

Enabling SMTP Authentication

This document explains how to enable SMTP Authentication for Outlook XP (also known as Outlook 2002), Outlook 2003 and Outlook Express.

Outlook XP & 2003

1. Open **Outlook**.
2. From the **Tools** menu, select **Email Accounts**. The **Email Accounts** box appears.
3. Verify that the circle-box **View or change existing email accounts** is selected and click **Next**.
4. Your email account appears
5. Double-Click on your email account, The **Internet Email Settings** appear.
6. Under the **Server Information** section, make sure the Incoming and Outgoing mail servers are: **mail.[YOUR-DOMAIN].com**
7. Click the button **More Settings...** in the lower right-hand corner. The **Internet Email Settings** box appears.
8. Click the **Outgoing Server** tab.
9. Click the circle-box **My outgoing server (SMTP) requires authentication**, and verify that the circle-box **Use same settings as my incoming mail server** is selected.
10. Click **OK** to close the **Internet Email Settings** box.

Outlook Express

1. Open **Outlook Express**
2. From the **Tools** menu, select **Accounts**.
3. Double click on the Account you want to change to bring up the properties page
4. Click on the **Servers** tab to bring up the server settings
 - a. Check the box under **Outgoing Mail Server** that says, "**My Server requires authentication**"
 - b. Click on the **Settings** button next to this and make sure that the "**Use same settings as my incoming server**" radio button is selected.
5. Click **Apply** to apply the settings
6. Click **OK** to close the window
7. Click **Close** to close the Internet Accounts window.
8. Click **Send/Receive** to ensure things are working correctly.



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