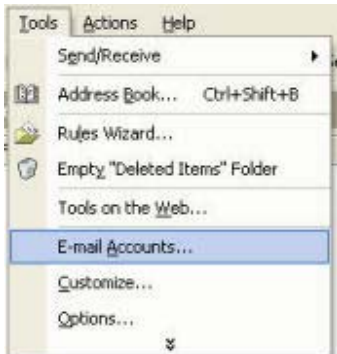


## Microsoft Outlook 2002

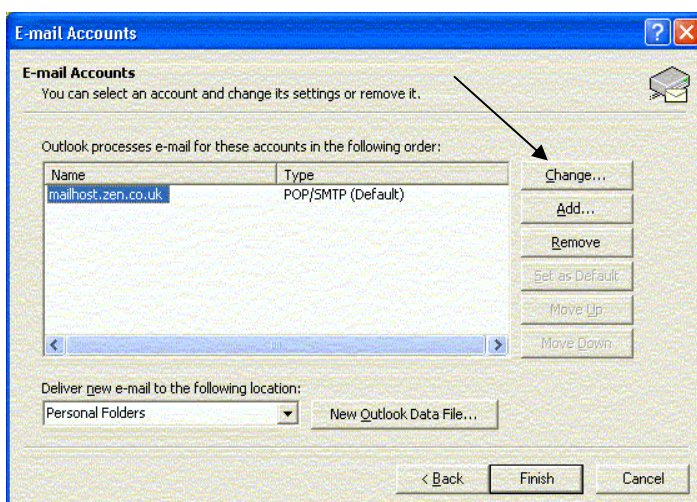
1. Click on **Tools** Option and then **email accounts**.



2. Select **view or change existing account**



3. Select email account and click on **change**.



3. Under **server information** change the following details

**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: test  
E-mail Address: zen12345@zen.co.uk

**Logon Information**

User Name: zen12345  
Password: \*\*\*\*\*  
 Remember password  
 Log on using Secure Password Authentication (SPA)

**Server Information**

Incoming mail server (POP3): **pop3.nettel.net.nz**  
Outgoing mail server (SMTP): **smtp.compassnet.co.nz**

**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

Incoming mail server (POP3) – [pop3.nettel.net.nz](http://pop3.nettel.net.nz)

Outgoing mail server (SMTP)–[smtp.compassnet.co.nz](http://smtp.compassnet.co.nz)

**Click next and finish**