Setting up Outlook 2003

To receive your LTU mail in Outlook 2003:

1. Open Outlook.
   If this is the first time Outlook is started, the Startup Wizard will open.

2. Select Yes on the E-mail Accounts window and click Next >.
If the Startup Wizard doesn’t open, Go to Tools, and click on Email Accounts.
In the Email Accounts window, select Add a new e-mail account and click Next > .

3. Select IMAP in the Server Type window.  Click Next > .
4. Type your name as you want it to appear to your recipients in the ‘Your Name:’ box.

Type your full email address in the ‘E-mail Address:’ box.

Type postoffice.ltu.edu in the ‘Incoming mail (POP3, IMAP or HTTP) server:’ box.

Type mail.ltu.edu in the ‘Outgoing mail (SMTP) server:’ box.

The User Name: box under Logon Information will fill in automatically with the email account listed in the E-Mail Address: box.

If you want Outlook to remember your password, enter your password in the ‘Password:’ box and check the ‘Remember password’ box.

If you do not want Outlook to remember your password, leave the ‘Password:’ box empty and uncheck the ‘Remember password’ box. You’ll be prompted to enter your email password every time you open Outlook.

**Note:** There are additional optional settings which can be configured. To see and/or change these, click the ‘More Settings…’ button. (see Step 5 & 6)

Click Next >, then click Finish. Outlook will open and you can access your mail.
5. More Settings… This step is OPTIONAL – Changing the Email Display Name

You can change the name of your newly created account to something recognizable. The name entered here will display in the Mail Folders column on the left side of the Outlook window.

Click the **General** tab.

Enter a name you want to call your email account in the Mail Account box. Then click **OK**.
6. More Settings… **This step is OPTIONAL** - Using Outlook 2003 from Home

In some cases, mail sent from home will not be delivered. Some Internet Service Providers will not relay mail to other mail servers which they do not control.

To solve this problem, the outgoing port number should be changed.

Click the Outgoing Server tab and check the box “My outgoing server (SMTP) requires authentication,” and click Apply.

The ‘Use same settings as my incoming mail server’ radio button should be selected.

Then, click the **Advanced** tab.
In the Advanced Tab, change **Outgoing server (SMTP)** port to **587**. (The default outgoing port number is 25).

![Internet E-mail Settings](image)

Click **OK**.
Click **Next**.
Click **Finish**.