

## Service Guides :: Setup Outlook 2002

### Key Information

Mail Account Type: POP3 or IMAP (500Mb limit on IMAP storage)

POP3, IMAP Server (Incoming, Authentication Required): pop3.dialin.co.uk

SMTP Server (Outgoing, Authentication Required): smtpauth.dialin.co.uk

POP3 TCP port: 110

SMTP TCP port: 25 or 587

E-mail Address: Supplied by DMGi

Username: Supplied by DMGi in the Format of "diXXXX" Where "XXXX" is a Number.

Password: Supplied by DMGi

### Step by Step Guide

Open Outlook XP/2002.

If this is the first time you have opened Outlook you will automatically to the email account wizard, otherwise click "Tools" then "Accounts...", you will be presented with the following window, from here click on the "Add" radio button then "Next".

You will be asked to select your server type and enter the cirresounding details. You may choose either POP3 or IMAP as your incoming mail server. POP3 will download directly to you mail client while IMAP will be stored on the DMGi mail servers, however there is a 500Mb limit on all mail accounts.

In both cases your incoming server should be "pop3.dialin.co.uk" and your outgoing server should be "smtpauth.dialin.co.uk", click "Next" to proceed. Enter your name in full, email, user name and password as supplied by DMGi.

Once complete click on the "More Settings..." button then navigate to the "Outgoing Server" tab and make sure that you check the box marked " My Out Going Server (SMTP) requires authentication", click "OK", then "Next" on the following

screen.

Congratulations You have now setup Outlook 2002/XP to send and receive emails from your DMGi account.