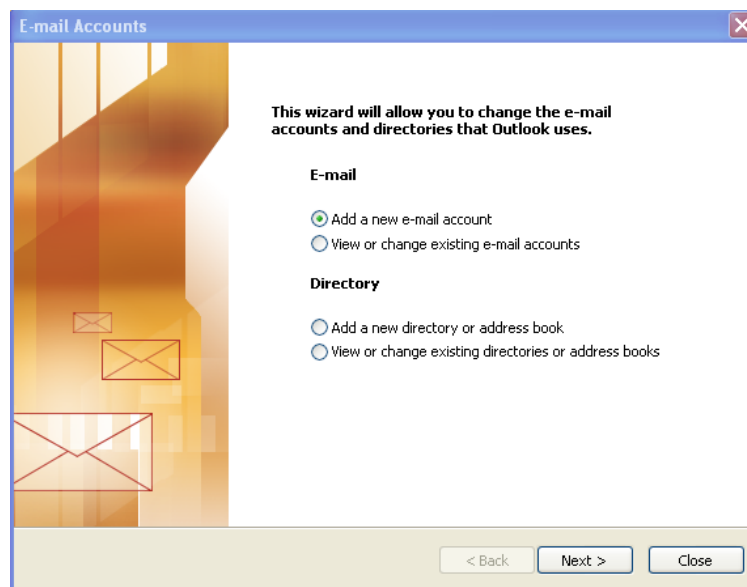


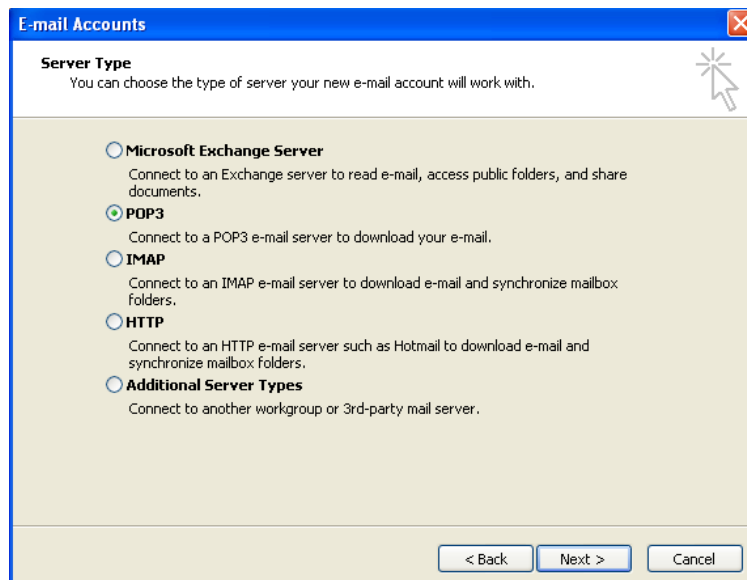
Configuring Outlook 2003 for POP

This document explains how to configure Outlook 2003 to use the POP protocol on the Kendra Server. ***NOTE:Some versions of Norton AntiVirus (NAV) are incompatible with Kendra's SMTP Auth service.

1. Open Outlook 2003 , go to **Tools** menu and select **Account Settings...**



2. Check 'Add a new email account' and click on "Next" button.



3. Check 'POP3' and click on "Next" 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:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

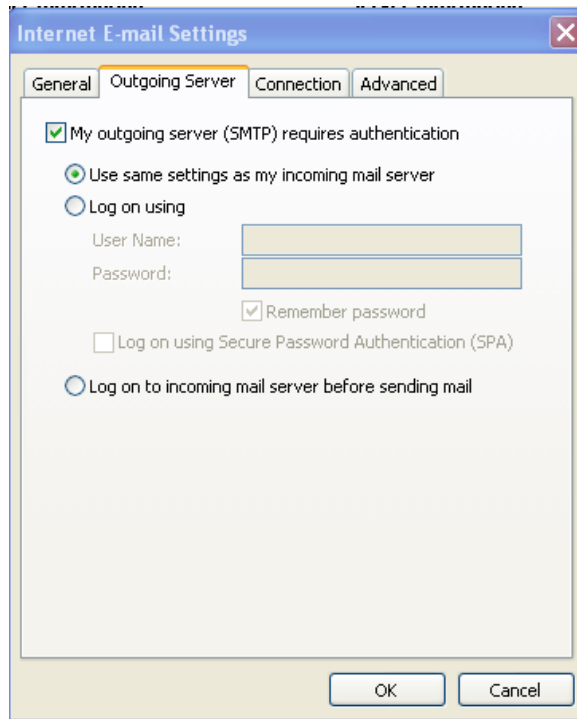
Remember password

Log on using Secure Password Authentication (SPA)

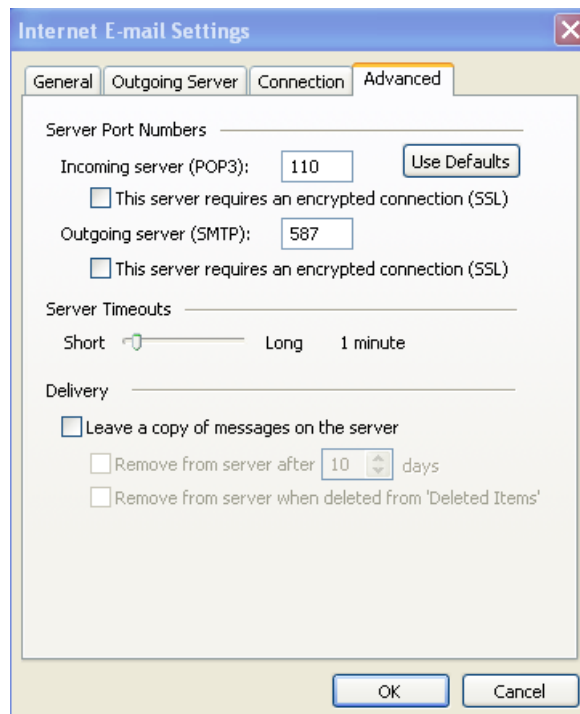
Test Settings

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

4. Within the 'Internet E-mail Settings' screen
 - o Enter **Your Name** in the 'Your Name' field. (This is your full name as you would like it to appear when you send messages to other people.).
 - o Enter your **E-mail Address** in the "E-mail address" field.
(YOUREMAILADDRESS@kendra.com)
 - o Enter **mail.kendra.com** in the "Incoming Mail Server" field.
 - o Enter **mail.kendra.com** in the "Outgoing Mail Server" field.
 - o Enter your **E-mail Address** in the "User Name" field.
(YOUREMAILADDRESS@kendra.com)
 - o Enter Your **Password** in the 'Password' field.
5. Click "**More Settings**" button.



6. Click in the 'Outgoing Server' tab.
 - o Select 'My outgoing server (SMTP) requires authentication.'
 - o Select 'Use same settings as my incoming mail server'.



7. Click the 'Advanced' tab.
8. Check the Port Numbers.
 - Make sure that the **SMTP** Port Number is set to **587**.
 - Make sure that the **POP** Port Number is set to **110**.
9. Click OK.
10. Click NEXT
11. Click FINISH

Your Kendra account is now configured to check and send mail.

IMPORTANT: If you experience problems sending mail, please verify that your settings match the settings specified in this document.