

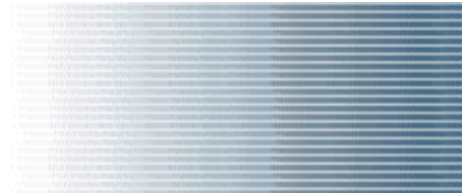


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Multiple Email Accounts at Different ISPs

Note: These may not be the exact directions for your version but they should be close

If you have multiple email accounts at different ISPs, Outlook and Outlook Express can handle that. **example.** Assume that you are John Smith. You have two accounts with two ISPs. One is `jsmith@Earthlink.net`. Another is `jsmith@ATT.net`. Outlook already handles the first account. Here is how to create a "second" account within Outlook or Outlook Express

1. Click "Tools"
2. Click "Accounts"
3. Click on the "Mail Tab"
4. Click "Add", then "Mail"
5. In the box labeled "Display Name" type your name as you would like it to appear on outgoing email. For example, "John Smith"
6. Click "Next"
7. In the box labeled "E-mail Address" type the reply address you would like to use. For example, `jsmith@ATT.net`.
8. Click "Next"
9. In the box labeled "Incoming mail (POP3 or IMAP) server", type the address of your incoming mailbox for the second account. You must get this from the ISP for your second account.
10. In the box labeled "Outgoing mail (SMTP) server", type the address of the outgoing mail server for the second account. You must get this from the ISP for your second account.
11. Click "Next"
12. In the box labeled "Account name", type the account name or user ID your ISP gave you for the second account.
13. In the box labeled "Password", type the password that that your ISP gave you for the second account.
14. Check the box labeled "Remember password"
15. Click "Next"
16. On the panel that asks "Which method do you want to use to connect to the Internet?", I recommend selecting "manually".
17. Click "Next"
18. Click "Finish"
19. Immediately click on "Properties". This will reopen the "account" you have just created.
20. Note that the account used the value you specified as the incoming account with your ISP as the "name" of the account. This name is only used to identify the account within Outlook or Outlook Express. I strongly recommend changing it to something you will easily recognize.
21. Click "OK"
22. Voila. You are done.

To use this account, click the "pull down" arrow next to the "Send" button on any email. Outlook will reveal all your defined accounts and let you specify which one to use

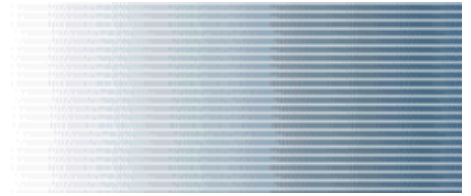


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Microsoft Outlook 2003: Configuring Multiple Accounts

There are two basic ways you can accomplish this, depending on what strategy you want to use. The first, and perhaps easier, is to create multiple folders then have your messages routed to those folders based on the receiving address. Here are the steps involved, and, yes, you do have to create a rule, but it only takes a minute:

In Outlook (this is for Outlook XP, but 2003 is basically the same):

1. Choose Rules Wizard from the Tools menu.
2. Click on New. In the dialog that comes up, choose the "Start from a blank rule" option. "Check messages when they arrive" should be preselected.
3. Click Next. In this step, choose the option "with specific words in the recipient's address". Click on the underlined "specific words", type (e.g.) address1@mycompany.com, click Add and then OK.
4. Click Next. In this step ("What do you want to do with this message"), select "move to specified folder". Click the underlined word "specified" and specify the folder.
5. Click Next. In this step, add any exceptions if desired.
6. Click Next. Name the rule and click Finish.
7. In the preceding dialog (still showing, click OK).

Or Separate Accounts...

The other solution you can use if you don't want to use three folders but would rather be able to file email in a set of folders, with different sets per account, is to actually create *three different accounts* in Outlook.

Instead of creating 3 separate accounts you could try creating three separate profiles that will give you three separate data files;

First, get rid of two of the accounts from the Outlook profile you already have.

Then go to your Mail Settings, then START --> CONTROL PANEL --> MAIL

Select SHOW PROFILES, then ADD.

Follow through the instructions to set up a profile making sure you have the necessary info from your ISP or POP account ... (account names, passwords, addresses, etc.)

Then create further profiles for the remaining accounts, giving each profile a separate and distinguishing name.

Once you have your three profiles (each with a different email address) click the radio button next to "Prompt for a Profile to be Used". Then click OK.

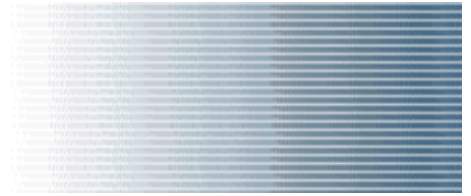


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When you start Outlook, it should ask you which profile to use. Choose the appropriate one and you're all set. That should also give you three data files.

Oh! For you to easily access all three accounts, you'll want to be using Classic View and not Category View in Control Panel or you may have a hard job finding Mail.