# E-Mail Configuration for Microsoft Outlook 2003

This document assumes that you have already setup your email account using the eSuite.ca customer care site. If you do not currently have your eSuite.ca Email login and password credentials please login to the eSuite.ca Customer Care Site located at http://customers.esuite.ca, or contact eSuite.ca technical support for assistance at 416-853-1000
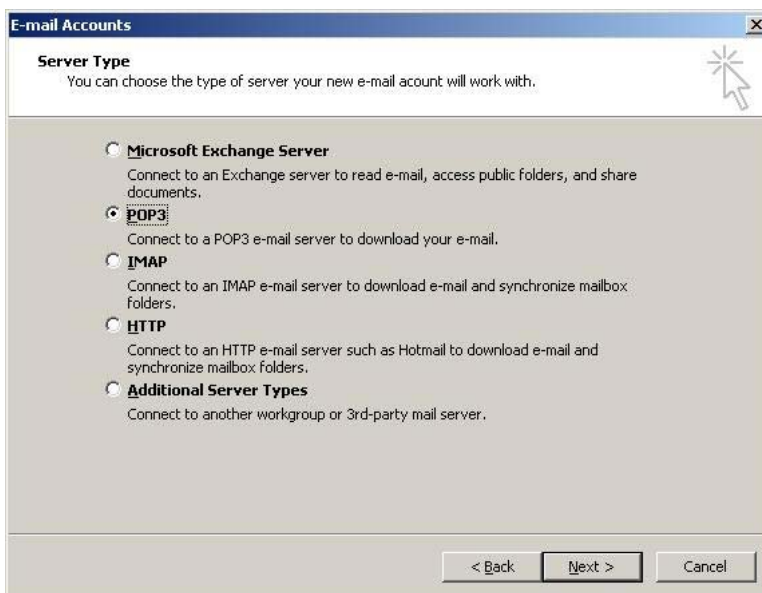
1. Launch Microsoft Outlook
2. Click on the tools menu, and then select "Email Accounts"
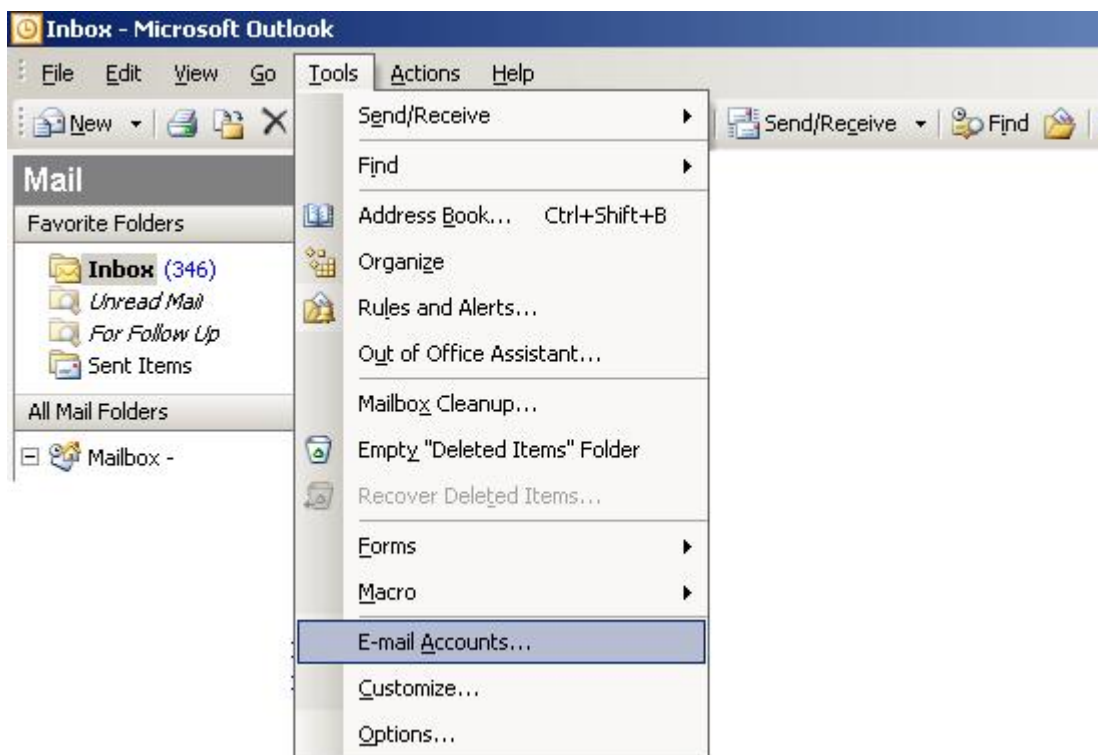
3. The screen below will appear, ensure that you have select "Add a new email account" and then click on "Next"
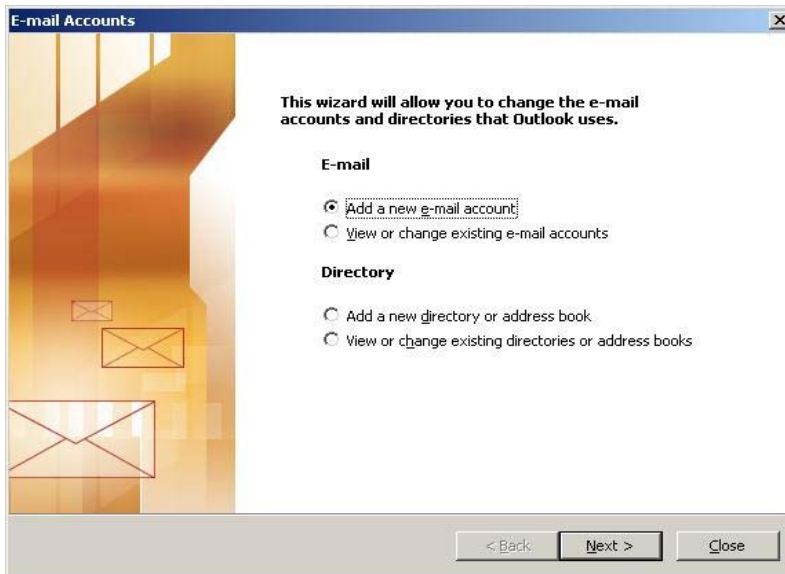
4. Then screen below will appear, select "POP3", and click on "Next"

5. The next screen will appear, fill in the details as described below.

- **Your Name:** This is the name that recipients of your email will see in the From Field of the message.
- **E-Mail Address**: This is the full email address that you will be using to send and receive email messages.
- **Incoming Mail Server:** pop.esuite.ca
  Outgoing Mail Server: smtp.esuite.ca
- **User Name:** This field should pre-populate, but if not you will need to enter your username. Your username is the portion of your email address before the "@" sign. E.g. joe@esuite.ca would be just joe.
- **Password:** Enter the password for your account
- Then click "Next"

6. The click on Finish and your email account is ready for use.

E-mail Accounts

Congratulations!

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

To close the wizard, click Finish.

< Back   Finish