

INSTRUCTIONS FOR MICROSOFT OUTLOOK 2003 or OUTLOOK XP

1. Open Outlook
2. Click tools, then Email Accounts
3. Select Add a new e-mail account and click Next
4. Select POP3 and click Next
5. Under User Information Fill in your name and email address as you would like them to appear in your emails.
6. Under Server Information Enter mail.igdsolutions.com as both the Incoming mail server and the Outgoing mail server.
7. Under Logon Information enter your email address using a % instead of a @ sign. (info%widgets.com) in the user name and 1234 as your password (You can change it by logging into webmail at <http://mail.igdsolutions.com>)
8. Click More Settings
9. Click the Outgoing Server Tab
10. Check the box that is labeled My outgoing server (SMTP) requires authentication
11. Click OK
12. Click Next
13. Click Finish
14. Exit Outlook