

# How do I setup Outlook 2002 to get my e-mails?

The following is a general guide to setting up Microsoft Outlook 2002 to enable you to send and receive emails. To use this guide you must already have set up a pop3 mailbox in your control panel. To see how this is done [click here](#).

When you create your pop3 mailbox you will be given a POP3 mailbox name such as m8490925-xx. For information on how to create a POP3 e-mail account [click here](#).

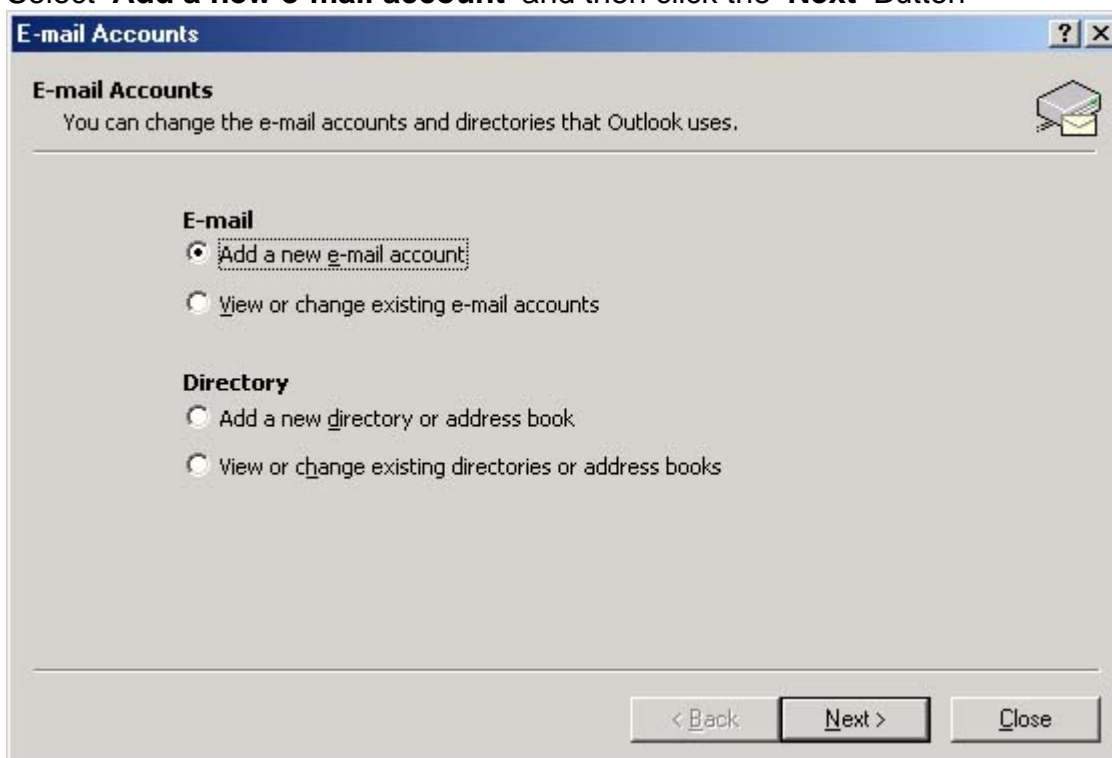
## ⚠ Please note

You must wait at least 3 hours before trying to access the mailbox after setting it up.

1. Start Outlook 2002 from the Start Menu, from the main window you will be able to set up Outlook 2002 to send and retrieve mail from the email account you have hosted with OneandOne. Click on **'Tools'** -> **'E-mail Accounts'** to enter into this set-up process.



2. Select **'Add a new e-mail account'** and then click the **'Next'** Button



3. Select **'POP3'** and then click the **'Next'** Button



#### 4. Enter your Personal details

##### User Information

Your Name: This is the name that you want to appear on the e-mail

E-mail Address: Yourname@yourdomain.co.uk etc

##### Server Information

Incoming mail server (POP3): pop.1and1.co.uk

Outgoing mail server (SMTP): auth.smtp.1and1.co.uk \*

##### Logon Information

User Name: m8490925-xx (See your "OneAndOne Control Panel" under '**e-mail management**') )

Password : Enter the password you chose when you created your e-mail account

**E-mail Accounts** [?] [X]

**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**

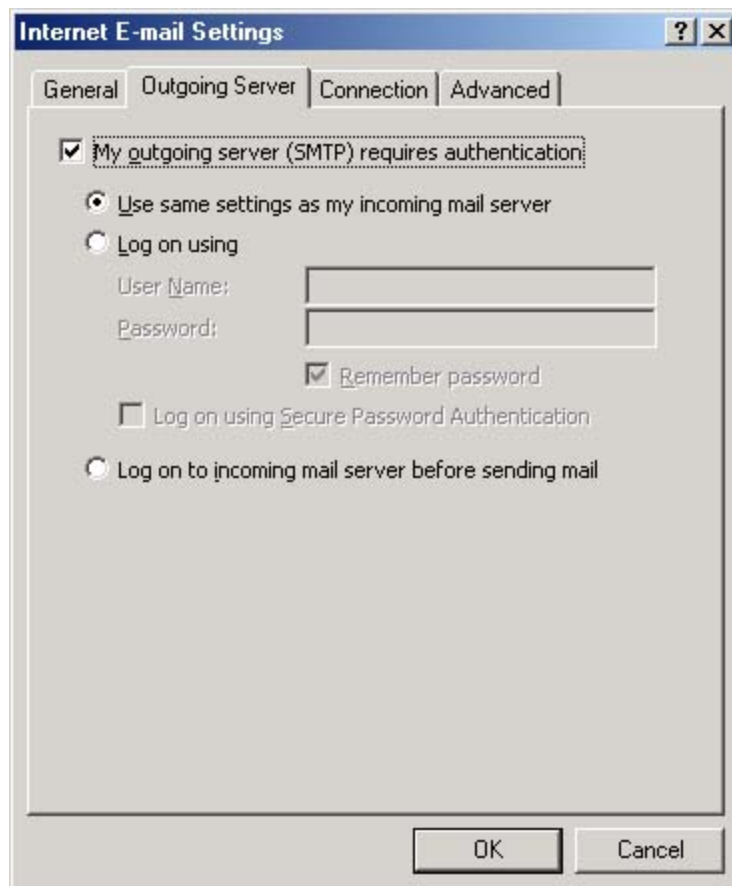
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

\* *Freemove users need to use smtp.freemove.co.uk and then finish*

- Now click the **'More Settings'** button



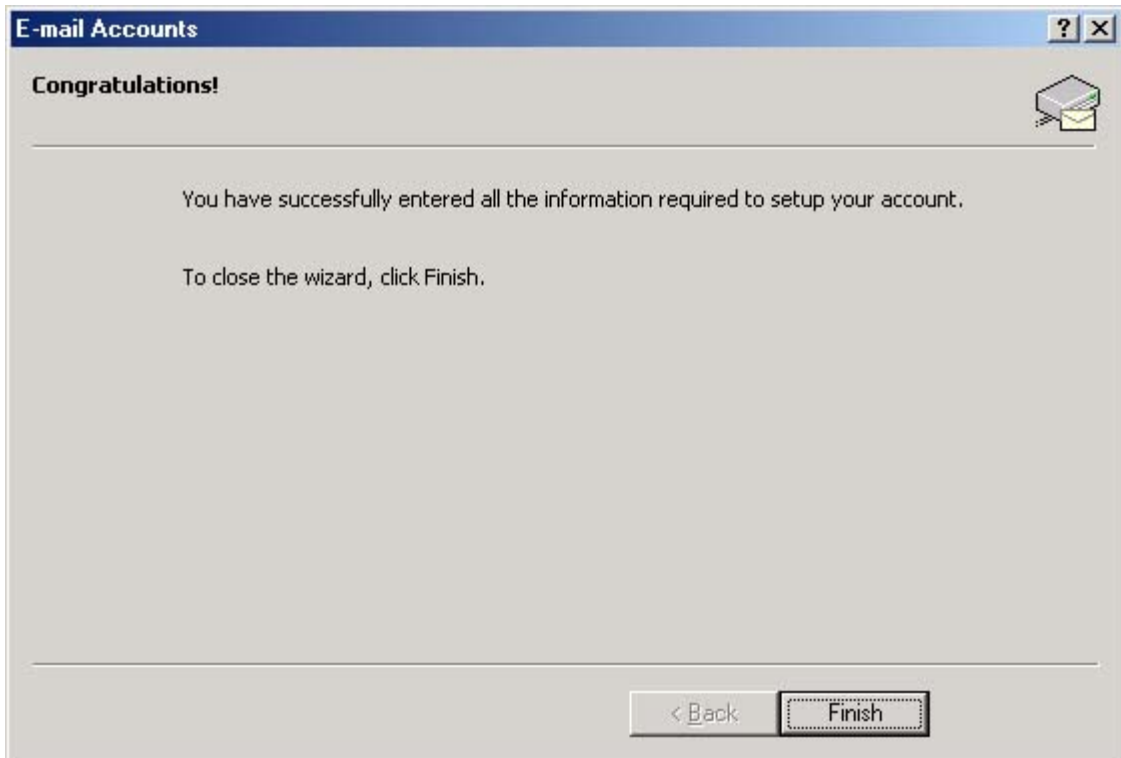
- Click on the **'Outgoing Server'** tab and then click on **'My outgoing server (SMTP) requires authentication'**



Click **'OK'**.

7. Click **'Next'**

8. Click **'Finish'**



9. Close and re-start Outlook 2002

10. No more steps you are ready to send and receive e-mails.