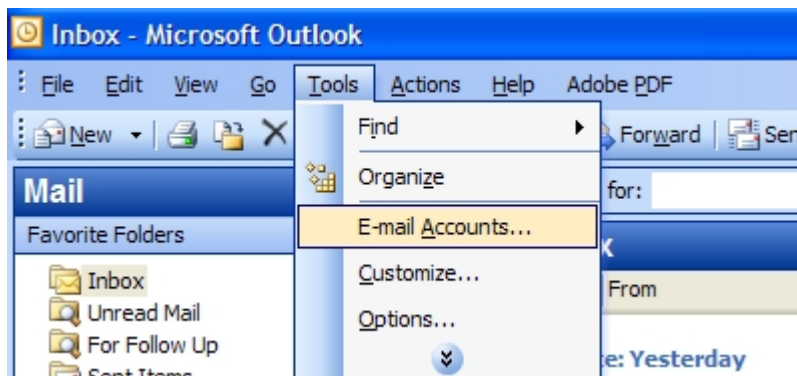


Outlook 2003 Instructions

This page will describe the steps necessary to set up your anonymous email account in Outlook 2003 so that you can send and receive email.

Note: You must first request an anonymous email account from the Webservant, if you haven't already done so. Email Webservant@district2aa.org to request an anonymous email account.

1. Open Outlook 2003
2. Click on **Tools-Email Accounts:**



3. Choose **Add A New Email Account** and click the **Next** button.
4. Choose **POP3** and click the **Next** button.
5. Enter your District 2 Trusted Servant Title only in the **Your Name** field (like Newsletter Chair) or leave blank.
6. Enter your anonymous email address that was sent to you by the Webservant (i.e. newsletter@district2aa.org) in the **Email Address** field.
7. Enter your full anonymous email address in the **User Name** field (i.e. newsletter@district2aa.org)
8. Enter your anonymous email password as given to you by the Webservant, or the password you changed it to in the **Password** field.
9. Enter **mail.district2aa.org** in the **Incoming Email Server (POP3)** field
10. Enter **mail.district2aa.org** in the **Outgoing Email Server (SMTP)** field.

11. Click on the **More Settings** button.
12. Your anonymous email address will appear in the **Mail Account** box. You may change this to whatever you like to better identify this email account within Outlook (i.e. **Newsletter** or **Anonymous** or **Webservant** or **District 2 AA**) or you may leave it as is.
13. Click the **OK** button.
14. Click the **Test Account Settings...** button to test the account; you will receive a test email if it is setup correctly. If not, please email the Webservant at Webservant@district2aa.org.
15. Your anonymous email account is now setup and you will be able to receive email by clicking on the **Send/Receive** button.