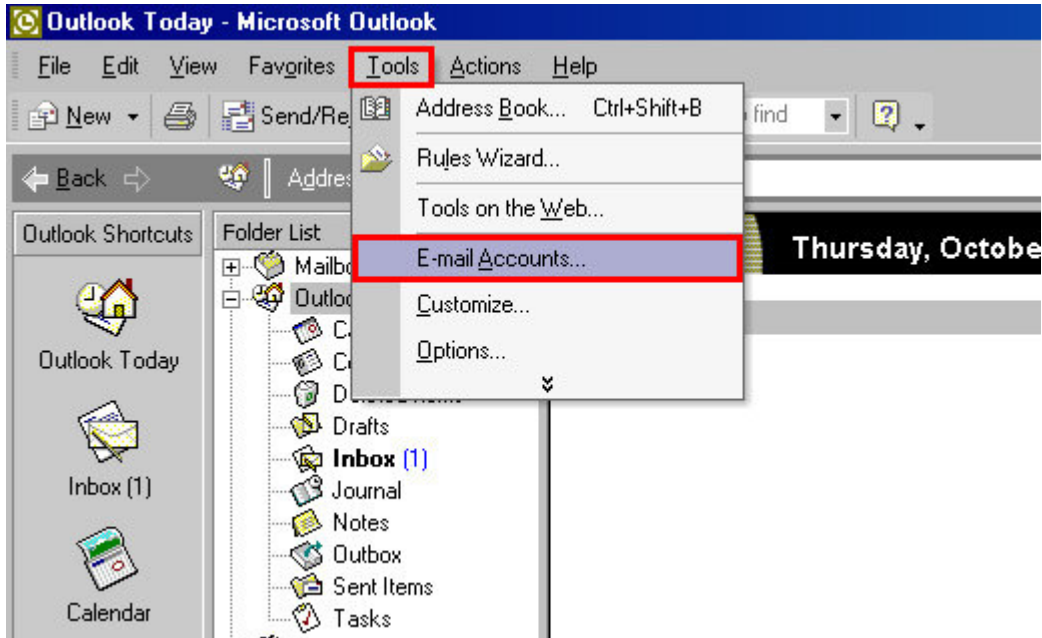


Como configurar su correo electrónico en MS Outlook

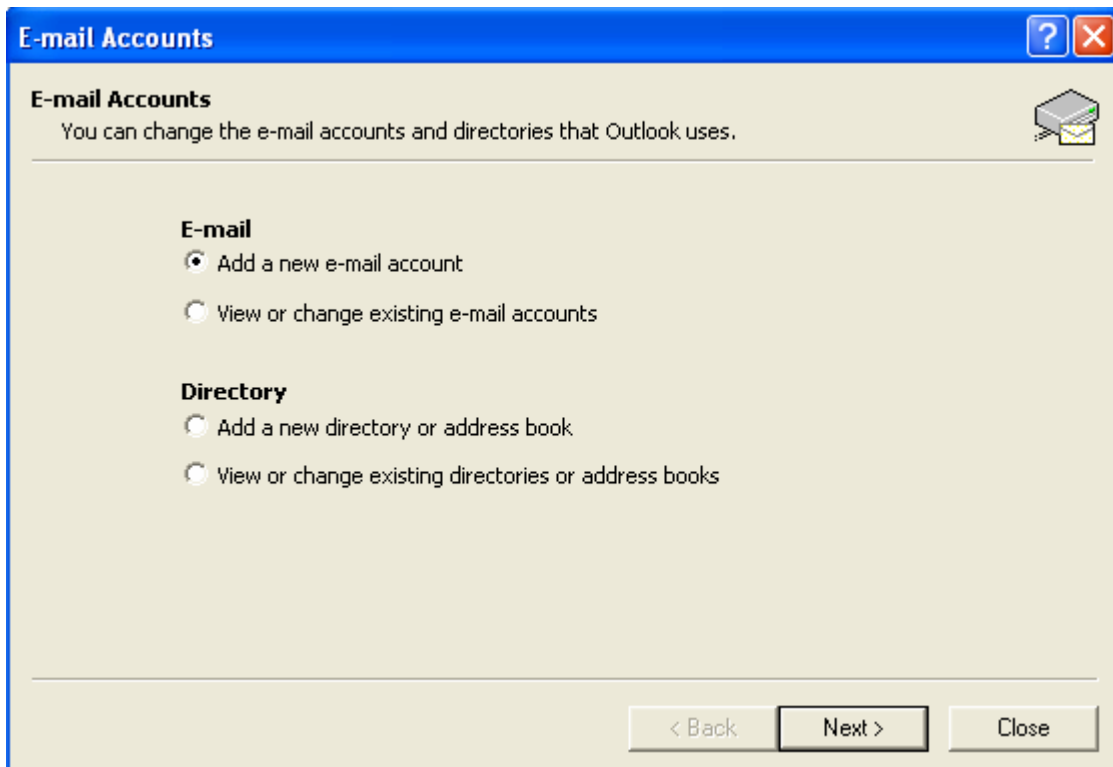
Para MS Outlook XP o 2002 (Similar para otras versiones)

Para configurar su correo electrónico, siga los siguientes pasos:

1. Abra el programa **MS Outlook**.
2. Oprima **Tools** y luego **E-mail Accounts**.



3. Seleccione **Add new E-mail Account** y luego oprima **Next**.



4. En **Server Type**, seleccione **POP3** y oprima **Next**.

The screenshot shows the 'E-mail Accounts' dialog box with the 'Server Type' section selected. The title bar reads 'E-mail Accounts'. Below the title bar, the text says 'Server Type' and 'You can choose the type of server your new e-mail account will work with.' There is a help icon and a close icon in the top right corner. The main area contains five radio button options: 'Microsoft Exchange Server', 'POP3', 'IMAP', 'HTTP', and 'Additional Server Types'. The 'POP3' option is selected. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Entre su nombre completo en **Your Name**:

6. Entre su nueva dirección de correo asignada por **Médicospr.net**

7. Entre **pop.medicospr.net** en **Incoming mail server (POP3)**:

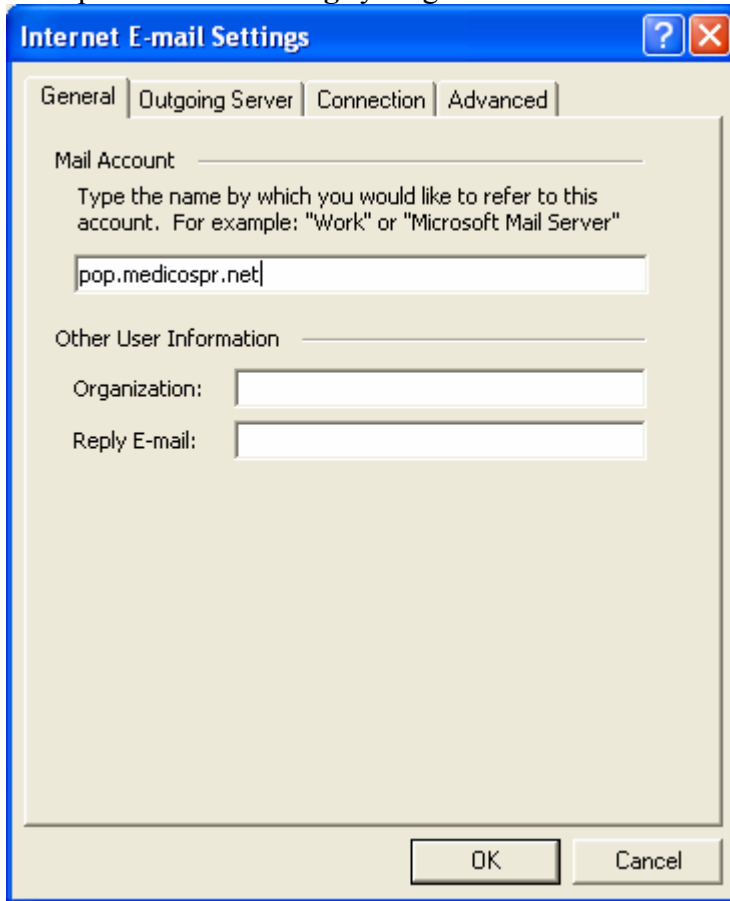
8. Entre **smtp.medicospr.net** en **Outgoing server (SMTP)**:

9. Vuelva a entrar su nueva dirección de correo (asignada por **Médicospr.net**) en **User Name**:

10. Entre su nueva clave secreta (luego de haberla cambiado) en **Password**:

The screenshot shows the 'E-mail Accounts' dialog box with the 'Internet E-mail Settings (POP3)' section selected. The title bar reads 'E-mail Accounts'. Below the title bar, the text says 'Internet E-mail Settings (POP3)' and 'Each of these settings are required to get your e-mail account working.' There is a help icon and a close icon in the top right corner. The main area is divided into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'. 'User Information' has fields for 'Your Name' (Juan del Pueblo) and 'E-mail Address' (jdelpueblo@medicospr.net). 'Server Information' has fields for 'Incoming mail server (POP3)' (pop.medicospr.net) and 'Outgoing mail server (SMTP)' (smtp.medicospr.net). 'Logon Information' has fields for 'User Name' (jdelpueblo@medicospr.net) and 'Password' (*****), with a checked 'Remember password' checkbox and an unchecked 'Log on using Secure Password Authentication (SPA)' checkbox. 'Test Settings' has a 'Test Account Settings ...' button. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

11. Oprima **More Settings** y luego **Advanced**.



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Mail Account' field contains 'pop.medicospr.net'. The 'Other User Information' section has empty fields for 'Organization' and 'Reply E-mail'. The 'OK' and 'Cancel' buttons are at the bottom.

Internet E-mail Settings

General | Outgoing Server | Connection | **Advanced**

Mail Account _____
Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"

pop.medicospr.net

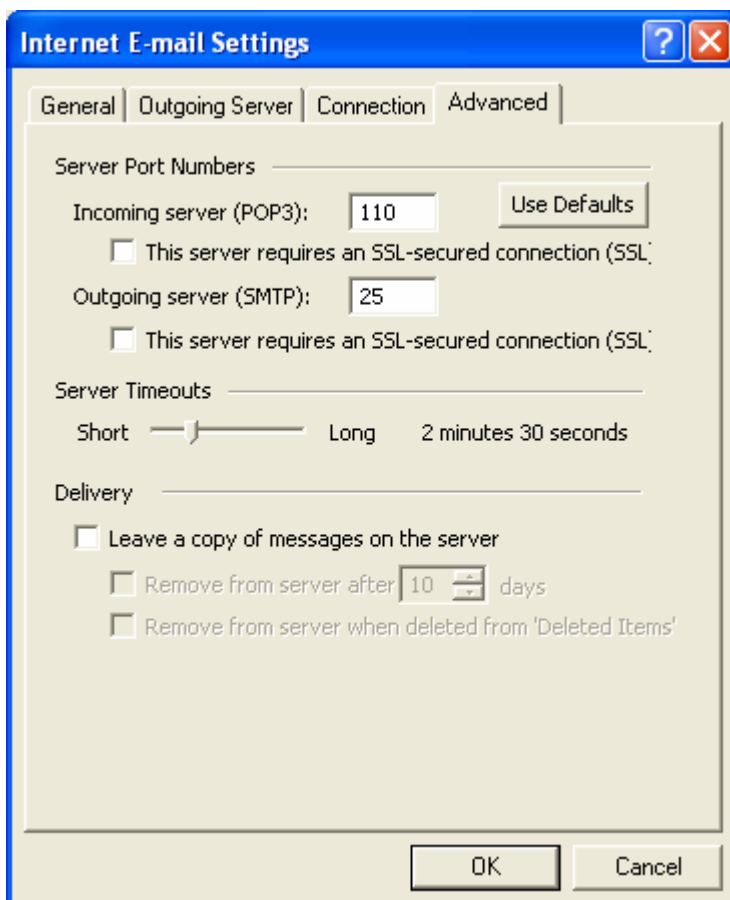
Other User Information _____

Organization: _____

Reply E-mail: _____

OK Cancel

12. Cambie el **Server Timeouts** a 2 minutos con 30 segundos y luego oprima **OK**.



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section shows 'Incoming server (POP3)' set to 110 and 'Outgoing server (SMTP)' set to 25. The 'Server Timeouts' section shows a slider set to '2 minutes 30 seconds'. The 'Delivery' section has several unchecked checkboxes. The 'OK' and 'Cancel' buttons are at the bottom.

Internet E-mail Settings

General | Outgoing Server | Connection | **Advanced**

Server Port Numbers _____

Incoming server (POP3): 110 Use Defaults

This server requires an SSL-secured connection (SSL)

Outgoing server (SMTP): 25

This server requires an SSL-secured connection (SSL)

Server Timeouts _____

Short ————— Long 2 minutes 30 seconds

Delivery _____

Leave a copy of messages on the server

Remove from server after 10 days

Remove from server when deleted from 'Deleted Items'

OK Cancel

13. Al regresar a esta pantalla, oprima **Next**.

The screenshot shows the 'E-mail Accounts' wizard window with the title bar 'E-mail Accounts'. The main heading is 'Internet E-mail Settings (POP3)' with a sub-heading 'Each of these settings are required to get your e-mail account working.' and an icon of a mailbox. The window is divided into four sections: 'User Information', 'Server Information', 'Logon Information', and 'Test Settings'.
- **User Information:** 'Your Name:' is 'Juan del Pueblo', 'E-mail Address:' is 'jdelpueblo@medicospr.net'.
- **Server Information:** 'Incoming mail server (POP3):' is 'pop.medicospr.net', 'Outgoing mail server (SMTP):' is 'smtp.medicospr.net'.
- **Logon Information:** 'User Name:' is 'jdelpueblo@medicospr.net', 'Password:' is '*****', and 'Remember password' is checked. There is also an unchecked checkbox for 'Log on using Secure Password Authentication (SPA)'.
- **Test Settings:** A note says 'After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)'. There is a 'Test Account Settings ...' button.
At the bottom right is a 'More Settings ...' button. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

14. Oprima **Finish**.

The screenshot shows the 'E-mail Accounts' wizard window with the title bar 'E-mail Accounts'. The main heading is 'Congratulations!' with a sub-heading 'You have successfully entered all the information required to setup your account.' and an icon of a mailbox. Below this, it says 'To close the wizard, click Finish.' At the bottom are two buttons: '< Back' and 'Finish'.

Su cuenta de correo electrónico ya está configurada.

Si usted encontrara problemas al enviar sus mensajes, deberá consultar con su proveedor de servicios de internet y solicitarle el **Smtip Server Name**. Luego deberá cambiar esta información como se muestra en el ejemplo 13.