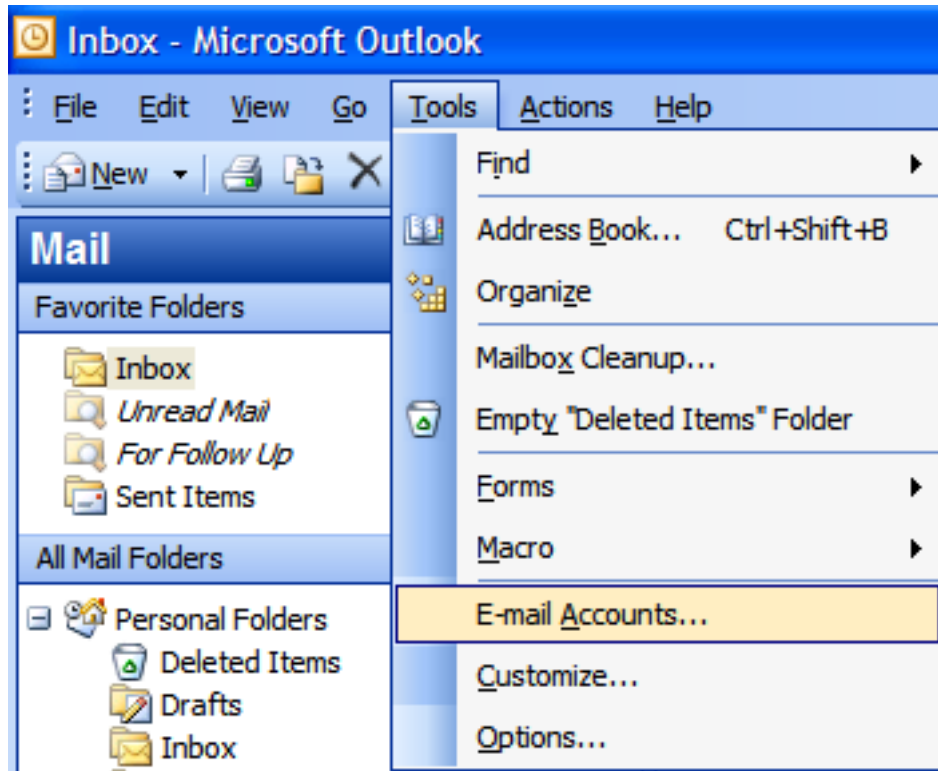


Q. How do I setup my account in Microsoft Outlook 2003?

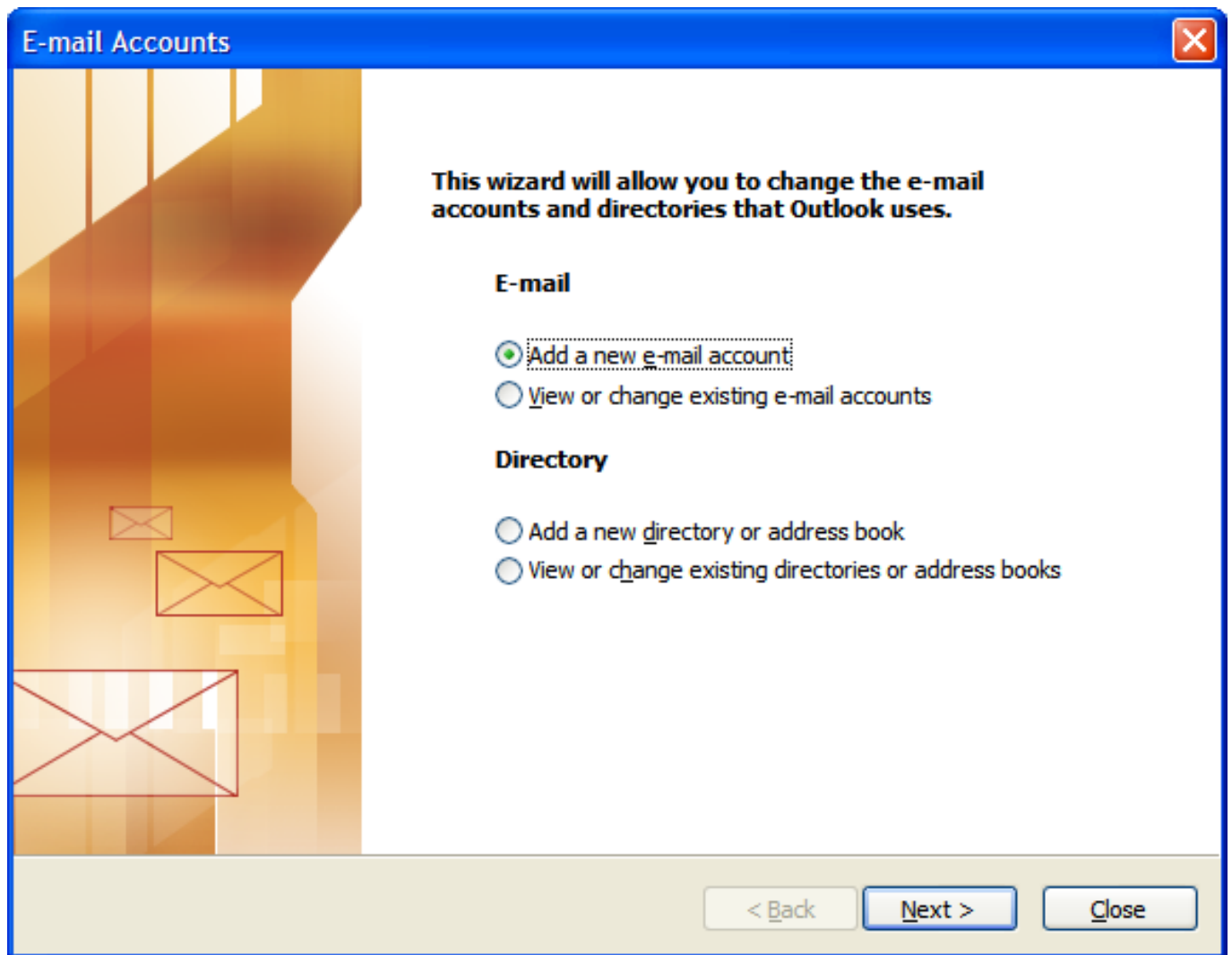
A. Step 1. Creating a new profile

1. Start Microsoft Outlook 2003. Select "Email accounts..." from under "Tools"

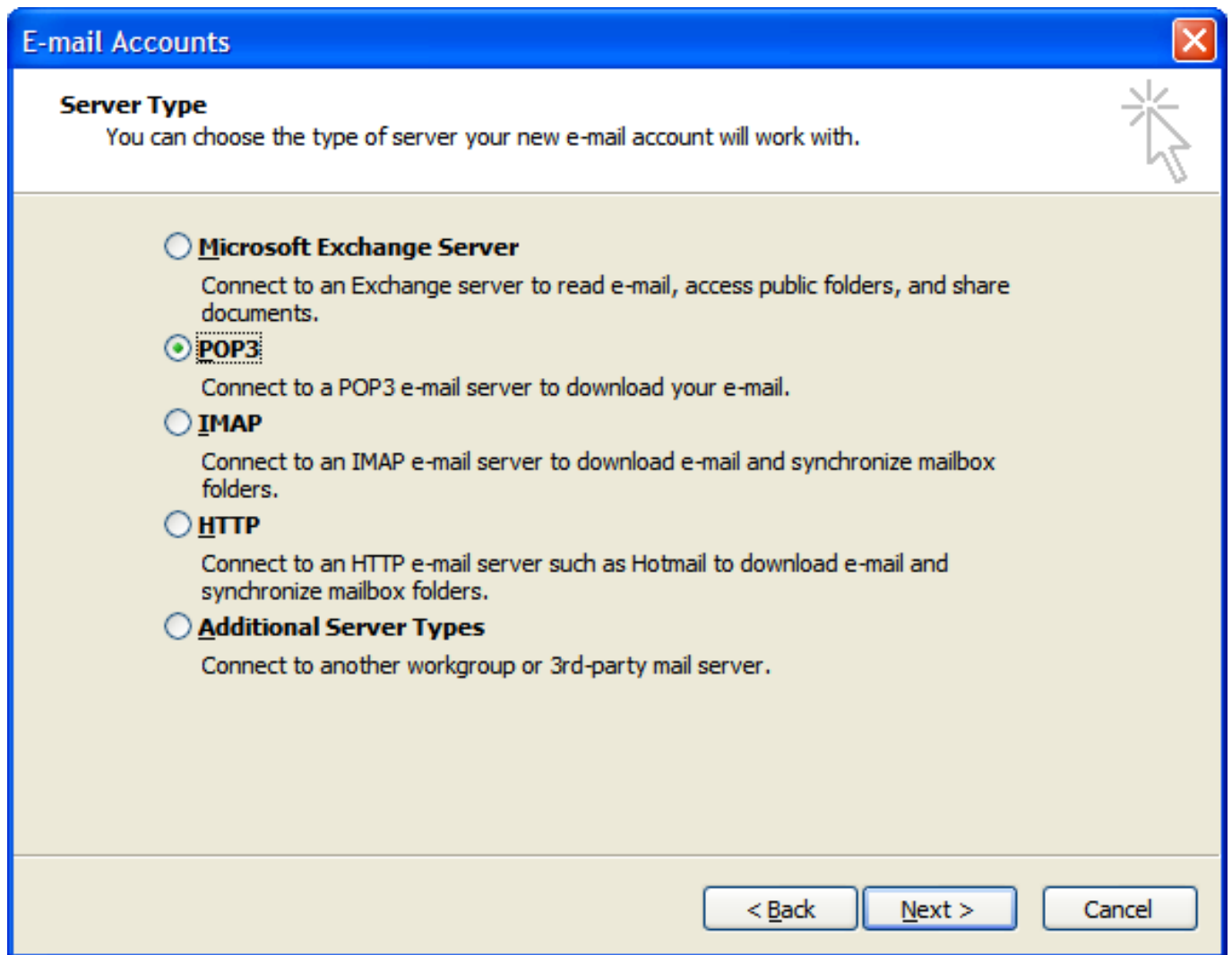
(If you already have an account setup, continue on to ["Step 2. Configuring/Modifying SMTP \(outgoing mail\) server."](#))



2. Select "Add a new e-mail account" and then click "Next"



3. Select "POP3" and then click "Next"



4. Configure the "E-mail Accounts" screen as follows:

E-mail Accounts

Internet E-mail Settings (POP3)
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 (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

☒ Remember password

☐ Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

User Information

- Your Name: Your Name
- E-mail Address: Your email address (user-id@gol.com)

Server Information

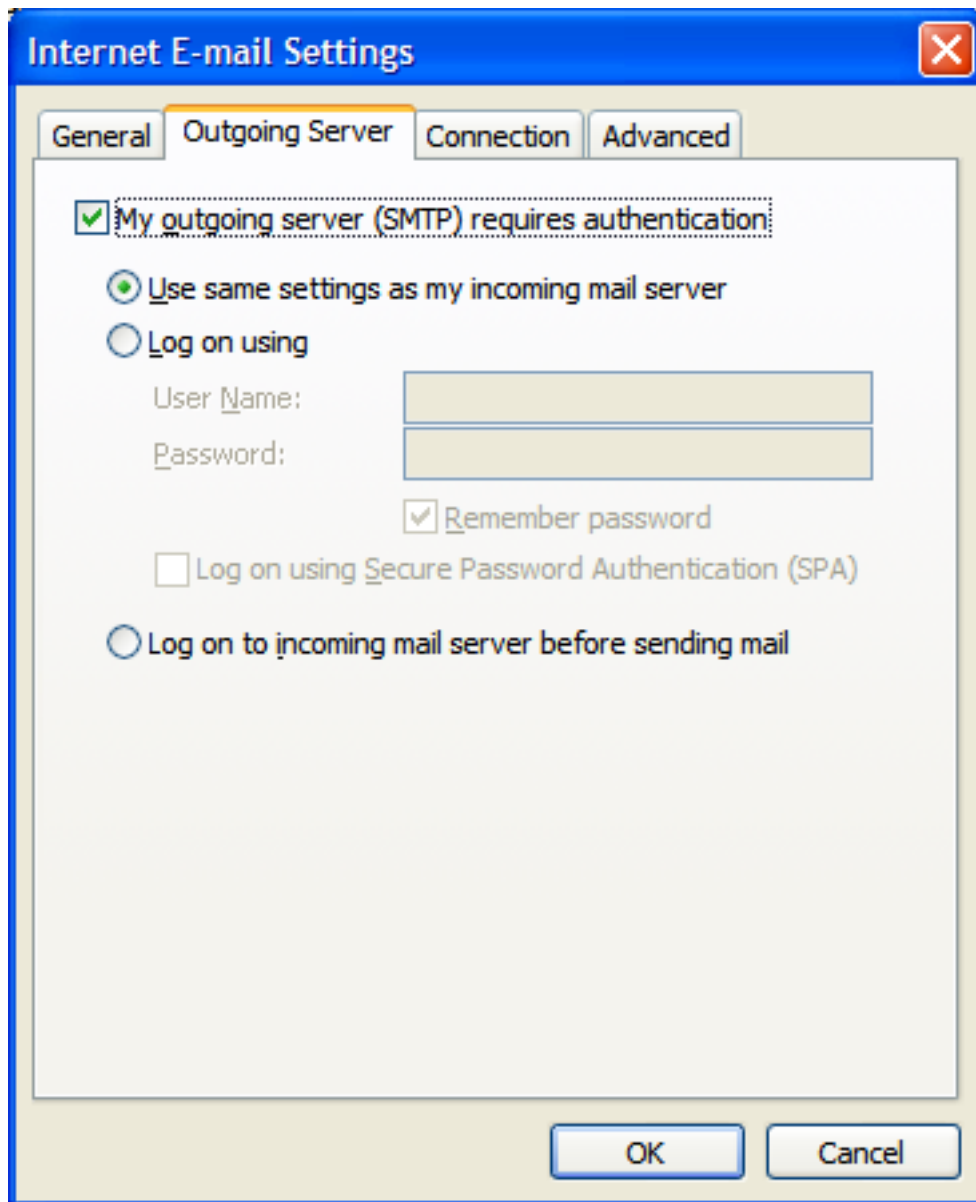
- Incoming mail server (POP3): popmail.gol.com
- Outgoing mail server (SMTP): mail.gol.com

Logon Information

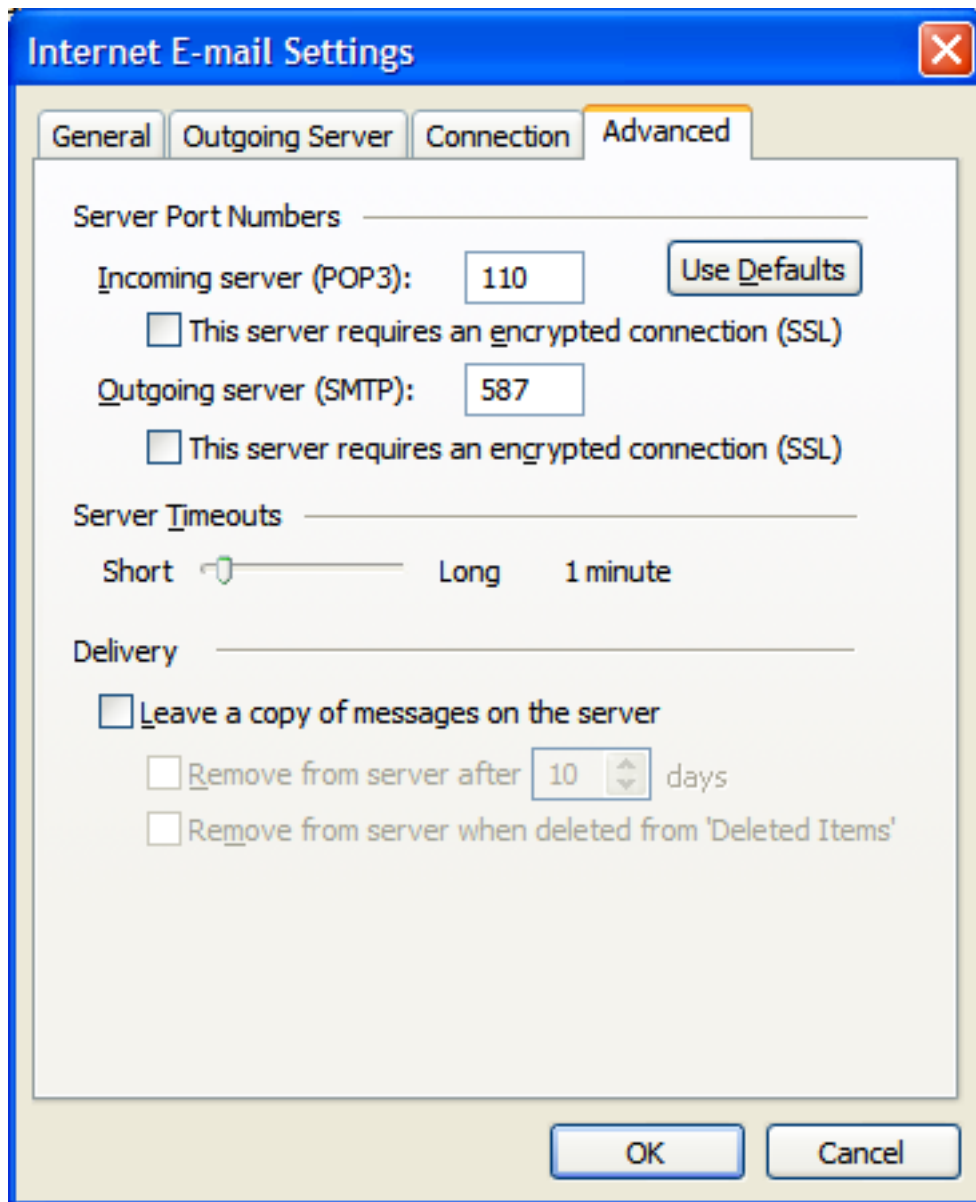
- User Name: user-id@gol.com
- Password: Your Rakuten Broadband Premium account password
- Remember password: check
- Log on using Secure Password Authentication (SPA): Do not check

Click on the "More Settings..." button after entering the information

5. Select the "Outgoing Server" tab and then check the option "My outgoing server (SMTP) requires authentication" and "Use same settings as my incoming mail server"



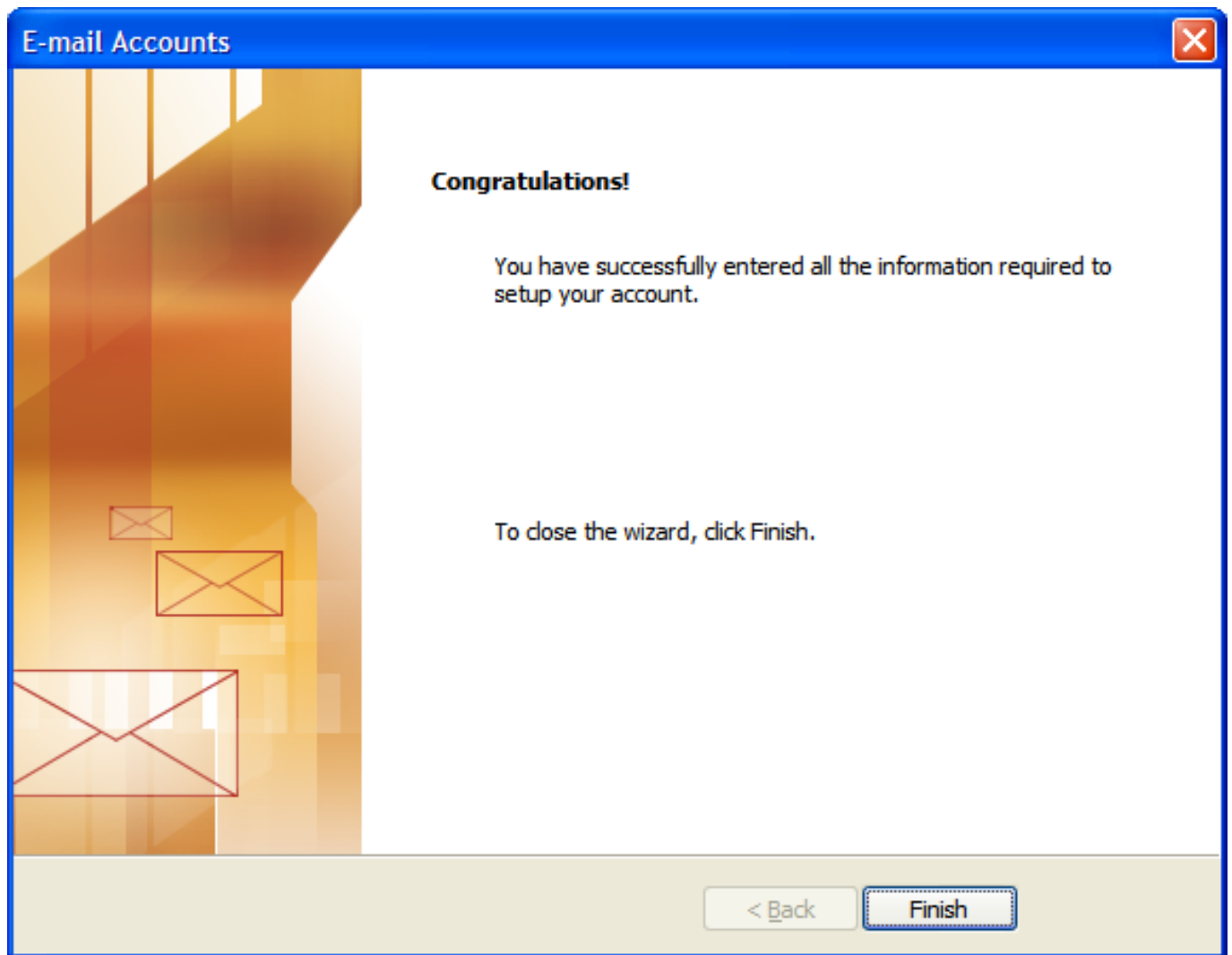
6. Select the "Advanced" tab and then configure the screen as follows:



- Incoming server (POP3): 110
- This server requires an encrypted connection (SSL): Unchecked
- Outgoing server (SMTP): 587
- This server requires an encrypted connection (SSL): Unchecked

Click "OK" to return to the "E-mail Accounts" screen and then click "Next"

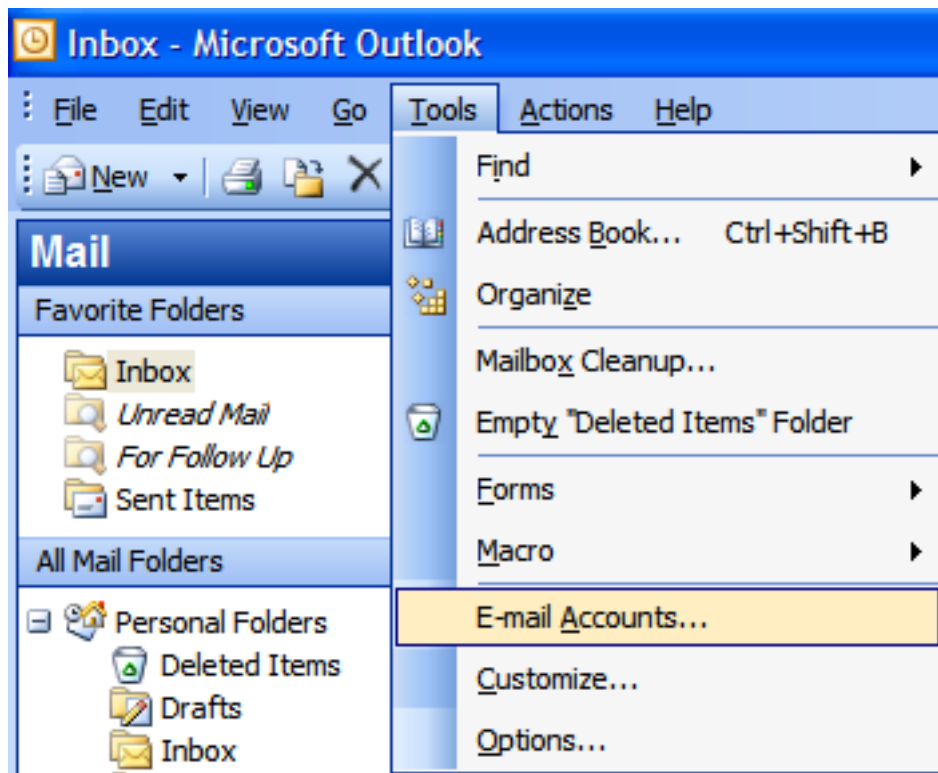
7. Click the "Finish" button to complete the setup of your account



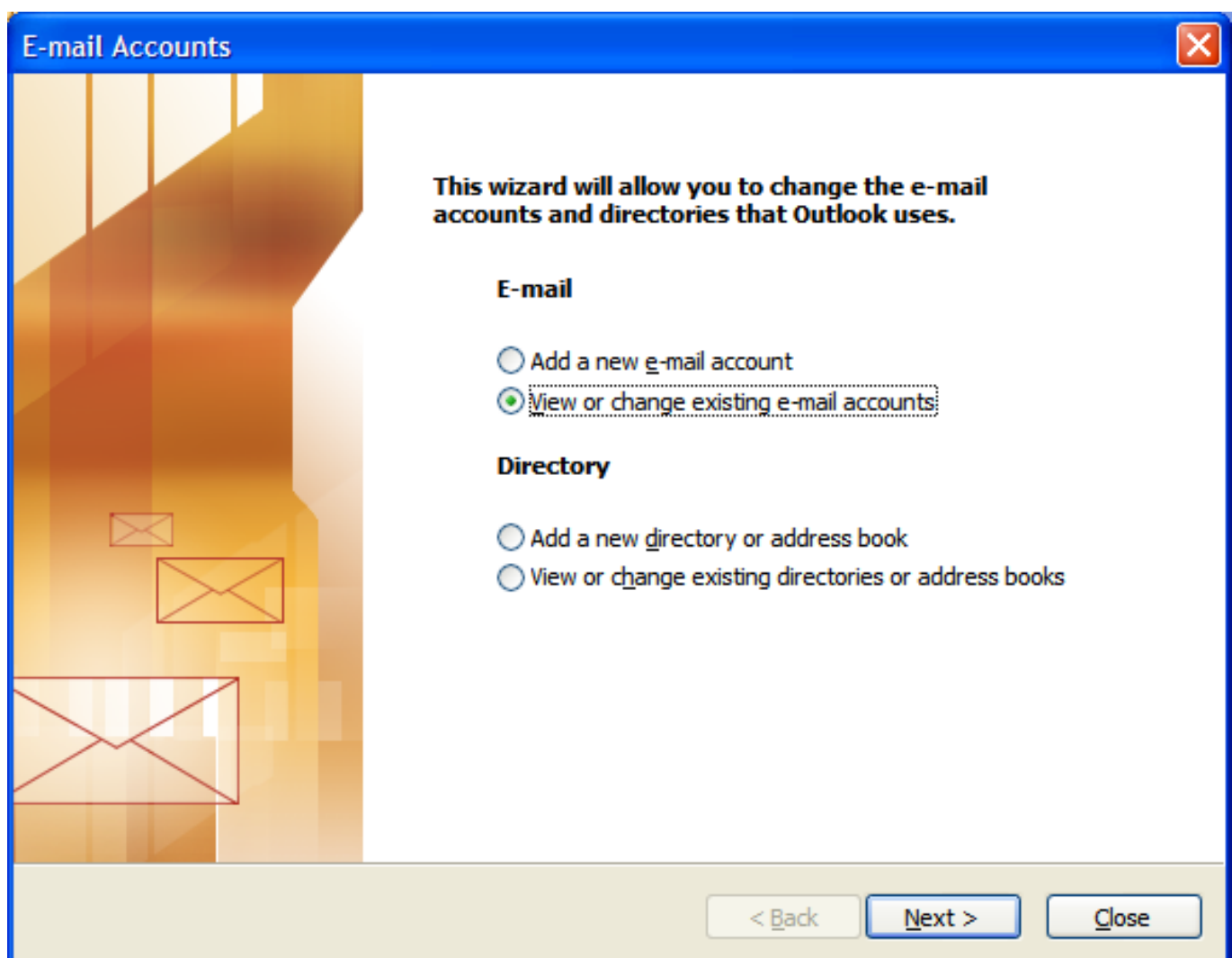
Step 2. Configuring/Modifying SMTP (outgoing mail) server

Note: If you have already completed Step 1, you do not need to complete Step 2 to send and receive email.

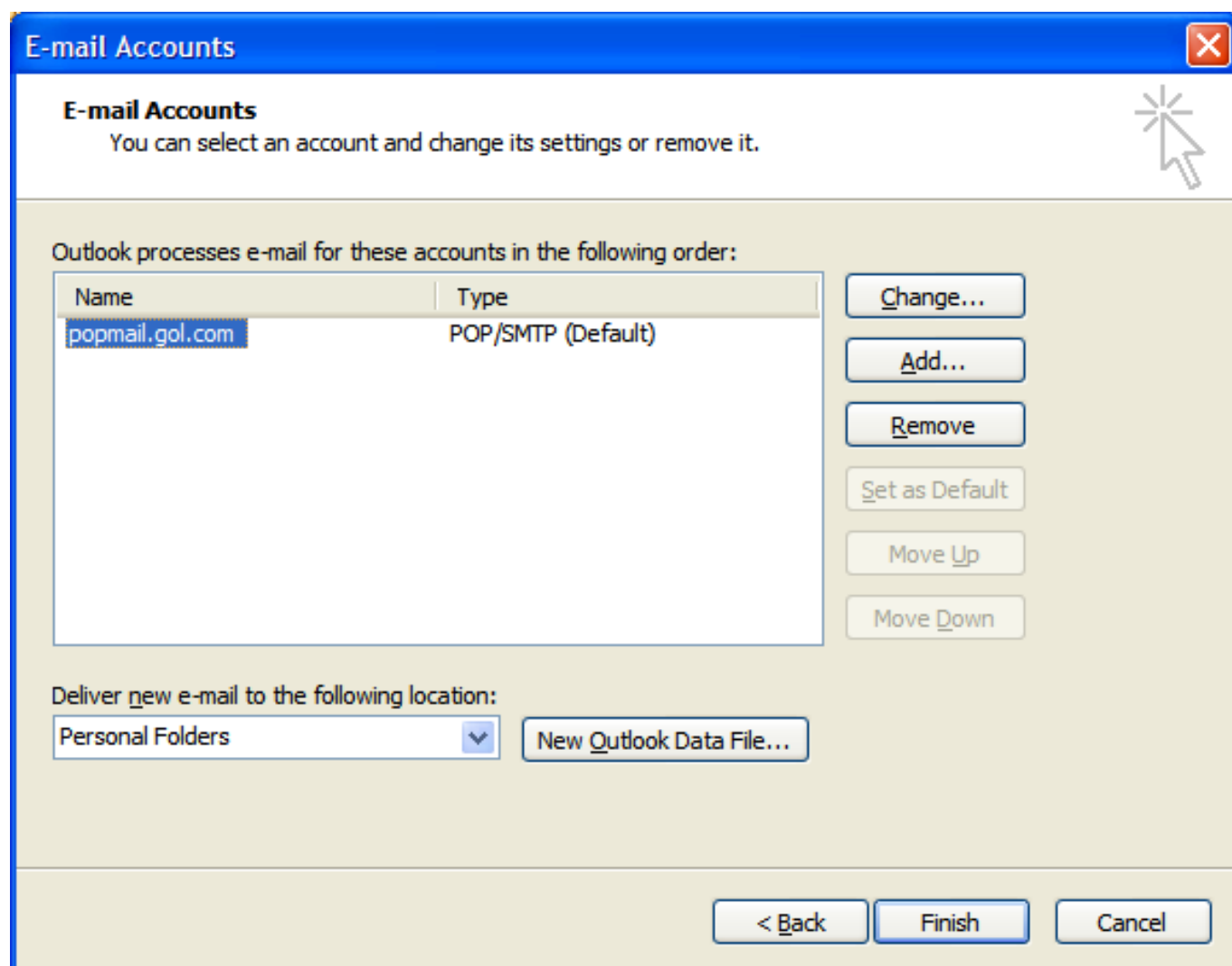
1. Select "Email accounts..." from under "Tools"



2. Select "View or change existing e-mail accounts" and then click "Next"



3. Select your account in the "E-mail Accounts" screen and then click on the "Change..." button



4. Click on the "More Settings..." button

E-mail Accounts

Internet E-mail Settings (POP3)

Each of these settings are required to get your e-mail account working.

User Information

Your Name:

Your Name

E-mail Address:

user-id@gol.com

Server Information

Incoming mail server (POP3):

popmail.gol.com

Outgoing mail server (SMTP):

mail.gol.com

Logon Information

User Name:

user-id@gol.com

Password:

☒ Remember password

☐ Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

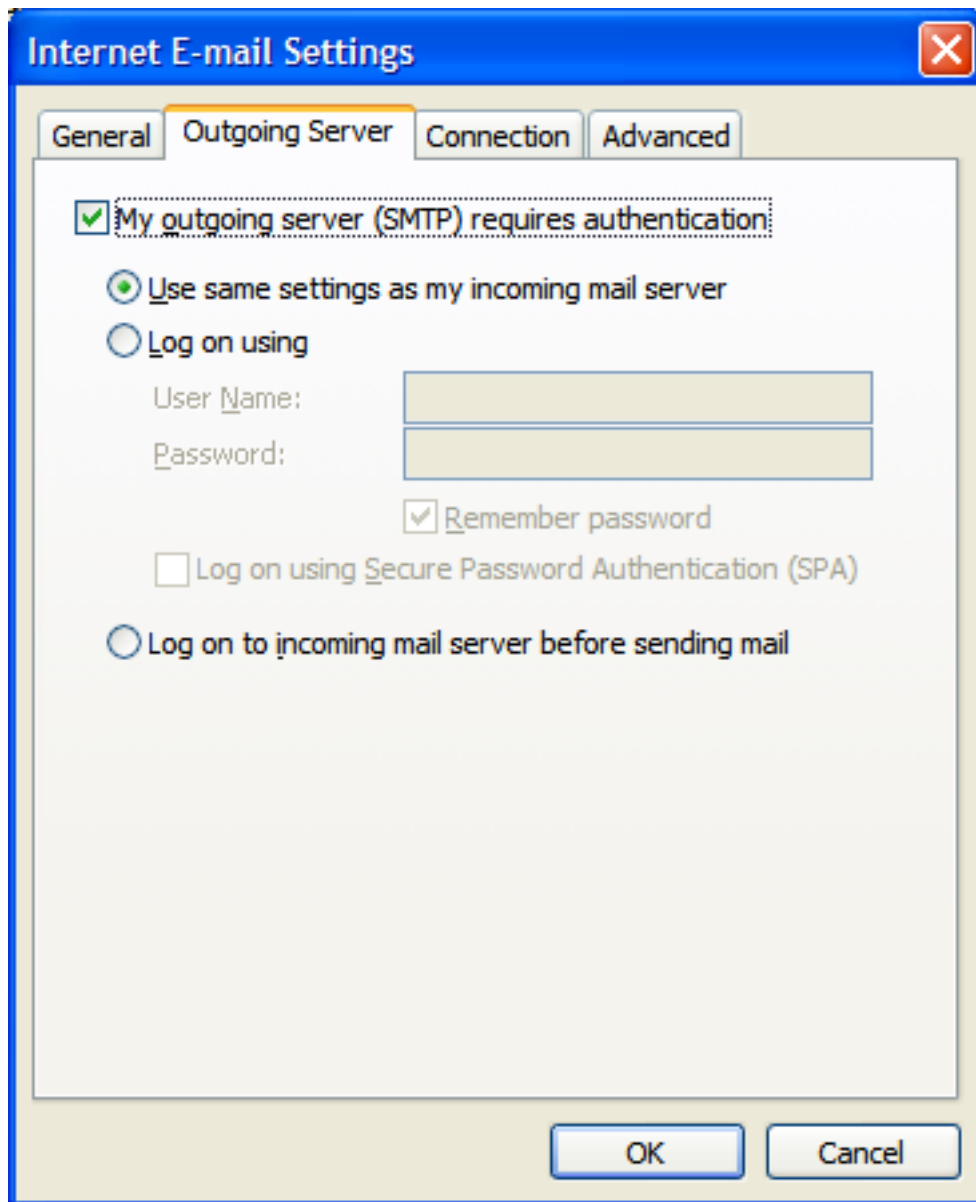
More Settings ...

< Back

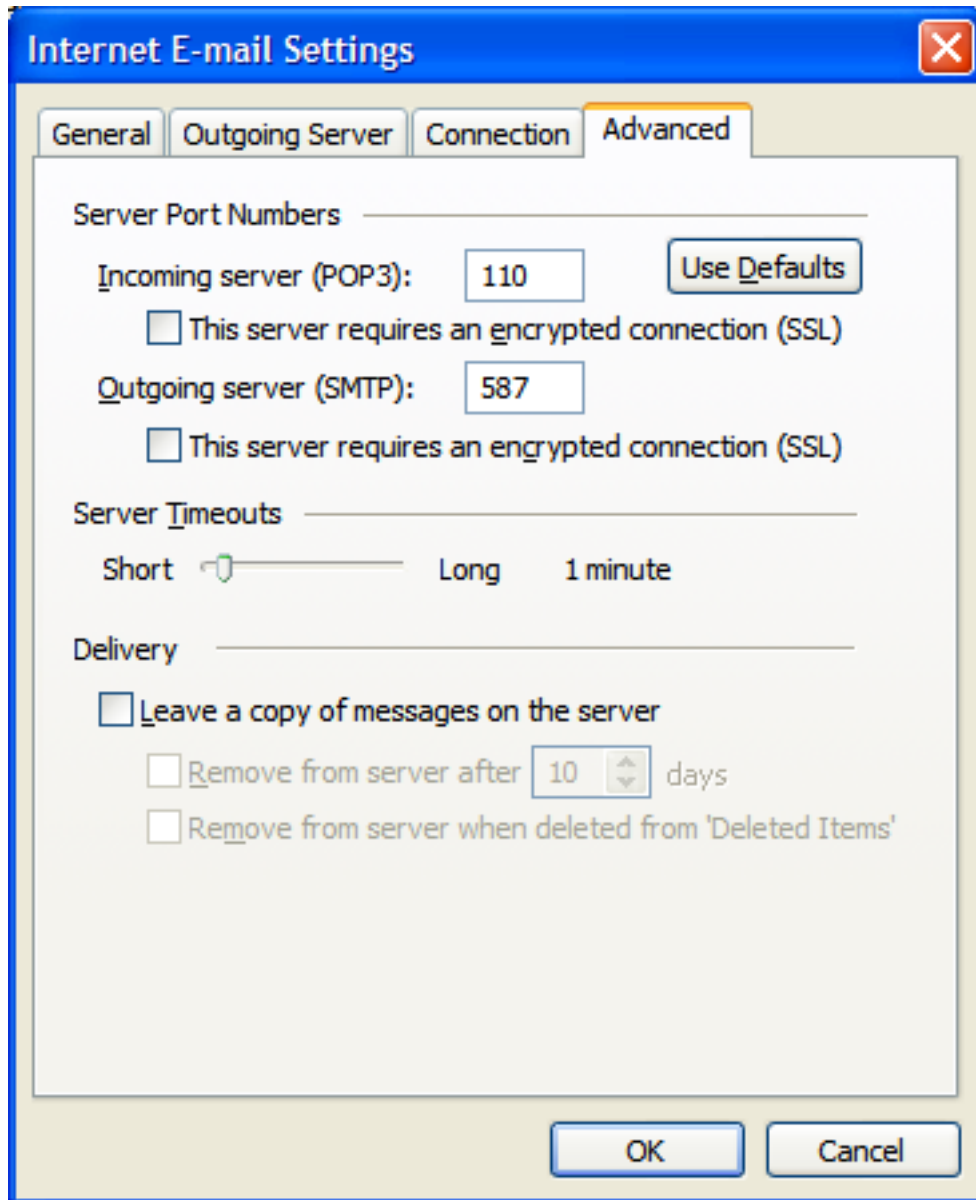
Next >

Cancel

5. Select the "Outgoing Server" tab and then check the option "My outgoing server (SMTP) requires authentication" and "Use same settings as my incoming mail server"



6. Select the "Advanced" tab and then configure the screen as follows:



- Incoming server (POP3): 110
- This server requires an encrypted connection (SSL): Unchecked
- Outgoing server (SMTP): 587
- This server requires an encrypted connection (SSL): Unchecked

Click "OK" to return to the "E-mail Accounts" screen and then click "Next" and "Finish" to save the changes.

Unique solution ID: #1003
Author: Support
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