

## Instructions for setting up email accounts in Microsoft Outlook 2000

To use **Outlook 2000** for sending and receiving email, follow the steps below.

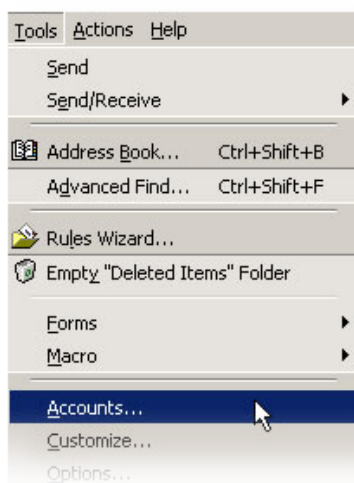
### Step 1:

Open the program by clicking the **Microsoft Outlook 2000** icon located on your computer.



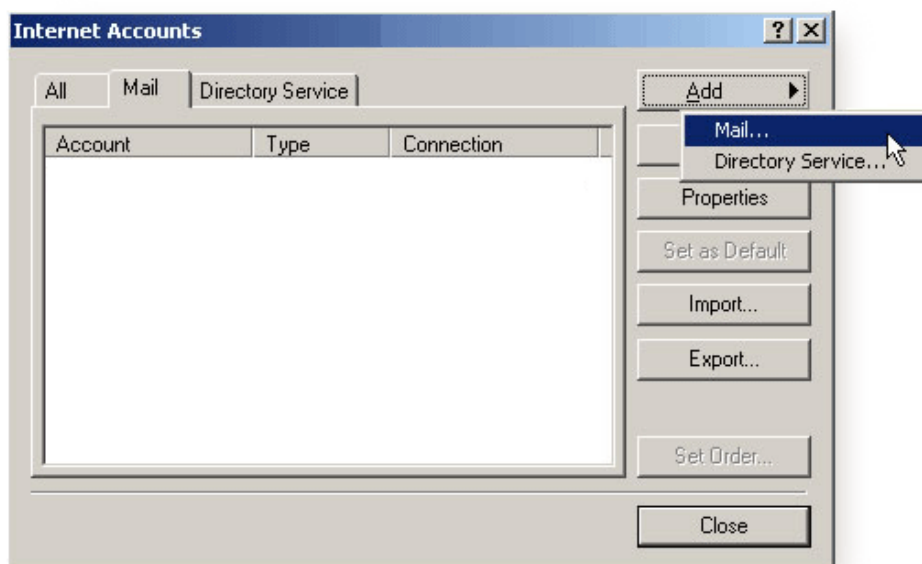
### Step 2:

Click **Tools** located on the top menu. Scroll down and click **Accounts**.



### Step 3:

Click the **Add** button and select the **Mail** option. The Internet connection wizard will open.



#### Step 4:

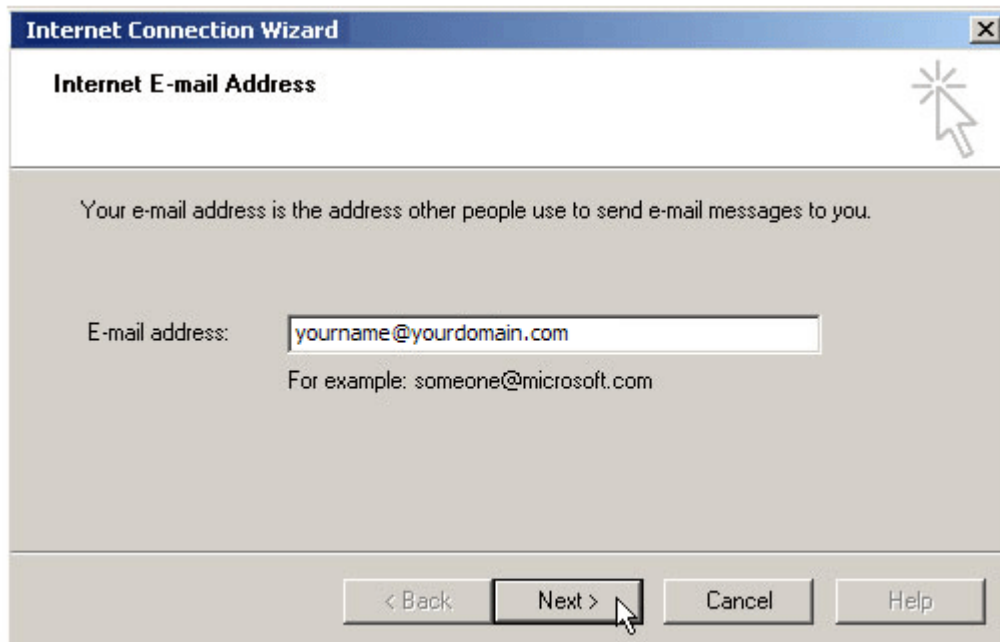
Enter how you would like your name to appear on outgoing messages. Then click **Next**.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading is a mouse cursor icon. The text reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." There is a text input field labeled "Display name:" containing the text "Your Name Here". Below the input field is the text "For example: John Smith". At the bottom of the window are four buttons: "< Back", "Next >", "Cancel", and "Help". A mouse cursor is pointing at the "Next >" button.

#### Step 5:

Enter your **email address** for this account. Then click **Next**.



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading is a mouse cursor icon. The text reads: "Your e-mail address is the address other people use to send e-mail messages to you." There is a text input field labeled "E-mail address:" containing the text "yourname@yourdomain.com". Below the input field is the text "For example: someone@microsoft.com". At the bottom of the window are four buttons: "< Back", "Next >", "Cancel", and "Help". A mouse cursor is pointing at the "Next >" button.

### Step 6:

Select **POP3** as your **incoming mail server**. Next, enter **pop.yoursite.com** as your **Incoming mail server** and enter **smtp.yoursite.com** as your **Outgoing mail (SMTP) server** name in both input fields. Then click **NEXT**.



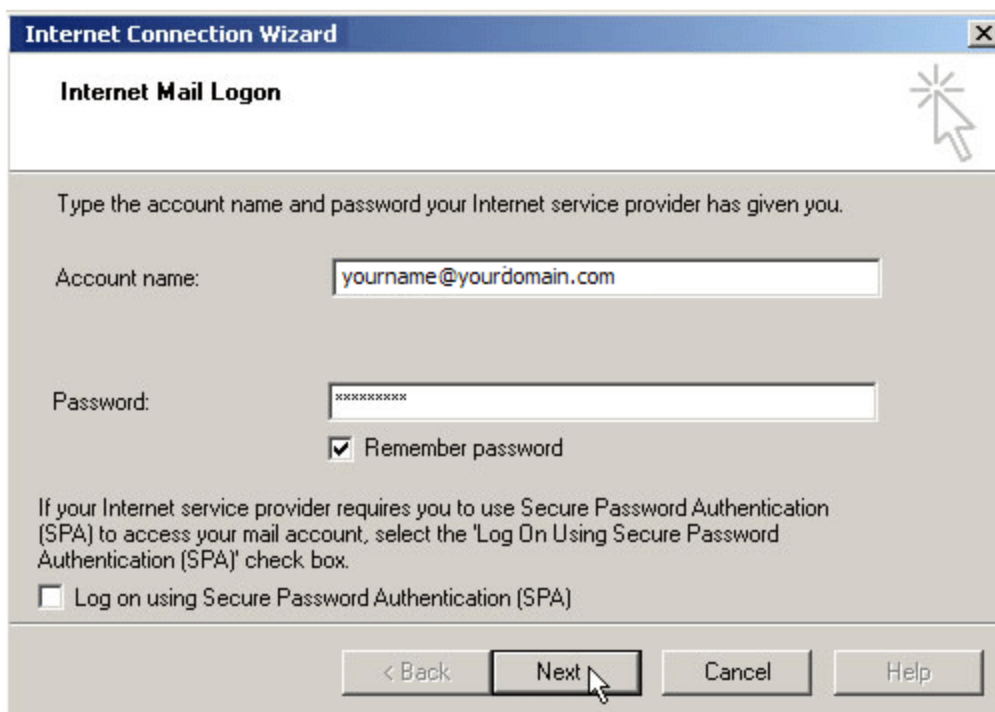
The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window title bar includes a close button (X). The main area contains the following text and fields:

- 'My incoming mail server is a **POP3** server.' (The 'POP3' is in a dropdown menu.)
- 'Incoming mail (POP3 or IMAP) server:' followed by a text input field containing 'pop.yoursite.com'.
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by a text input field containing 'smtp.yoursite.com'.

At the bottom, there are four buttons: '< Back', 'Next', 'Cancel', and 'Help'. A mouse cursor is pointing at the 'Next' button.

### Step 7:

Enter your full email address as your **account name** (use only lower case letters). Then enter your password (use only lower case letters) and check the **REMEMBER PASSWORD** box. Then click **NEXT**.



The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window title bar includes a close button (X). The main area contains the following text and fields:

- 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' followed by a text input field containing 'yourname@yourdomain.com'.
- 'Password:' followed by a text input field containing 'xxxxxxxx'.
- A checked checkbox labeled 'Remember password'.
- Text: 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.'
- An unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.

At the bottom, there are four buttons: '< Back', 'Next', 'Cancel', and 'Help'. A mouse cursor is pointing at the 'Next' button.

### Step 8:

Select the option which matches your Internet connection type. This is typically "phone line" for Dial-Up and "LAN" for DSL. Then click **Next**.



### Step 9:

Click the **Finish** button to complete the setup.

