Configuring Outlook 2002

Open Outlook and:
Go to Tools, Email Accounts

Choose Add a new e-mail account and click Next
Choose POP3 then click Next

Under User Information:
Type your full name and your e-mail address. E-mail Address example: jsmith@victoriacollege.edu
(Students: jsmith@pirates.victoriacollege.edu)

Under Logon Information:
Username example: jsmith Type your password then uncheck Remember password box
(Students: this is your SAM information)

Under Server Information: Type mailhost.victoriacollege.edu for incoming and outgoing mail server
Click Next (Students: type pirates.victoriacollege.edu for your mail server)
This should complete setting up your account information for Outlook. Click Finish!