



# MS Outlook 2003 ACCOUNT SETUP

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This is how to setup an email account in Outlook 2003.

1. In Outlook, open Tools ( Settings & your accounts will show (Figure 1). Double, left-click on your email account.

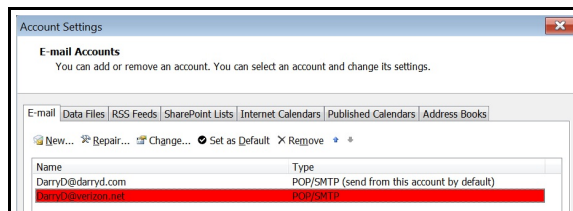


Figure 1

2. The incoming (POP3) & outgoing (SMTP) vary by server (Figure 2). But click on “More Settings” if the “Test Account Settings” does not send & re- ceive your email.

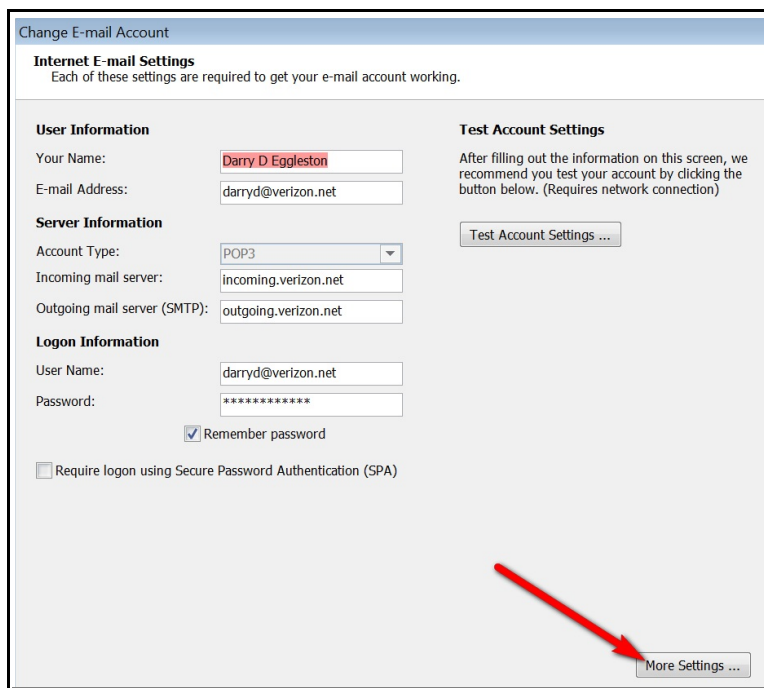


Figure 2

**NOTE** IF you're using RoadRunner:

- ① Incoming:  
pop.tampabay.rr.com
- ② Outgoing:  
smtp.tampabay.rr.com
- ③ User Name  
name@tampabay.rr.com

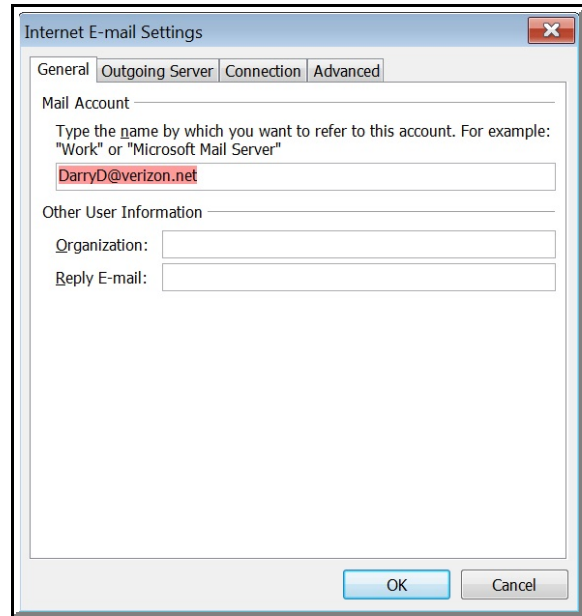
Click on “More Settings ...”

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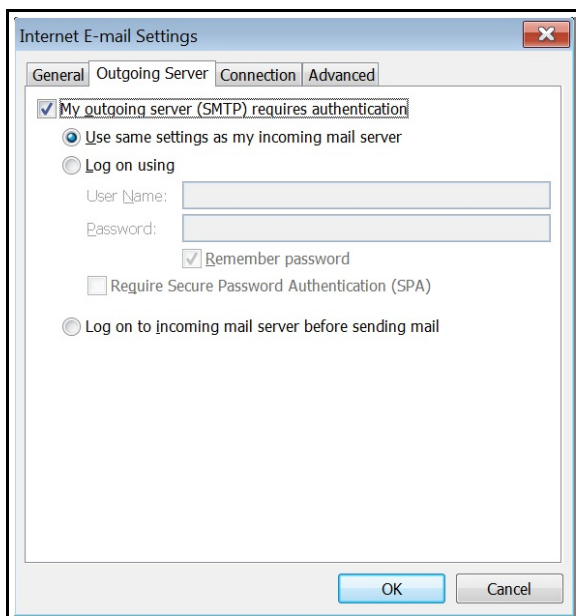
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3. In the General tab (figure 3), your email address should be the RoadRunner email address.

Click on “Outgoing Server” tab when you’re ready to continue.



**Figure 3**



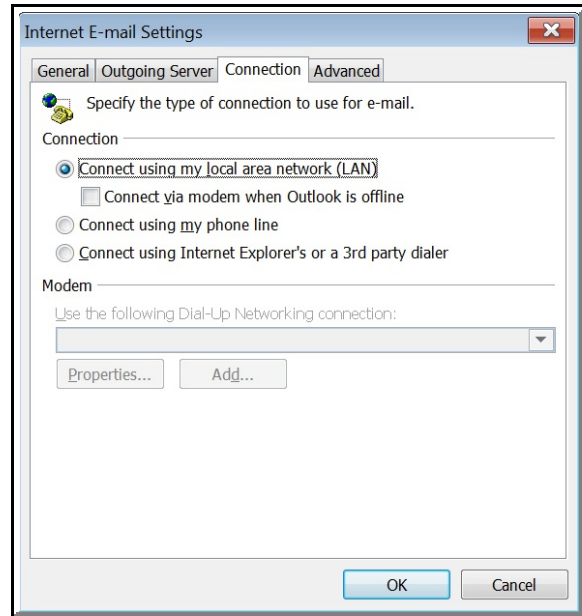
**Figure 4**

4. In the “Outgoing Server” tab, check the items I have checked (Figure 4).

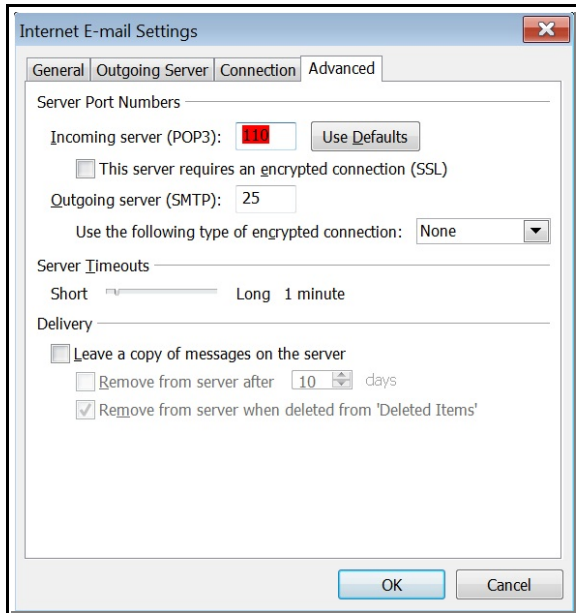
Click on the “Connection” tab when you’re ready to continue.

5. In the “Connection” tab (Figure 5), click the items I have selected.

Click on the “Advanced” tab when you are ready to continue.



**Figure 5**



**Figure 6**

6. In the “Advanced” tab (Figure 6), enter the numbers I’ve entered.

7. Click on OK.

8. Now try sending an email.