

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"

E-mail Accounts	×
	This wizard will allow you to change the e-mail accounts and directories that Outlook uses.
Contraction of the local division of the loc	E-mail
	 Add a new e-mail account <u>View or change existing e-mail accounts</u>
	Directory
	C Add a new directory or address book C View or change existing directories or address books
	< Back Next > Close

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.

E-mail Accounts			×
Internet E-mail Settings (POP3) Each of these settings are required to get your e-mail account working.			
User Informat	tion	Server Information	
Your Name:	Your Name	Incoming mail server (POP3):	pop.esuite.ca
<u>E</u> -mail Address:	username@esuite.ca	Outgoing mail server (SMTP):	smtp.esuite.ca
Logon Information		Test Settings	
<u>U</u> ser Name: <u>P</u> assword:	username ******	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)	
	Remember password	Test Account Settings	
Log on using Authenticatio	Secure Password on (SPA)		More Settings
		< <u>B</u> ack	Next > Cancel

- 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.

