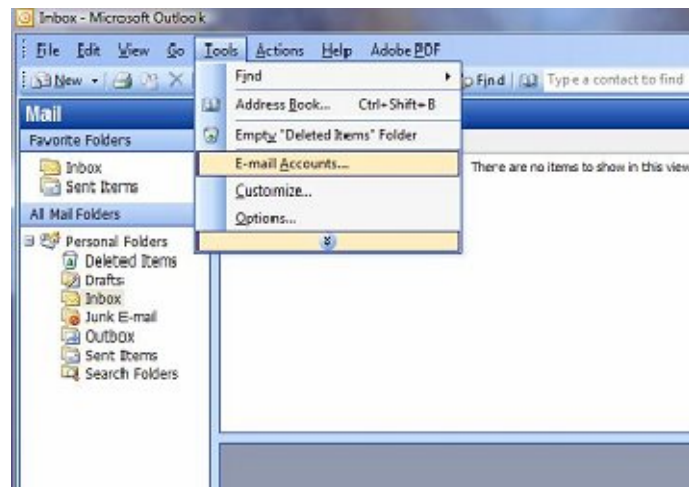
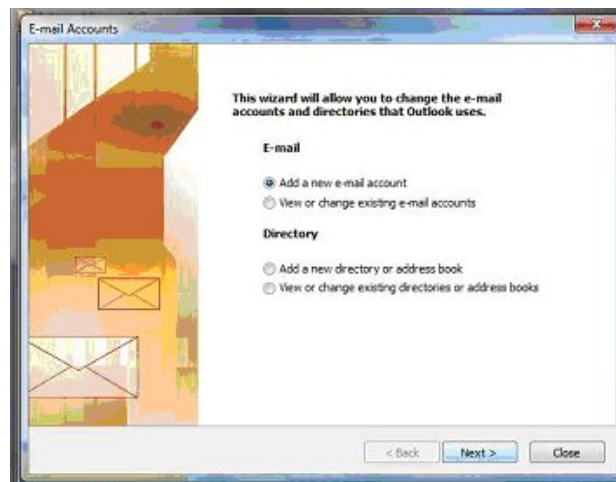


Instructions to Configure Microsoft Outlook 2003

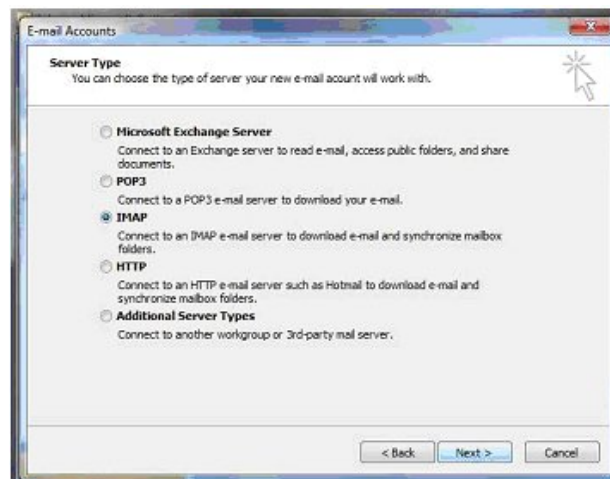
1. Open MS Outlook 2003 and select **Tools > Email Accounts** on the Toolbar.



2. Select **Add a New E-mail Account** and click Next.



3. Select **IMAP** as the server type and click Next.



4. Enter the following information as requested in the appropriate boxes:

USER INFORMATION

- Your name as you wish it to appear on outgoing e-mails
- Your complete Pegasus e-mail address (your NID@pegasus.cc.ucf.edu)

SERVER INFORMATION

- In the Incoming Mail Server (IMAP) field, enter pegasus.cc.ucf.edu
- In the Outgoing Mail Server (SMTP) field, enter pegasus.cc.ucf.edu.
**** Please note: If you are either using dial-up access through Pegasus or are connecting to the internet via the UCF Wireless, LAN, or ResNet systems, please set your outgoing mail server as pegasus.cc.ucf.edu. If you are connecting to the internet from any other ISP, you will need to use your ISP's outgoing mail server. Please contact your internet provider to determine that information if necessary.*

LOGON INFORMATION

- Enter your NID in the User Name field.
- Enter your Pegasus password.

DO NOT check the box labeled Log on using Secure Password Authentication (SPA).

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: [***@pegasus.cc.ucf.edu]

Server Information

Incoming mail server (IMAP): [pegasus.cc.ucf.edu]
Outgoing mail server (SMTP): [pegasus.cc.ucf.edu]

Logon Information

User Name: [*****]
Password: [*****]
 Remember password

Log on using Secure Password Authentication (SPA)

More Settings ...

< Back Next > Cancel

5. 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

6. You have now completed configuration of MS Outlook 2003 for your Pegasus account.