Getting Started – Configuring Your Computer Network Settings

Mitchell Telecom uses the following for their mail server setup:
Server Type: **POP3**
Incoming Mail Server: **pop.mitchelltelecom.net**
Outgoing Mail Server: **mail.mitchelltelecom.net**

How to Set Up Outlook

Start Outlook

There are many ways to start Outlook, but here's a sure-fire way to find and start it.
1. Click the **Start** button.
2. Point to **All Programs**.
3. Click **Microsoft Office** and then click **Outlook**.

Set Up an Outlook E-Mail Account
4. On the **Tools** menu, click **E-mail Accounts**.
5. The **E-mail Accounts** command is on the **Tools** menu in Microsoft Office Outlook 2003 and Microsoft Outlook 2002. If you are using an earlier version of Outlook, the following instructions do not apply. Outlook 2000, Outlook 98, and Outlook 97 were released before Microsoft started posting its online Help topics for viewing on the Internet. Therefore, your best opportunity for finding written help is to use the Help that is included within those products.
6. Select **Add a new e-mail account**, and then click **Next**.
7. Select **POP3** e-mail server used for your account, and then click **Next**.
8. In the appropriate boxes, type the information given to you by Mitchell Telecom.
   ➢ Your Name
   ➢ Your E-mail Address
   ➢ The name of the incoming e-mail server: **pop.mitchelltelecom.net**
   ➢ The name of the outgoing e-mail server: **mail.mitchelltelecom.net**
   ➢ Your User Name
   ➢ Your Password

Notes:
You have the option of having Outlook remember your password by typing it in the **Password** box and selecting the **Remember password** check box. While this means that you won't have to type in your password each time you access the account, it also means that the account is vulnerable to anyone who has access to your computer.

9.   Click **Test Account Settings** to verify that your account is working. If there is missing or incorrect information, such as your password, you will be prompted to supply or correct it. Be sure your computer is connected to the Internet.

10. Click **Next**.
11. Click **Finish**.