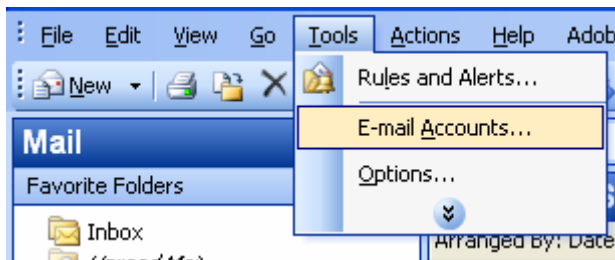


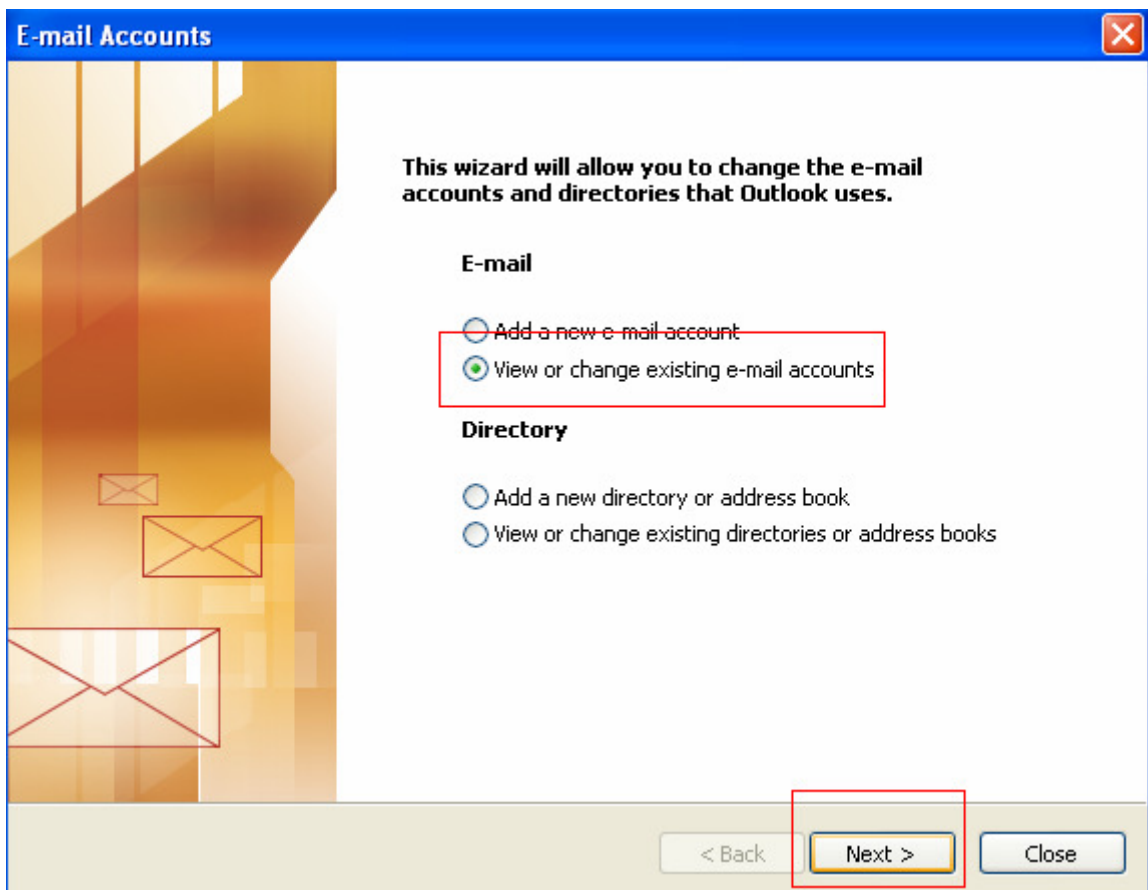


Email troubleshooting: increase timeout for Microsoft Outlook 2003

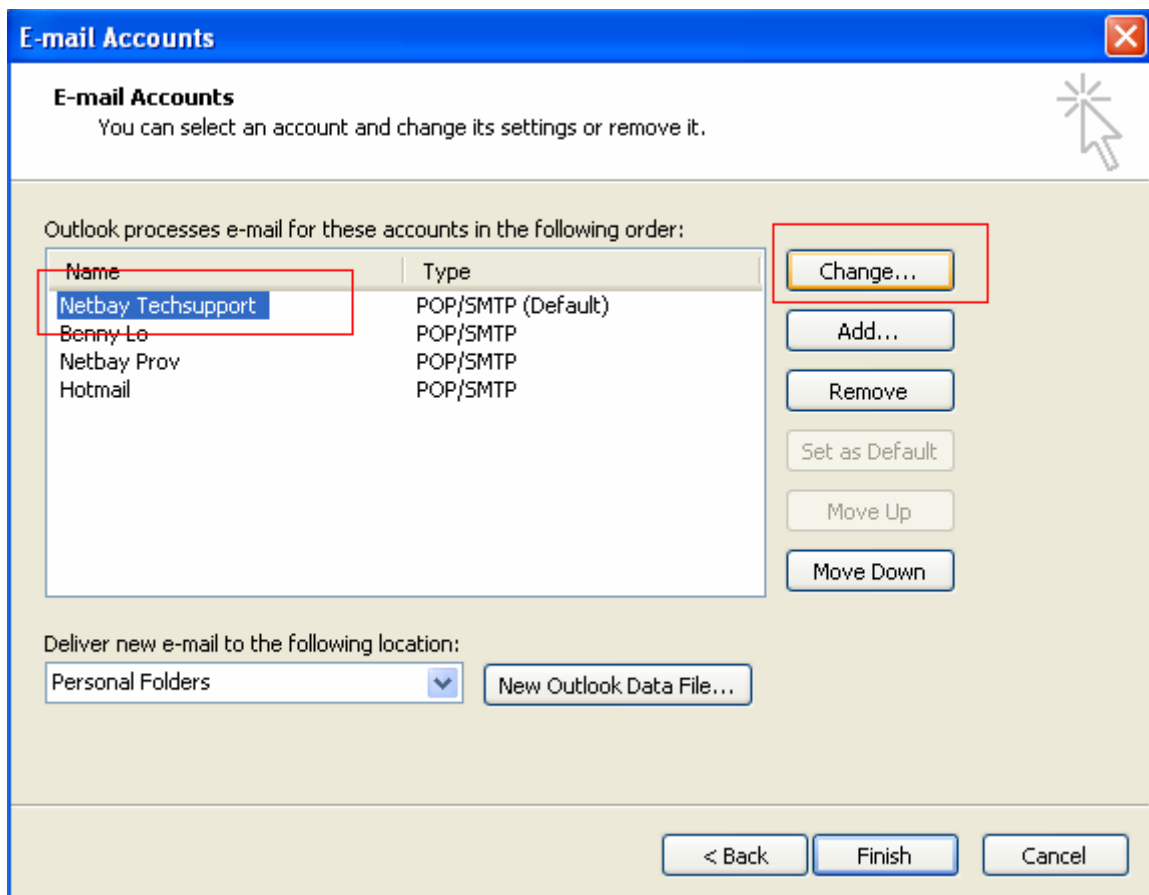
1. Open up MS outlook 2003, click on Tools – E-mail Accounts.



2. Select **View or change existing e-mail accounts** and click **Next**.



3. Left Click your email account name once, and click on **Change**



4. Click on “More Setting”

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:
E-mail Address:

Server Information

Incoming mail server (POP3):
Outgoing mail server (SMTP):

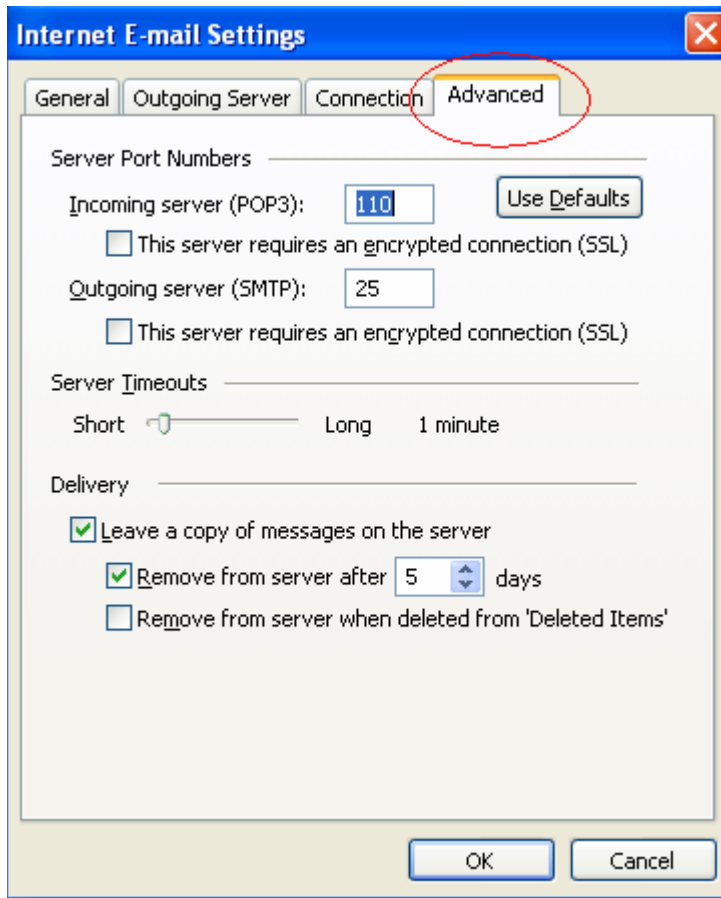
Logon Information

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

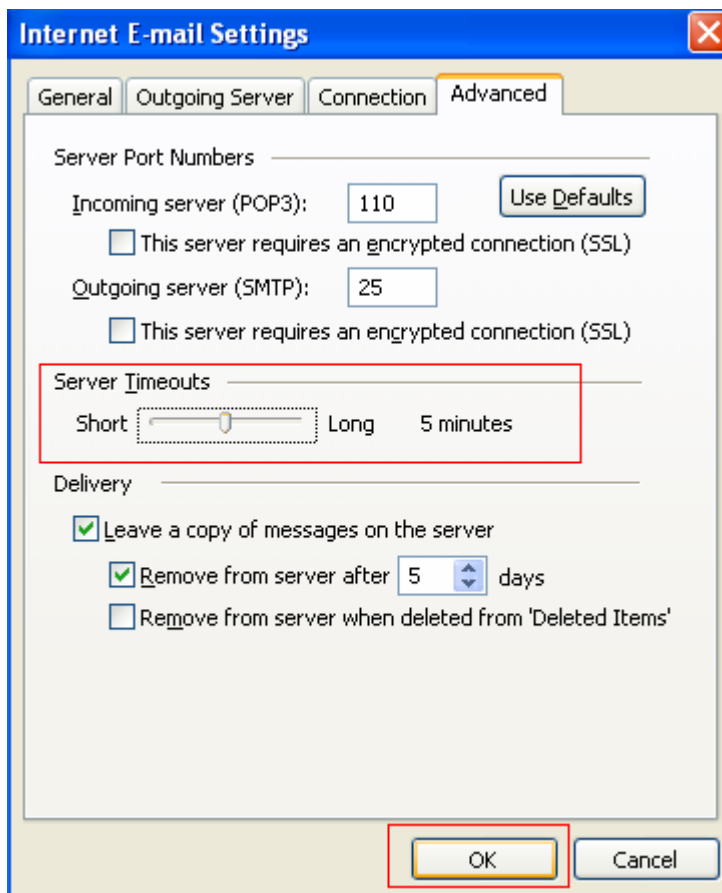
Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

5. Click on the **Advanced** tab



6. Adjust the **Server Timeouts** to 5 minutes and click **OK**



7. Click on **Next** then click **Finish**