

## E-mail Setup for Microsoft Outlook 2002/2003 100 Mile NetShop Ltd.

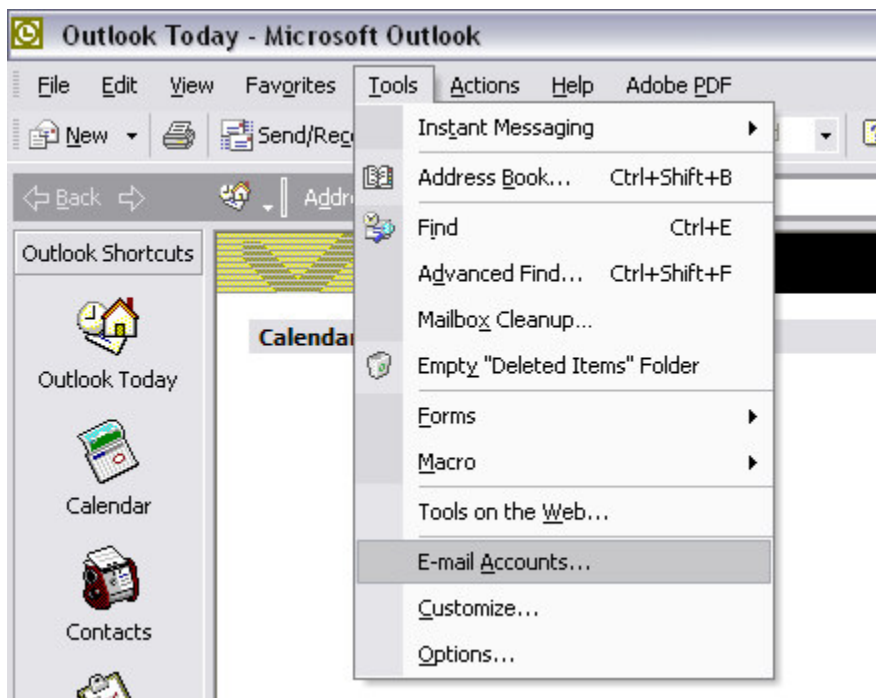
Print Guide

A step-by-step walkthrough

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Note: Microsoft Outlook 2002 (Office XP) and 2003 have the same type of layout.

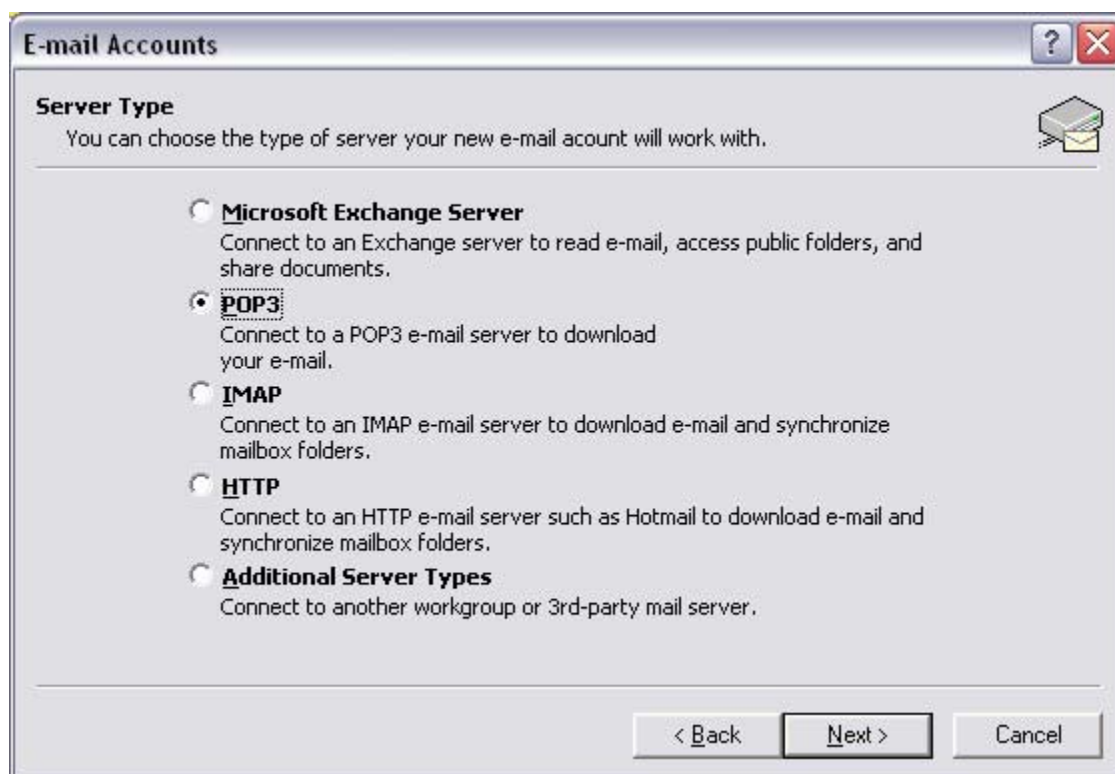
1) In Microsoft Outlook, click on **Tools** then **E-mail Accounts**.



2) In the E-mail Accounts window under the E-mail field, make sure **Add a new e-mail account** is selected. Press **Next**.



3) For the Server Type option, select **POP3** then press **Next**.



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4) For **Your Name**, enter **your real name** here.

In the next field, enter your **full e-mail address** in the **E-mail Address** field.

Enter your **username** in the **User Name** field and **e-mail password** in the **Password** field.

If you have a [bcinternet.net](http://bcinternet.net) e-mail address, enter **mail.bcinternet.net** for the **Incoming mail server (POP3)**, and **smtp.bcinternet.net** for the **Outgoing mail server (SMTP)**.

If you have a [bcwireless.com](http://bcwireless.com) e-mail address, enter **mail.bcwireless.com** for the **Incoming mail server (POP3)**, and **smtp.bcwireless.com** for the **Outgoing mail server (SMTP)**.

Press **Next**.

**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:

**Logon Information**

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

**Server Information**

Incoming mail server (POP3):

Outgoing mail server (SMTP):

**Test Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

**Note:** Do NOT put a check mark where it says Log on using Secure Password Authentication (SPA).

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5) Press **Finish** and you're all set!

## E-mail Accounts



### Congratulations!



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

To close the wizard, click Finish.

< Back

Finish