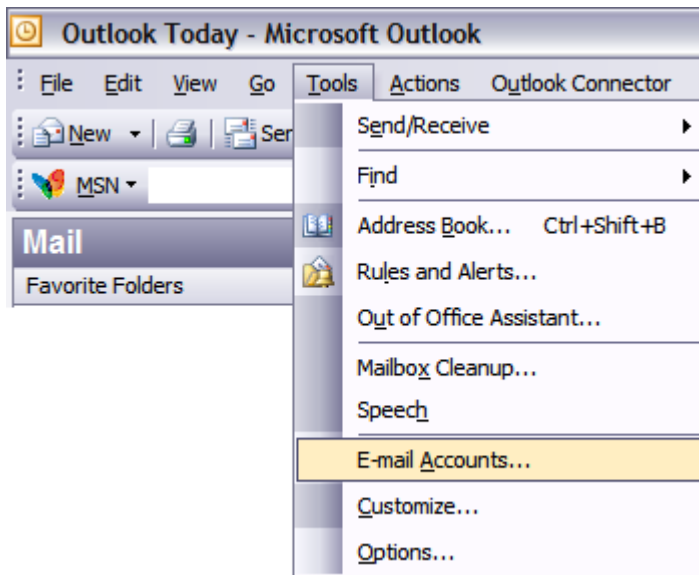
If the 'About' screen says 2003 like in the picture below, continue reading.



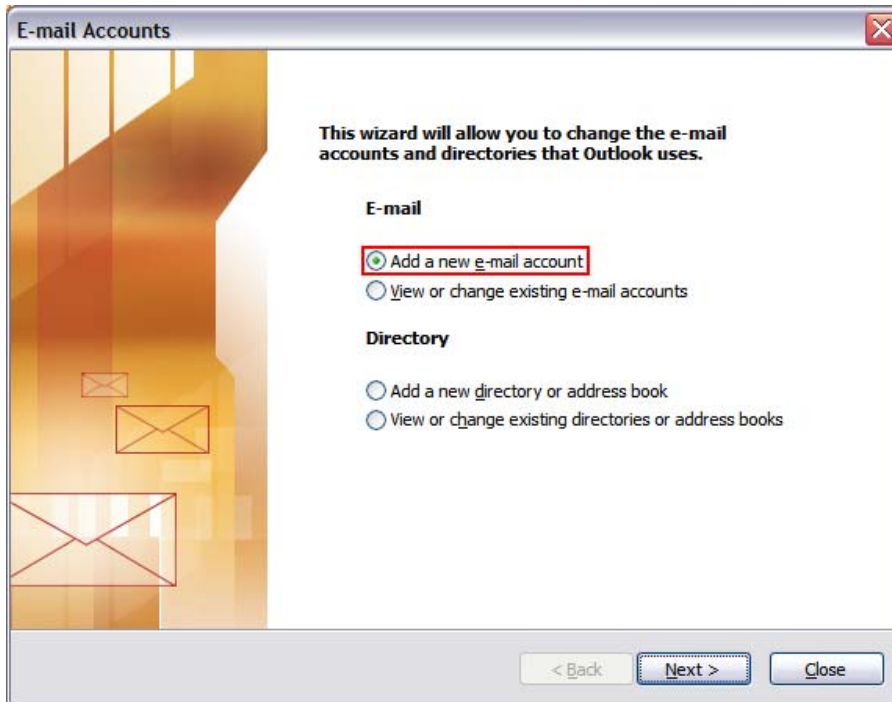
1. Open Outlook using the icon on your desktop or Start menu.



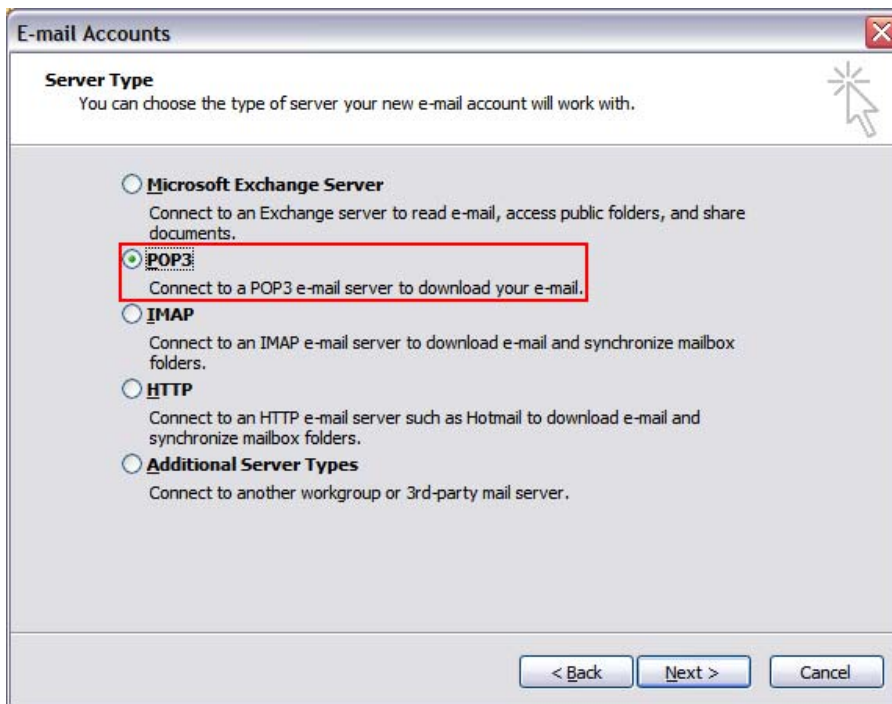
2. If this is your first time running Outlook, the new account wizard will start automatically. Otherwise, select **Tools**, then **E-Mail Accounts....**



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



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

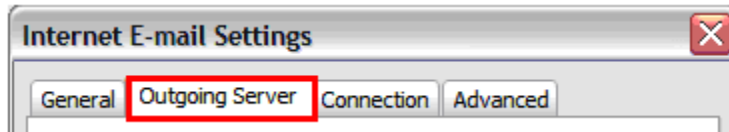


5. Fill in the following information:

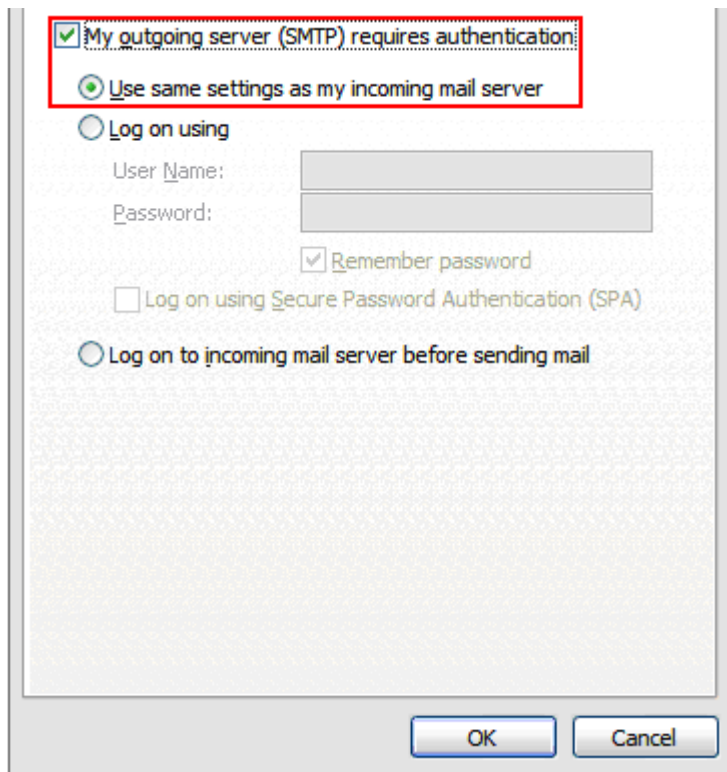
- **Your Name:** Your name as you would like it to appear on outgoing mail (personal name, company name, etc.)
- **E-Mail address:** Your full hotmail.com e-mail address.
- **Incoming mail server (POP3):** This should be pop3.live.com
- **Outgoing mail server (SMTP):** This should be smtp.live.com
- **User Name:** Your full hotmail.com e-mail address.
- **Password:** Your hotmail.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.

6. Select **More Settings**.

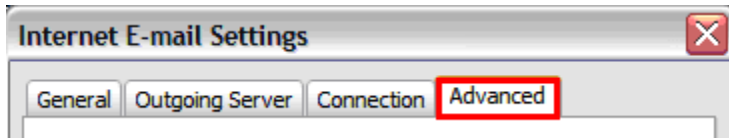
7. In the 'Internet E-Mail Settings' dialog box, select the **Outgoing Server** tab.



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



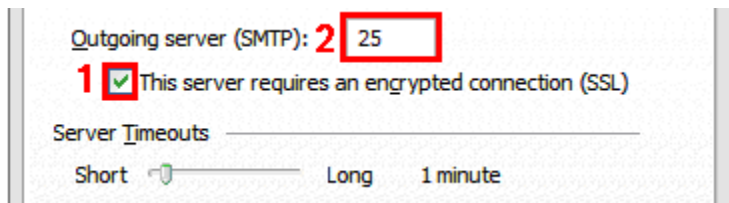
9. Select the **Advanced** tab.



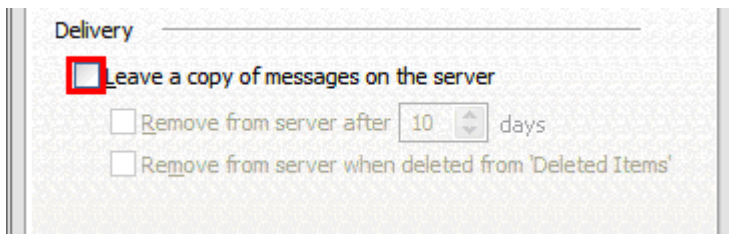
10. Check **This server requires an encrypted connection (SSL)**, then type 995 in the **Incoming Server (POP3)** box.



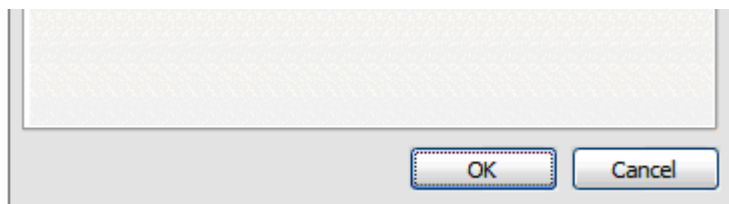
11. Check **This server requires an encrypted connection (SSL)**, then type 25 in the **Outgoing Server (SMTP)** box.



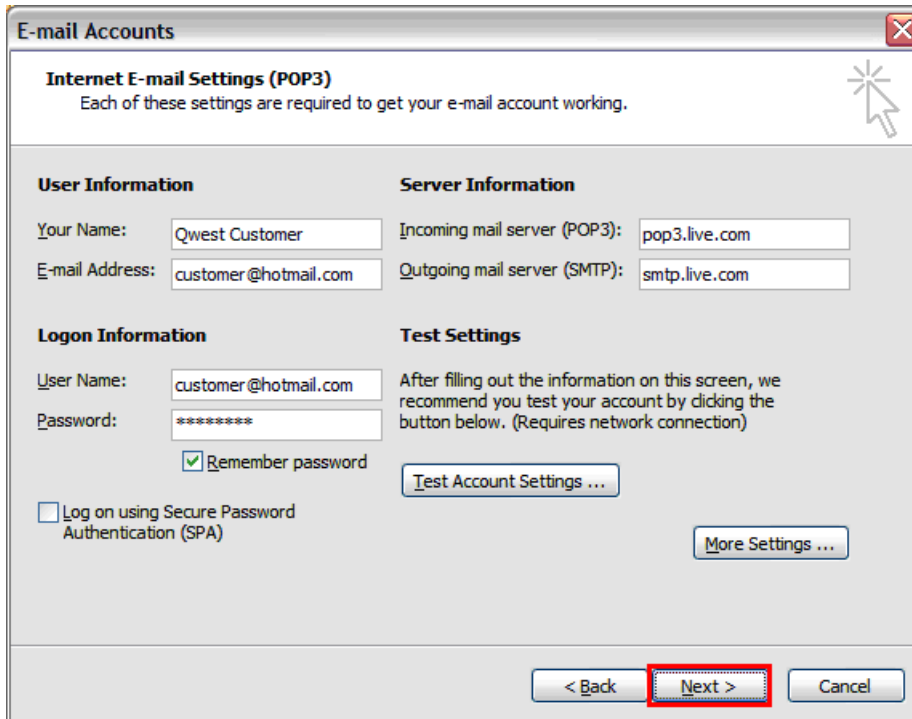
12. If you plan on accessing your e-mail from somewhere other than Outlook (Hotmail.com, etc.), check the **Leave a copy of messages on the server** box. Otherwise, e-mail will only be accessible through Outlook.



13. Select **OK**.



14. Select **Next**.



The screenshot shows the 'E-mail Accounts' window with the 'Internet E-mail Settings (POP3)' tab selected. The window contains four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. The 'User Information' section has fields for 'Your Name' (Qwest Customer) and 'E-mail Address' (customer@hotmail.com). The 'Server Information' section has fields for 'Incoming mail server (POP3)' (pop3.live.com) and 'Outgoing mail server (SMTP)' (smtp.live.com). The 'Logon Information' section has fields for 'User Name' (customer@hotmail.com) and 'Password' (masked with asterisks), with a checked 'Remember password' checkbox and an unchecked 'Log on using Secure Password Authentication (SPA)' checkbox. The 'Test Settings' section contains a text box explaining the purpose of the 'Test Account Settings' button. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red rectangle.

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):

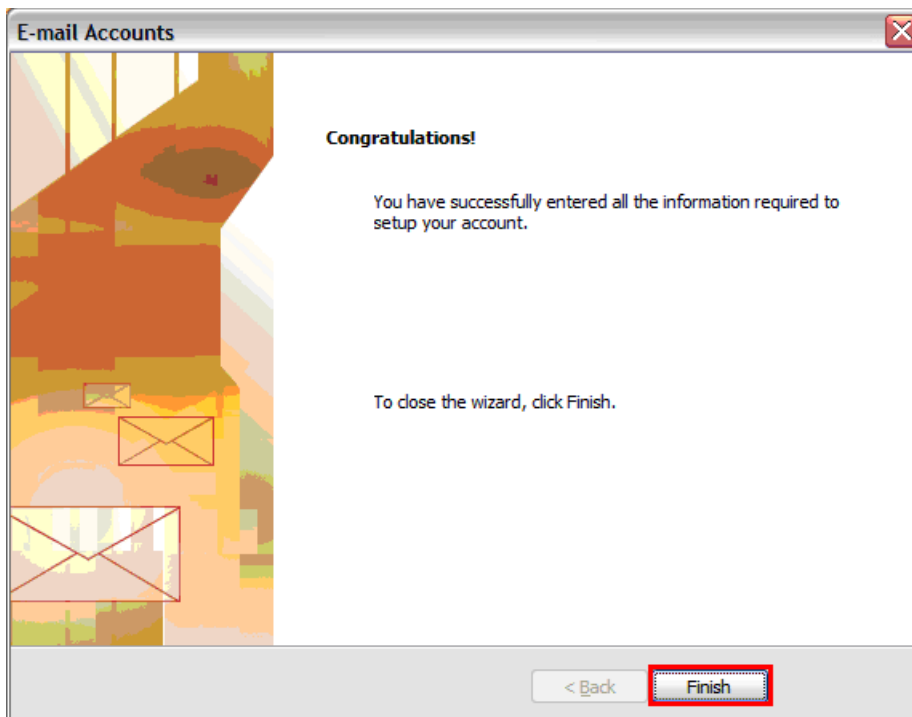
Logon Information

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)

15. To complete the process select **Finish**.



The screenshot shows the 'E-mail Accounts' window with a 'Congratulations!' message. The window contains a large illustration of a mailbox on the left and text on the right. The text says 'Congratulations! You have successfully entered all the information required to setup your account.' and 'To close the wizard, click Finish.' At the bottom, there are two buttons: '< Back' and 'Finish'. The 'Finish' button is highlighted with a red rectangle.

E-mail Accounts

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.