


## Configuring Outlook 2003 for Commander 360 email

1. Open Outlook 2003 and select **Tools > E-mail Accounts**
2. Select the **Add a new e-mail account** option and click **Next**
3. Choose the **POP3** option and click **Next**
4. **Internet E-mail Settings:**
  - a. **Your Name** - Type the name to appear in the **From** field of any emails you send
  - b. **E-mail Address** - Type your Commander 360 email address
  - c. **Incoming mail server (POP3)** - Type **pops.onestream.com.au**
  - d. **Outgoing mail server (SMTP)** - Type **smtps.onestream.com.au**
  - e. **User Name** and **Password** - Type your Commander 360 email address and password
    - Make sure the **Remember password** option is ticked
    - Make sure **Log on using Secure Password Authentication (SPA)** is **NOT** selected
5. Then do the following:
  - a. Click the **More Settings...** button.
  - b. Click on the **Outgoing Server** tab.
  - c. Select **My outgoing server (SMTP) requires authentication.**
  - d. Select **Use same settings as my incoming mail server.**
6. Click the **Advanced** tab and make changes to the **Server Port Numbers**
7. In the **Incoming server (POP3)** field:
  - a. Tick **This server requires an encrypted connection (SSL)**
  - b. Place **995** in the box
8. In the **Outgoing server (SMTP)** field:
  - a. Tick **This server requires an encrypted connection (SSL)**
  - b. Place **465** in the box
9. Click **OK**
10. Click **Test Account Settings** to make sure Outlook 2003 has been setup correctly.
11. If one or more of the Tasks has  next to it please ensure all your settings are correct.
12. Click **Close**
13. Click the **Next** button.
14. Click the **Finish** button then click **Close**