

Mail Server: Microsoft Outlook 2003

1. Open Outlook 2003
2. Select **“Tools”** tab
3. Select **“Accounts Settings”**
4. Click on your email account to highlight
5. Click on **“Change”** above the selected account.
6. In the **INCOMING** POP3 Server box, change to: email.bitbroadband.com
7. In the **OUTGOING** SMTP Server box, change to: smtp.bitbroadband.com
8. Change **“username”** or **“account name”** to your *Buggs Island* email address
Ex: john123smith@bitbroadband.com
9. Click **“More Settings”** in the lower right-hand corner of the screen
10. A box pops up that says **“Internet Email Settings”**. Click the **“Advanced”** tab.
11. For Incoming Mail (POP3) enter 995 in the Incoming Port field (993 IMAP) and **CHECK** the box **“This server requires a Secure Connection (SSL)”**.
12. For Outgoing Mail (SMTP) enter 587 in the Outgoing Port field. (463 IMAP)
13. Click **“OK”**
14. Click **“Test Account Settings”** to verify settings are working.
15. Click **“Next”**, then click **“Finish”**