

Outlook 2003

1. [Enable POP in your Sky Email account.](#)
2. Open Outlook 2003.
3. Click the Tools menu, and select E-mail Accounts
4. Select Add A New E-mail Account, and click Next.
5. Choose POP3 as your server type by clicking the radio button, and click Next.
6. Fill in all necessary fields to include the following information as shown below:

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: Enter your name as you would like it to appear in the From: field of outgoing messages.
- Email Address: Enter your full Sky Email address (username@sky.com)

Server Information:

- Incoming mail server (POP3): pop.tools.sky.com
- Outgoing mail server (SMTP): smtp.tools.sky.com

Login Information:

- User Name: Enter your Sky Email username (including @sky.com)
- Password: Enter your Sky Email password

Now click on more settings as shown below:

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: Incoming mail server (POP3):

E-mail Address: 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)

[CLICK HERE >>>>](#)

Click on Outgoing Server tab and tick box as shown below

Internet E-mail Settings

General | **Outgoing Server** | Connection | Advanced

My outgoing server (SMTP) requires authentication:

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Log on using Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

Click on Advanced tab and enter these settings:

