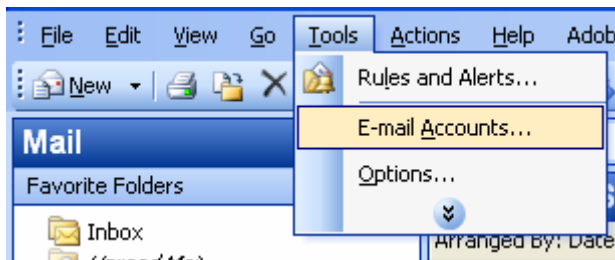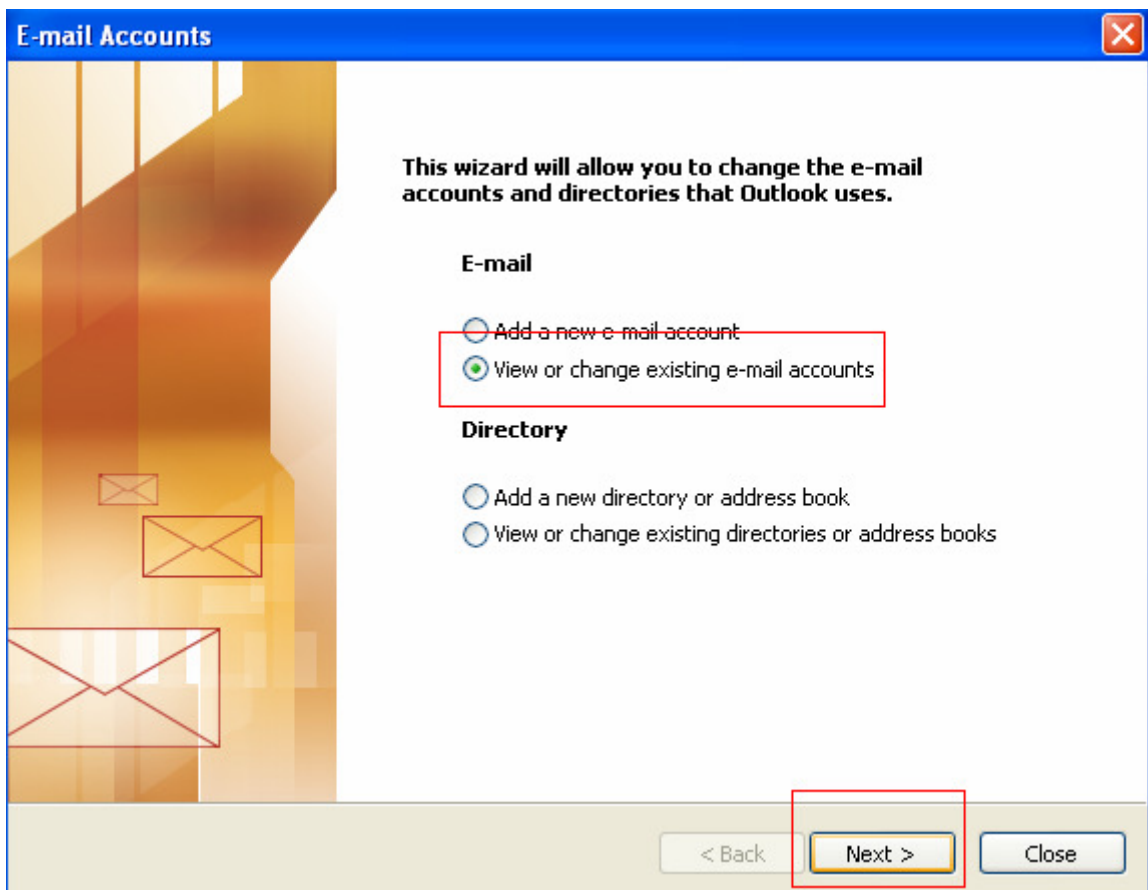**Email troubleshooting: increase timeout for Microsoft Outlook 2003**
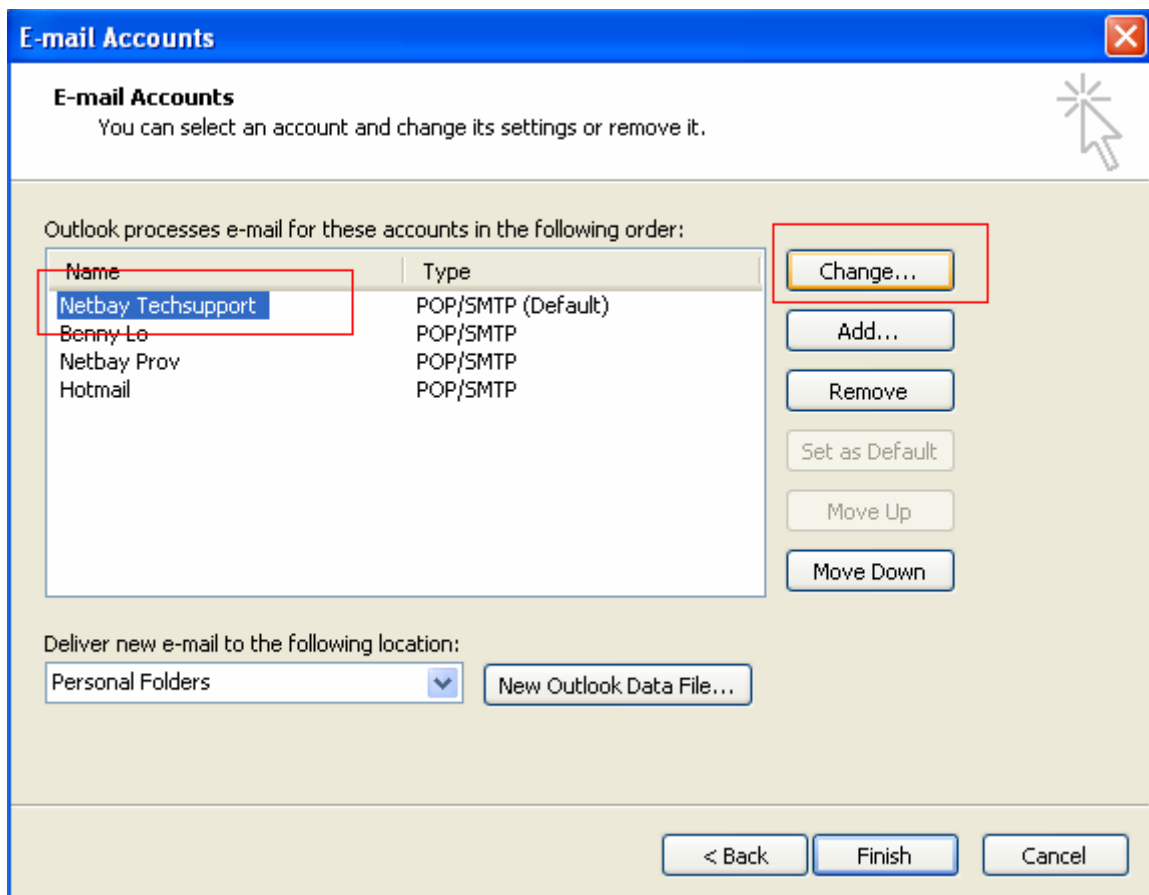
1. Open up MS outlook 2003, click on Tools – E-mail Accounts.

2. Select **View or change existing e-mail accounts** and click **Next**.

3. Left Click your email account name once, and click on **Change**

4. Click on "More Setting"

5. Click on the **Advanced** tab
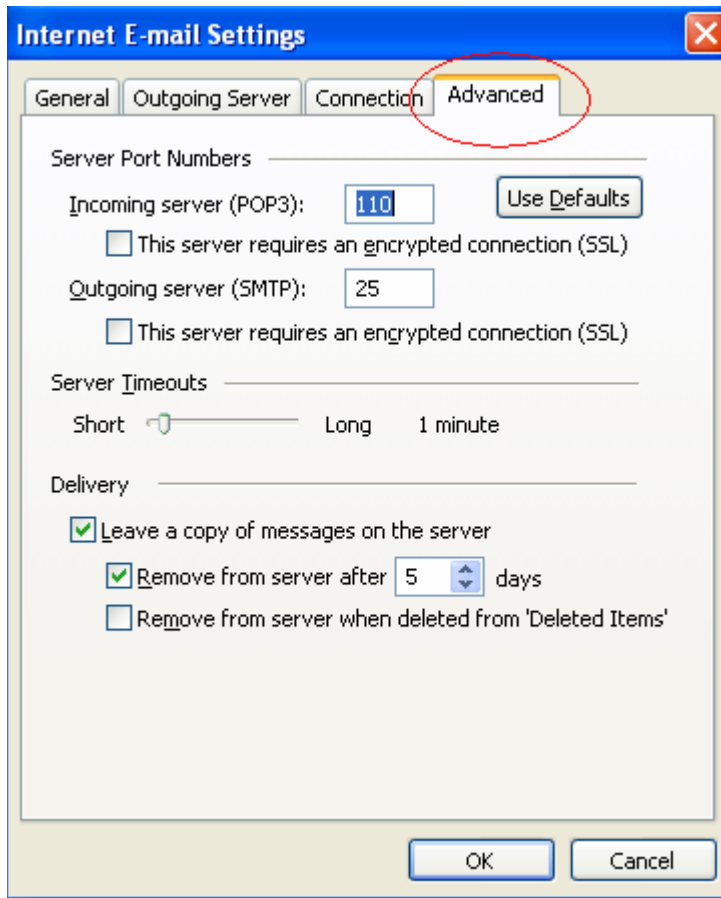
6. Adjust the **Server Timeouts** to 5 mintues and click **OK**
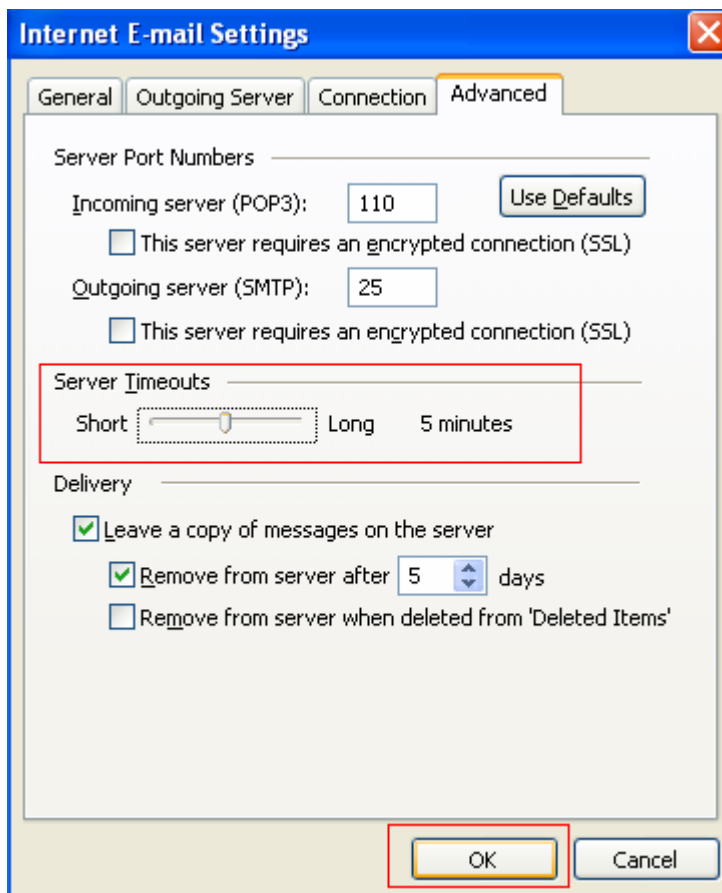
7. Click on **Next** then click **Finish**