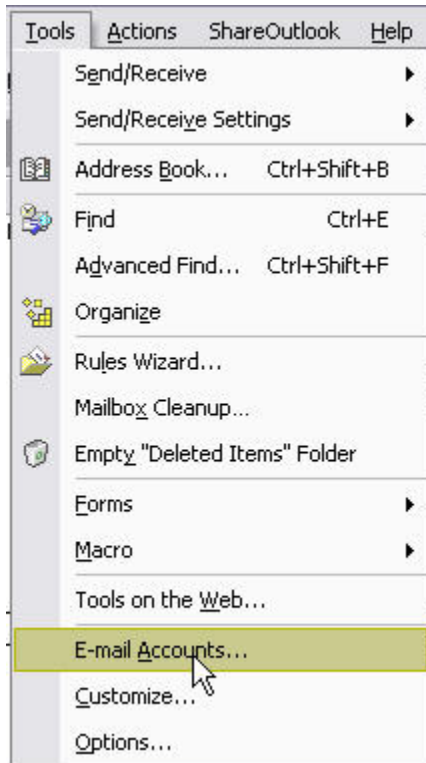


Changing your mail setting in Outlook

To check the version of *Outlook* on your machine, click on *Help > About Microsoft Outlook*. The version will be displayed at the top of that window.

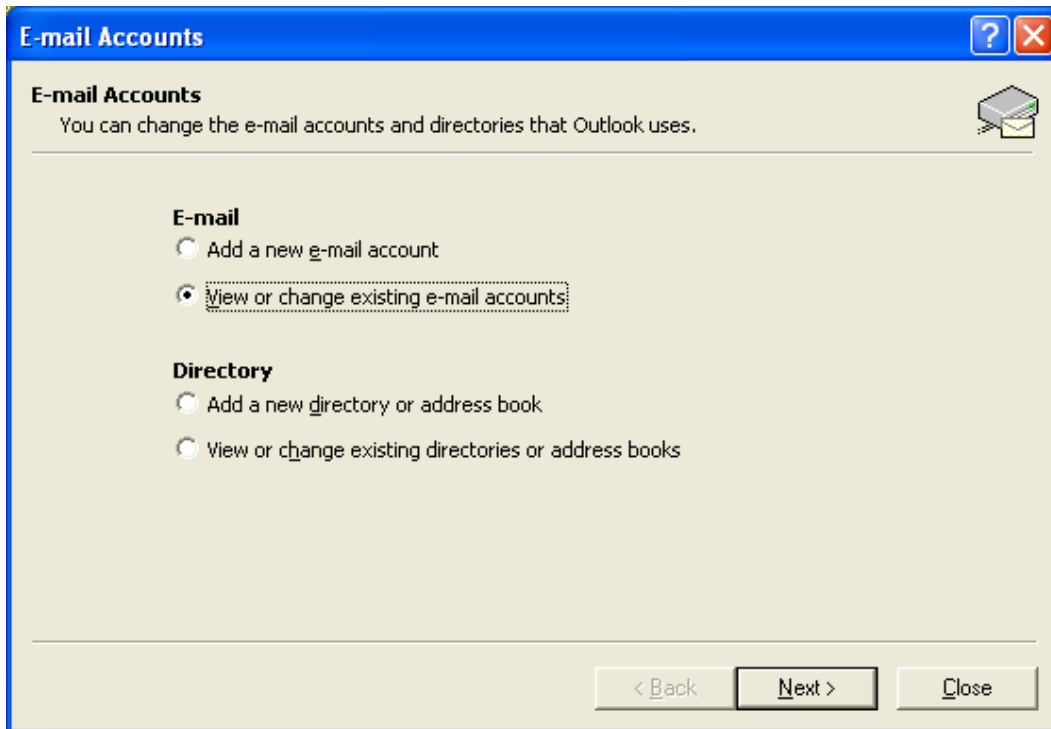
In Outlook 2002 (XP)

1. Open *Outlook*
2. Select *Email Accounts* from the *Tools* menu, as shown below.

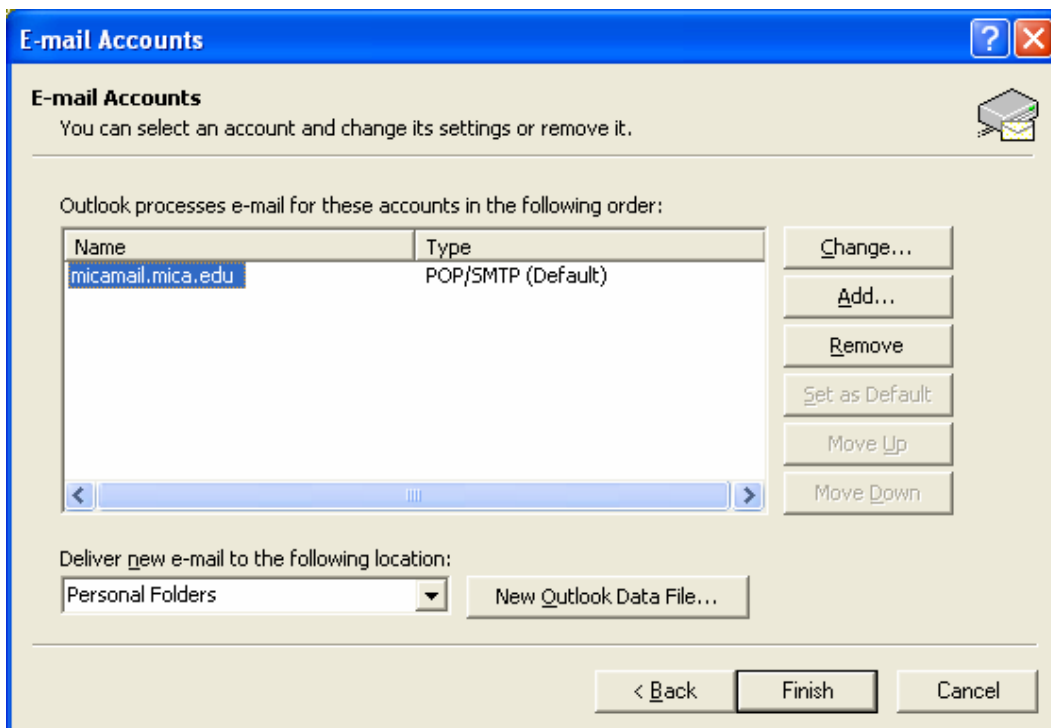


Continued on next page.....

3. Select *View or change existing email accounts*.



4. Select your MICA email account and click the *Change* button.



5. In the window that opens, change the POP3 and SMTP server information to **mail.mica.edu**, as shown below.

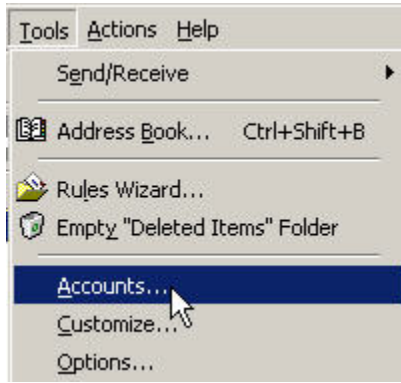
The screenshot shows the 'E-mail Accounts' dialog box with the following details:

- Internet E-mail Settings (POP3)**: Each of these settings are required to get your e-mail account working.
- User Information**:
 - Your Name: David Apaw
 - E-mail Address: dapaw@mica.edu
- Server Information**:
 - Incoming mail server (POP3): mail.mica.edu
 - Outgoing mail server (SMTP): mail.mica.edu
- Logon Information**:
 - User Name: dapaw
 - 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).
 - Test Account Settings ...
 - More Settings ...
- Navigation buttons: < Back, Next >, Cancel

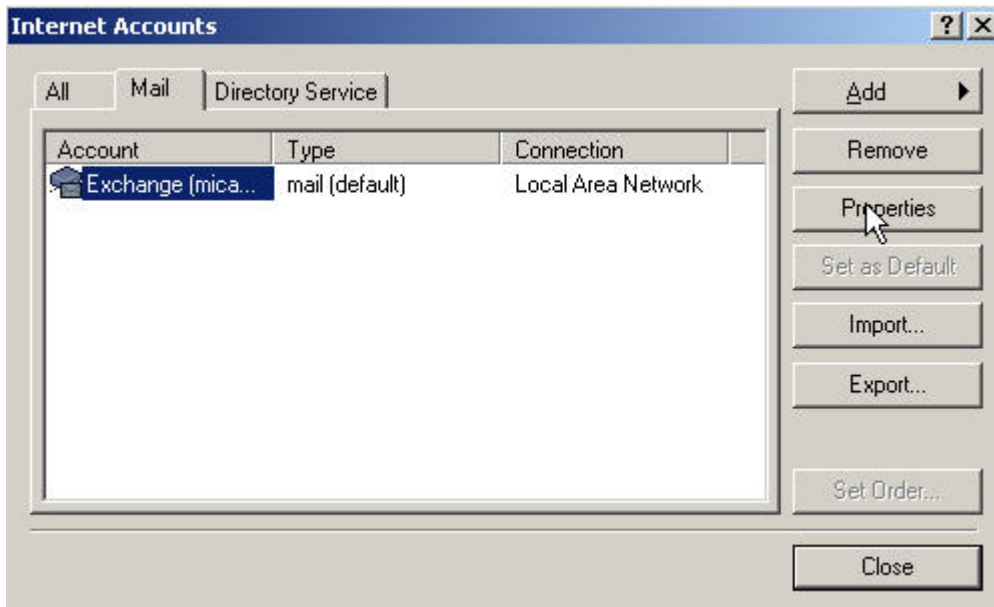
6. Click *Next* and *Finish*.

In Outlook 2000

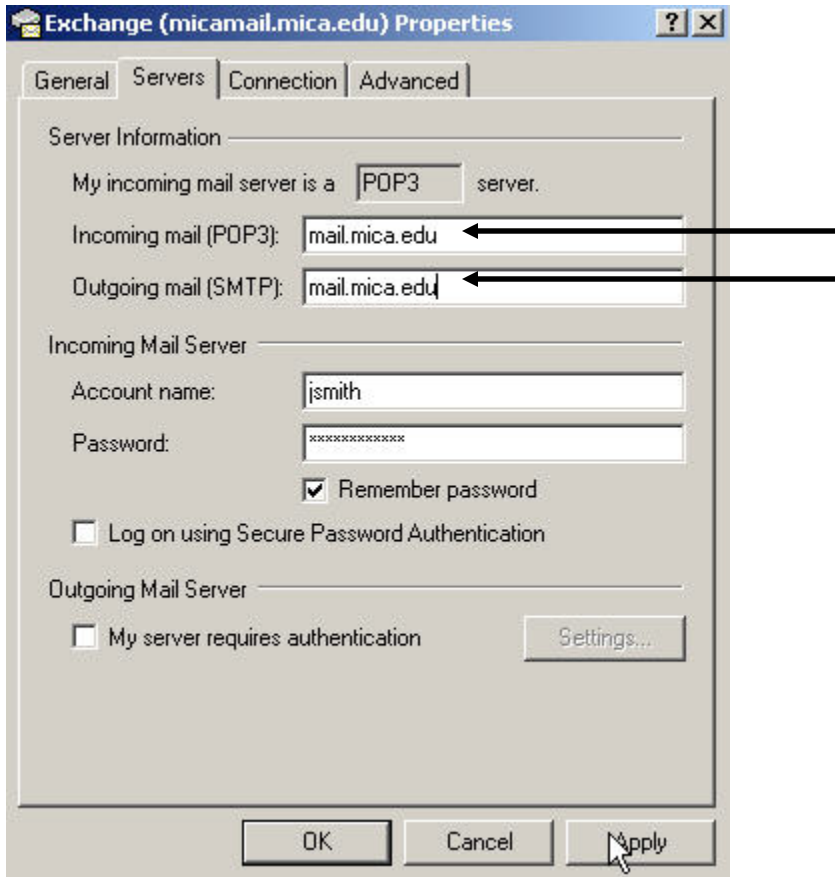
1. Open *Outlook*.
2. Select *Accounts* from the *Tools* menu, as shown below.



3. Select your MICA email account and click the *Properties* button.



4. In the window that opens, change the POP3 and SMTP server information to **mail.mica.edu**, as shown below.



5. Click *Apply* and then *OK*.