

## How to Configure Outlook 2003 to use the Arrowmail Smarthost to send Emails

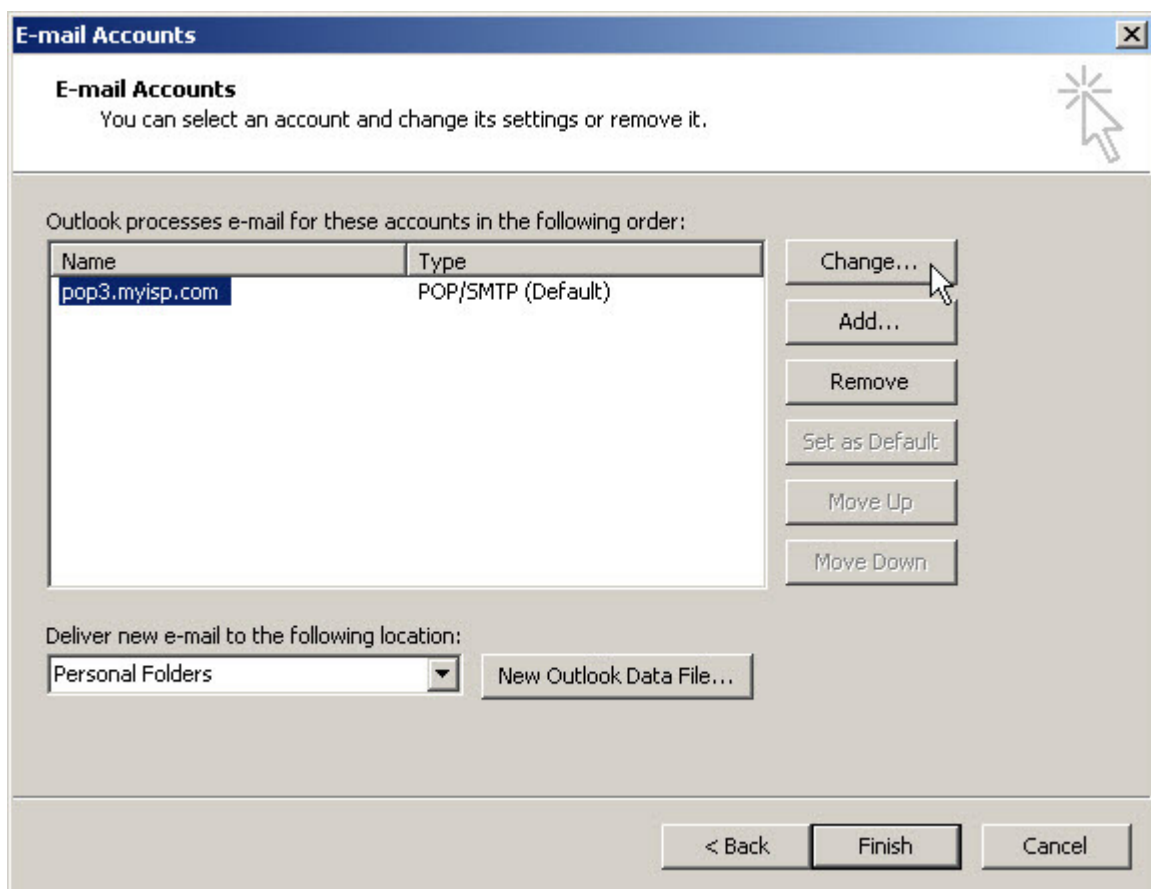
This applies to the situation where you already have a POP3 or IMAP email account setup in Outlook and want to change the SMTP server that this account uses to send out emails.

Smarthost and SMTP (Simple Mail Transfer Protocol) server mean the same thing.

The process is very similar for Outlook 97, Outlook 2000, Outlook 2002 and Outlook XP so, if you have any of these versions of Outlook, you can still follow these instructions.

Open Outlook and go to:-

**Tools – E-mail Accounts... – View or change existing e-mail accounts – Next**



If there's more than one account listed here, select the one with **(Default)** at the end as this is the one used to send emails.

If you send from different accounts, in order to have different **From** addresses, you'll need to repeat the following steps for each account.

Click on **Change...**

Change the **Outgoing mail server (SMTP)** from, whatever it says now, to:-

**smarthost.arrowmail.co.uk**

**E-mail Accounts** [X]

**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)

Click on **More Settings...**

On the **Outgoing Server** tab select:-

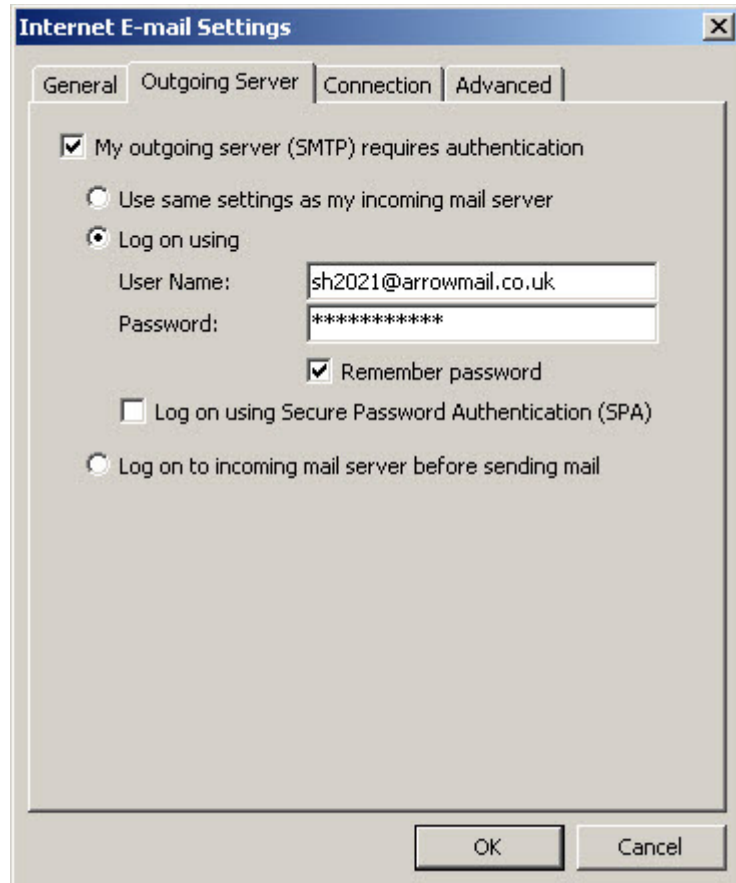
**My outgoing server (SMTP)  
requires authentication**

Select **Log on using**

and enter the username and password  
that *we* have given you.

Select **Remember password**

...go to the **Advanced** tab



Change the Port Number for the  
**Outgoing Server (SMTP)**  
from **25** to **587**

This step is not strictly necessary as  
our smarthost servers will accept  
connections over port 25 but some  
ISPs, including mobile data  
operators, block access to SMTP  
servers using port 25 except for their  
own server, perhaps to stop viruses  
on PCs sending out spam.

We recommend using port 587 to  
send emails as it has the best chance  
of working in all situations.

Click **OK** then **Next >** then **Finish**  
and you're done.

