

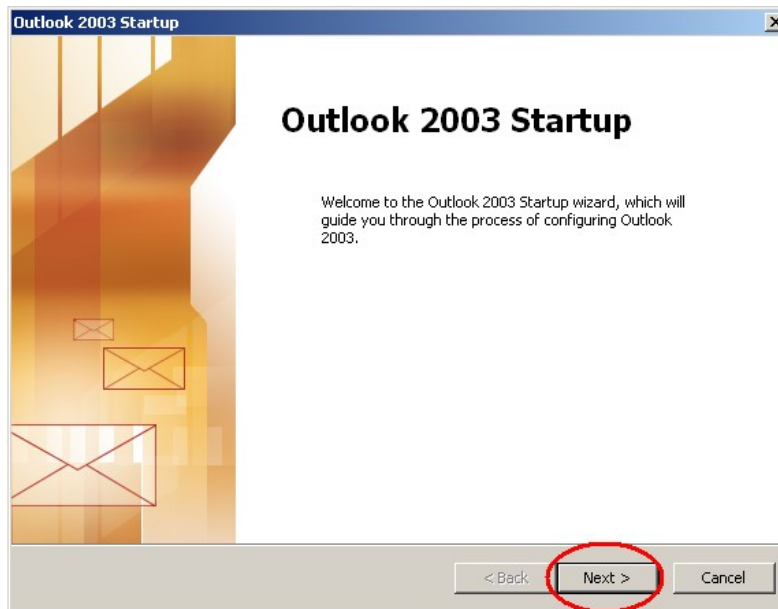
# CCI Wireless Outlook Email Setup

# Open Microsoft Outlook

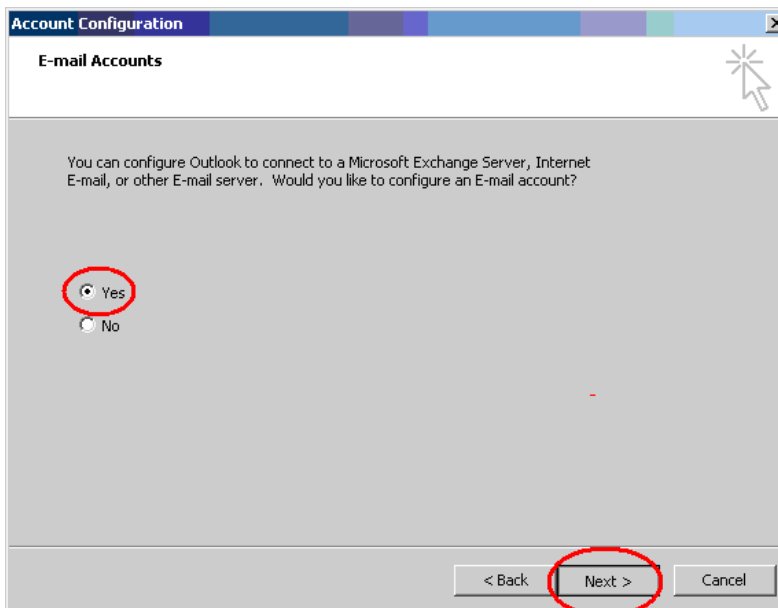
(Start>Programs>Microsoft Office>Microsoft Outlook 2003)



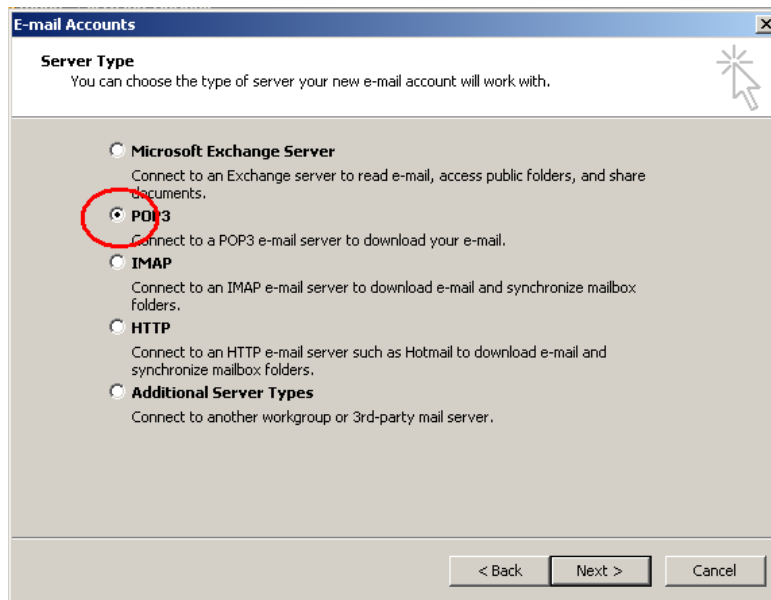
**If this is the first time using Outlook**, the Startup Wizard screen will appear and take you through the setup process



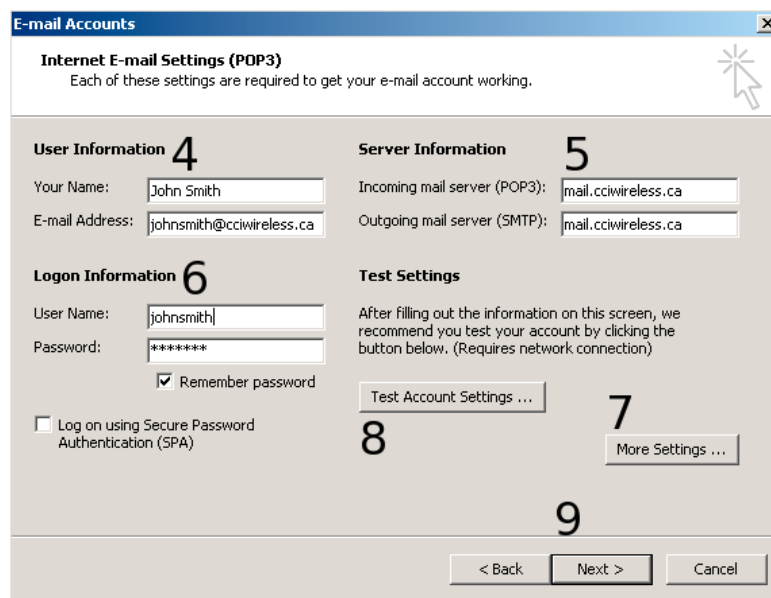
1. Click “Next”



2. Make sure “Yes” is selected and click “Next”.



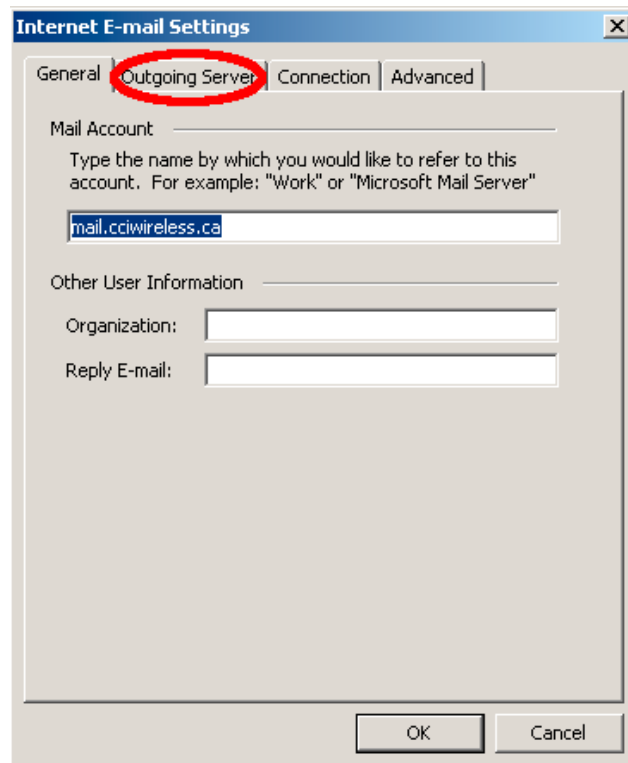
3. Select “POP3” and then click “Next”.



4. Enter your full name, as you would like it to be seen when others receive e-mail from you, as well as the e-mail address you obtained from CCI Wireless

5. For both the “Incoming mail server (POP3)” and “Outgoing mail server (SMTP)”, enter *mail.cciwireless.ca*

6. Enter your username; this is your e-mail address without the '@cciwireless.ca' part. For example, if your e-mail address is johnsmith@cciwireless.ca, then your username would be *johnsmith*, all lowercase, without any spaces. After that, enter your password; if you have not yet changed it, it will be *password*; to change it, go to <https://webmail.cciwireless.ca/changepassword/>
7. Click “More Settings...”



- a) Click “Outgoing Server”

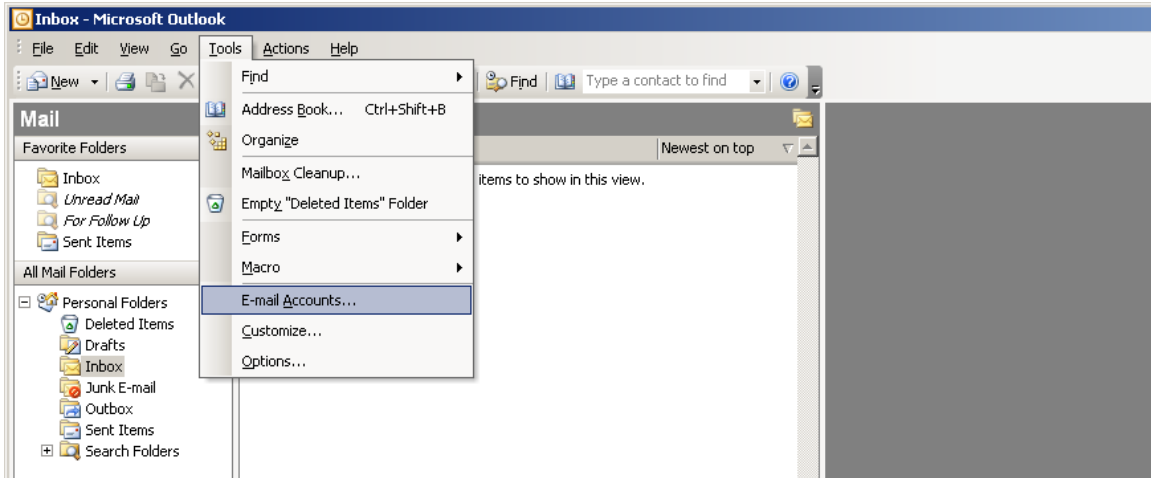


- b) Check “My outgoing server (SMTP) requires authentication”
  - c) Click “OK”
8. Click “Test Account Settings” to make sure you entered all the information correctly
  9. Click “Next”

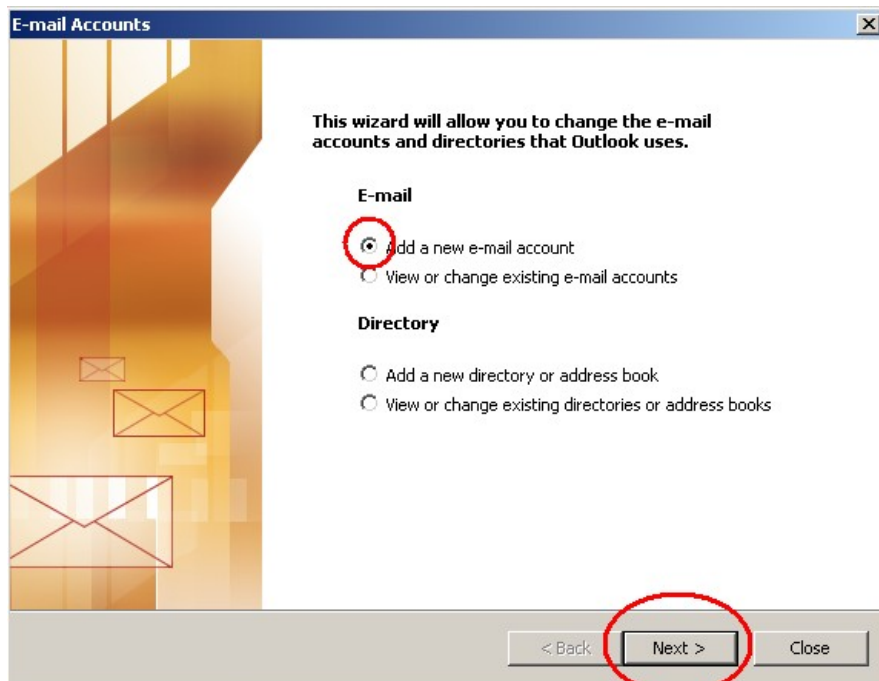
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**That’s it!**  
You should now be able to use your CCI  
Wireless e-mail account to send and receive e-mail!

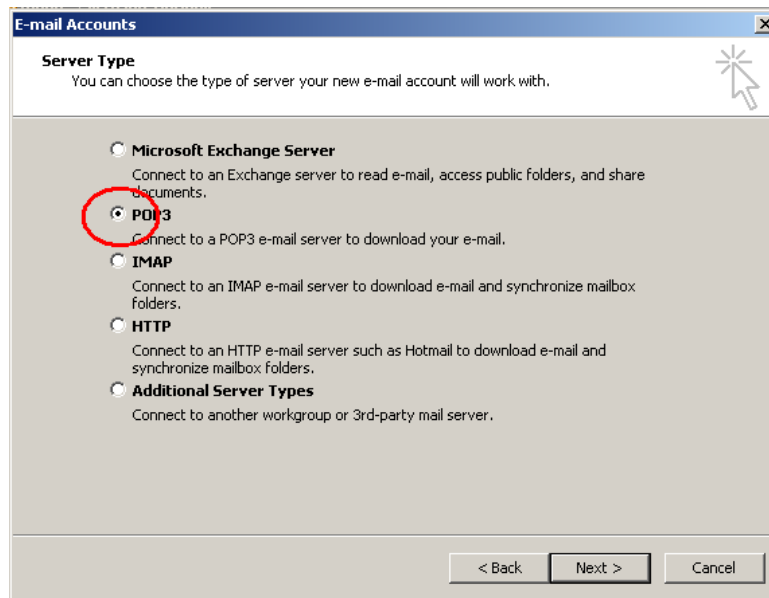
## If you have used Outlook before



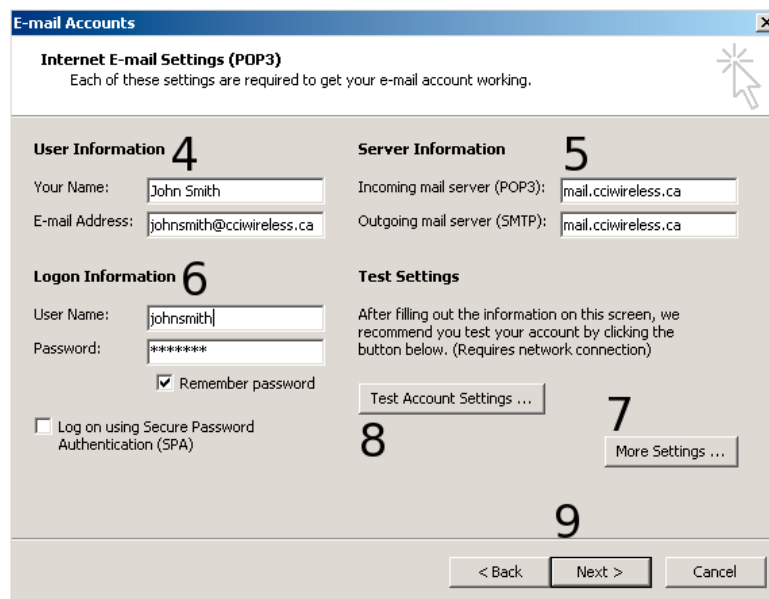
1. Select “Tools” from the top of the screen and then click on “E-mail Accounts”



2. Make sure “Add a new e-mail account” is selected, then click “Next”



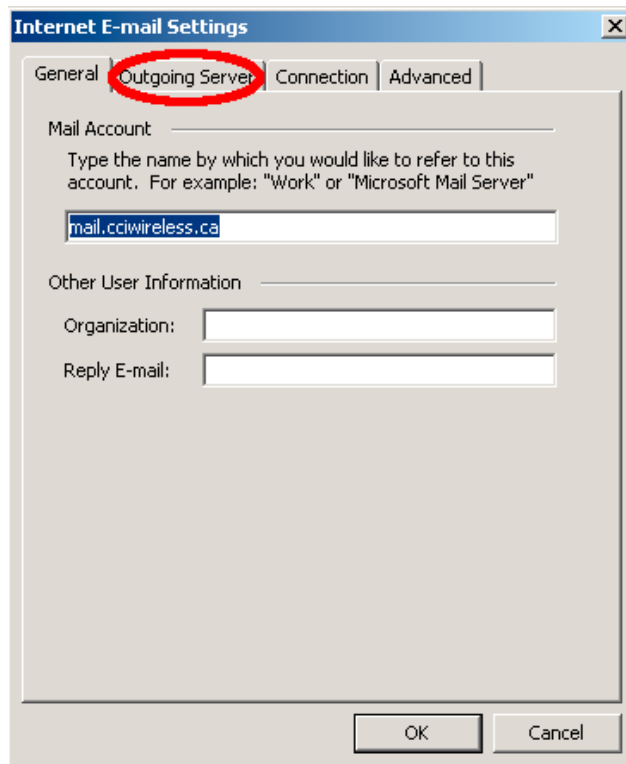
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- a) Click “Outgoing Server”



- b) Check “My outgoing server (SMTP) requires authentication”
  - c) Click “OK”
8. Click “Test Account Settings” to make sure you entered all the information correctly
9. Click “Next”
- 

**That’s it!**  
You should now be able to use your CCI  
Wireless e-mail account to send and receive e-mail!