

Outlook 2002/2003 mail setup

- 1: In Microsoft Outlook, select Tools > E-mail Accounts.
- 2: Add a new e-mail account" and click Next
- 3: For your server type, select "POP3" and click Next.

On the Internet E-mail Settings (POP3) window, enter your information as follows:

Your Name

Enter your first and last name.

E-mail Address

Enter your e-mail address.

User Name

Enter your e-mail address, again.

Password

Enter the password you set up for your e-mail account.

Incoming mail server (POP3)

Enter mail.onrampcom.com for your incoming mail server.

Outgoing mail server (SMTP)

Enter mail.onrampcom.com for your outgoing mail server.

Click "More Settings."

The "More Settings..." button loads a new window with four tabs. Select the "Outgoing Server" and be sure to select the checkbox that reads "My outgoing server (SMTP) requires authentication." Click Ok to verify these settings, and then click "Next" on the Internet Email email window. Lastly, click "Finish" on the summary window to complete you account setup.