

How To Read Email Using MS Outlook 2002 (XP) Or 2003

To read your email using Microsoft Outlook 2002 or 2003, follow these steps:

1. From the **Tools** menu, select **Email Accounts**.
2. Select **Add a new email account** and click **Next**.
3. Select **POP3** and click **Next**.
4. Enter the following information:
 - **User Information**

Your Name: Type your name as you'd like it to appear when you send an email message.

E-Mail Address: Type your email address (for example, abu@perak.gov.my).
 - **Server Information**

Incoming mail server (POP3): Type **pop.perak.gov.my**

Outgoing mail server (SMTP): Type **smtp.perak.gov.my**
 - **Login Information**

User Name: Type your email ID (your email address without the "@perak.gov.my").

Password: Type your password.
 - Select the **Remember Password** checkbox if you don't want Outlook to prompt you for your password each time you check your mail.
 - **Do not** select the **Require logon using Secure Password Authentication (SPA)** checkbox.
5. Click **More Settings**. The Internet E-mail Settings dialog box appears.
6. Select the **Outgoing Server** tab:
 - Select the **My outgoing server (SMTP) requires authentication** checkbox.
 - Make sure that **Use same settings as my incoming mail server** is selected.
7. Click the **Advanced** tab:

- Under **Incoming Server (POP3)**, select the **This server requires an encrypted connection (SSL)** checkbox. The number in the **Incoming Server (POP3)** field usually changes automatically from 110 to 995. If it doesn't, type **995**.
- In the **Outgoing Server (SMTP)** field, type **465**. Under **Outgoing Server (SMTP)**, select the **This server requires an encrypted connection (SSL)** checkbox.
- If you want to save your email messages on both mail server and on your computer, select the **Leave a copy of messages on the server** checkbox. If you want your messages to be deleted from the mail server once Outlook has downloaded them onto your computer, leave the box unchecked.

Note: After your messages are deleted from the server, we cannot retrieve them.

8. Click **OK** to close the Internet E-mail Settings dialog box.
9. Click **Finish** to close the Add New E-mail Account dialog box.
10. Click **Close** to close the Account Settings dialog box.