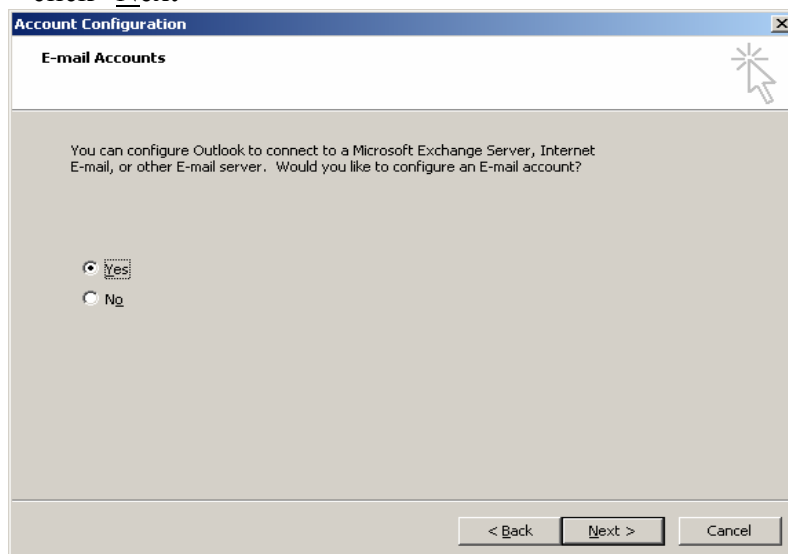


# Outlook 2003 Configuration

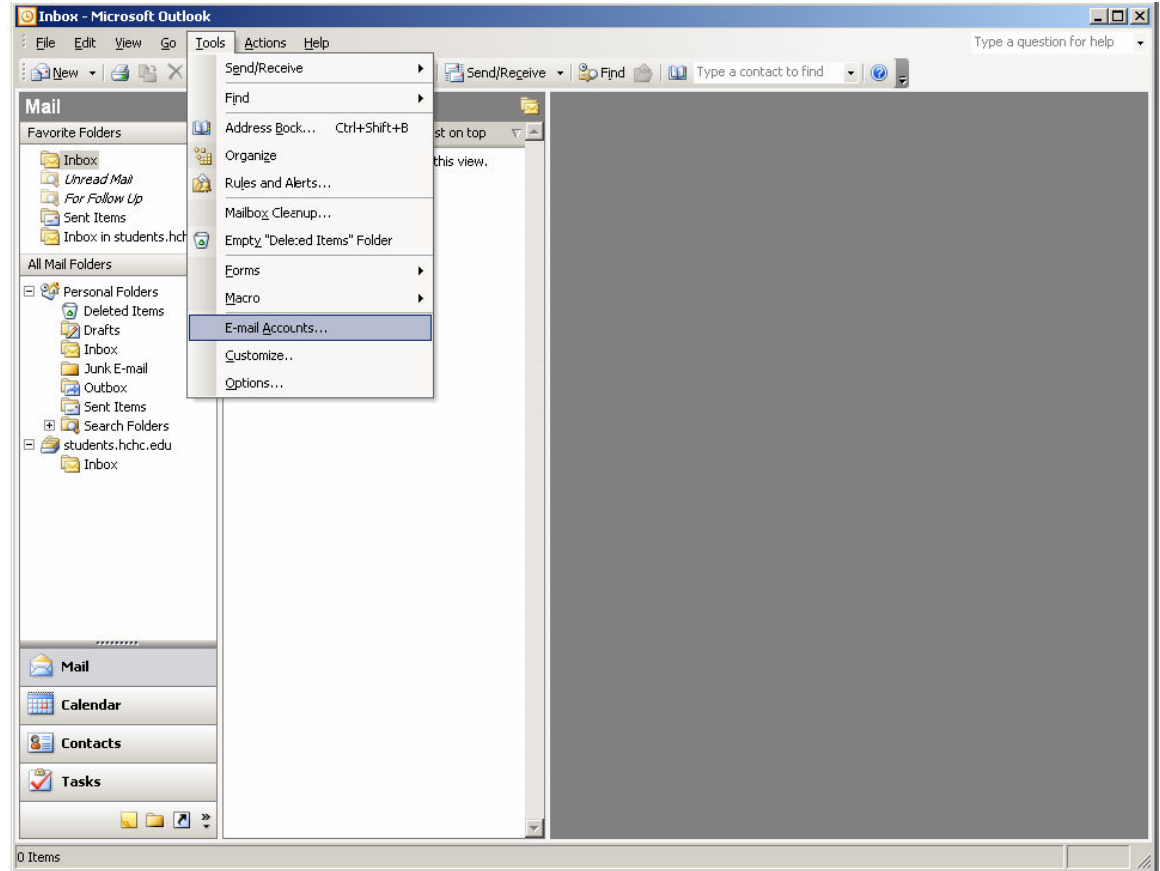
1. Start Outlook
  - a. If this is the first time you are starting Outlook you will see the “Outlook 2003 Startup” screen
    - i. Click “Next”



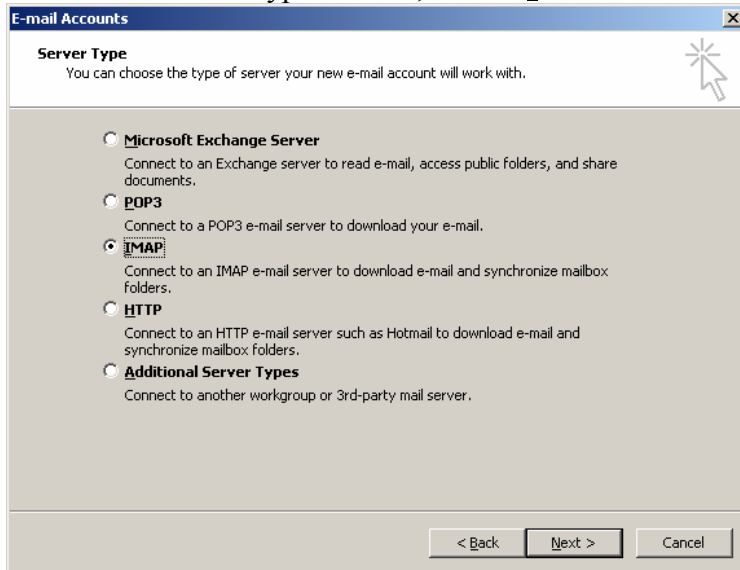
- ii. The “Account Configuration” window will appear, Select “Yes” and click “Next”



- b. If this is not the first time you are starting Outlook, click “Tools” then “E-mail Accounts...”



2. At the “Server Type” screen, select “IMAP” and click “Next”



3. At the “Internet E-mail Settings (IMAP) screen
  - a. In the “Your Name:” field enter your name and click “Next”
  - b. In the “E-mail Address:” field, enter your HCHC email address
  - c. In the “Incoming mail server (IMAP):” field type students.hchc.edu
  - d. In the “Outgoing mail server (SMTP):” field type students.hchc.edu
  - e. In the “User Name:” field, type in your HCHC username
  - f. In the “Password” field, type in your HCHC password
  - g. Check the box next to “Remember password”
  - h. Click “Next”

**E-mail Accounts**

**Internet E-mail Settings (IMAP)**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Incoming mail server (IMAP):

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

[More Settings ...](#)

< Back   Next >   Cancel

4. At the “Congratulations!” screen, click “Finish”

**E-mail Accounts**

**Congratulations!**

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back   Finish

5. You can use your HCHC email by clicking on “students.hchc.edu” on the left side.

