Email Instructions

For Outlook 2003

Step 1. Open Microsoft™ Outlook 2003.

Step 2. Go to the Tools menu.

Step 3. Select the E-mail Accounts option.

Step 4. You will now see a Wizard.

Step 5. Under the heading E-mail, click on Add a New E-mail Account.

Step 6. Click Next.

Step 7. Select the POP3 server, as this is the type of server your new E-mail will work with. Click Next.

Step 8. Type your full name in the Your Name box.

Step 9. Type your full primary e-mail address.

Step 10. Now enter your username and password into the log-on information.

Step 11. Incoming mail server (POP3): Type mail.lara.on.ca

Step 12. Outgoing mail server (SMTP): Type mail.lara.on.ca (for dial-up customers) or smtp.pppoe.ca (for high speed customers).

Step 13. Click Next.

Step 14. Congratulations, you have successfully entered the information required to set-up your account. Click Finish.