

Description

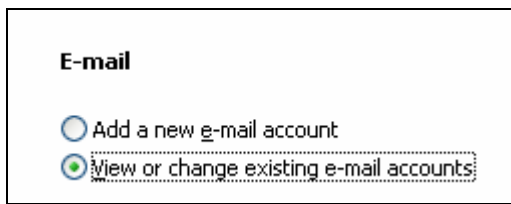
Employees may be interested in using Outlook to view their Rotech email on their work computer.

Important! Use these instructions **ONLY** on *your* computer. If you use these instructions on a *temporary* computer, your email will be downloaded on the temporary computer. Afterwards, you will not have access to these emails from your normal computer.

These instructions are for Outlook 2003.

Create an Email Account in Outlook

1. In Outlook, go to **Tools, Options, Mail Setup** (tab), and click **Email Accounts**.
2. Select **View or change existing e-mail accounts** and click **Next**.



3. Select **pop3.pharmacy.com** and click **Change**.

Note: the following window will be displayed.

The image shows a screenshot of the "Internet E-mail Settings (POP3)" dialog box. The title bar reads "E-mail Accounts". Below the title bar, it says "Internet E-mail Settings (POP3)" and "Each of these settings are required to get your e-mail account working." The dialog box is divided into four sections: "User Information", "Server Information", "Logon Information", and "Test Settings".

- User Information:** "Your Name:" field contains "Your Name Here"; "E-mail Address:" field contains "email@rotech.com".
- Server Information:** "Incoming mail server (POP3):" field contains "pop3.pharmacy.com"; "Outgoing mail server (SMTP):" field contains "smtp.pharmacy.com".
- Logon Information:** "User Name:" field contains "email"; "Password:" field is empty; "Remember password" checkbox is unchecked; "Log on using Secure Password Authentication (SPA)" checkbox is unchecked.
- Test Settings:** "Test Account Settings ..." button is visible.

At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

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Description / Instructions

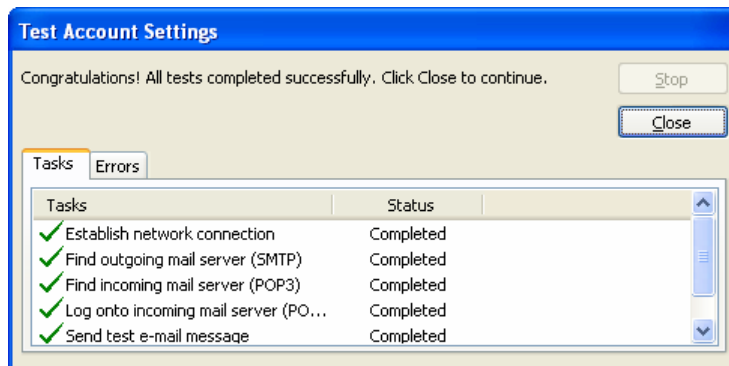
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- Enter the following fields:

User Information	
Your Name	Type your name
E-mail Address	Type your entire email address – including @rotech.com
Server Information	
Incoming mail server (POP3)	pop3.pharmacy.com
Outgoing mail server (SMTP)	smtp.pharmacy.com
Login Information	
User Name	Your email prefix – the name listed in your email before @rotech.com
Password	Your Home Page password
Remember Password	Check this box

- Click **Test Account Settings**.

Note: If everything is entered correctly and you have a network connection, the following message will be displayed.



Important! if you did not receive this message, contact the Help Desk at (877) 272-6577 or helpdesk@rotech.com

- Click **Close** – on the Test Account Settings window.
- Click **Next**.
- Click **Finish**.