Setting up email:
Outlook 2003

Outlook 2003 is part of the Microsoft Office package and includes features such as calendar, notes and tasks. This tutorial will show you how to set up and use Outlook with your CADE email account.

To set up your account you will need some basic information:

Your CADE login name,
Your REMOTE PASSWORD (not your log password see FAQ)
Your CADE email address.

You might also want to get the names of the servers you wish to connect to. This isn't too important at this stage as they are explained during the tutorial. You can find more info on what's available by clicking HERE!

Ok now that you have all the information you need lest get started............
Step 1)

Start outlook by either double clicking on the desktop shortcut or going through the start menu.

Step 2)

Once started click on the 'Tools' menu and select 'E-Mail Accounts' (Fig1)
Step 3

Select 'Add new account' and click next (fig2).

![E-mail Accounts dialog box](fig2)
Step 4

Select the type of server you want to use for incoming mail. CADE offers you the choice of either POP3 or IMAP servers. During this tutorial I will be using the POP3 example. Once you have selected your server click next. (fig 3)
Step 5

In the ’Your Name’ box enter the name you want displayed when you send an email.

(Fig 4)
Step 6)

In the 'Incoming mail server' box enter: **pop.eng.utah.edu** (if you are using imap change this to **imap.eng.edu**). In the 'Outgoing mail server' enter **mailgate.eng.utah.edu**. (see fig 5)
Step 7)

Enter your login information. In user name enter in your regular CADE login name. In the password box enter in your **REMOTE PASSWORD** not your normal login password. Check the 'Remember Password' box. (fig 6)
Step 8)

Click the 'More Settings' button and then click on the 'Outgoing Server' tab. Select the 'Mt outgoing server requires authentication' box and click ok. (Fig 7)
Step 9)

You should now check that the settings are correct by clicking the 'Test Account Settings' button. A window will appear and display the results (Fig 8). If it is a success click on close to exit the results window and then click next.

Fig 8
Step 10)

Congratulations Outlook 2003 is now configured to use your CADE email account. Click finish. (Fig 9)