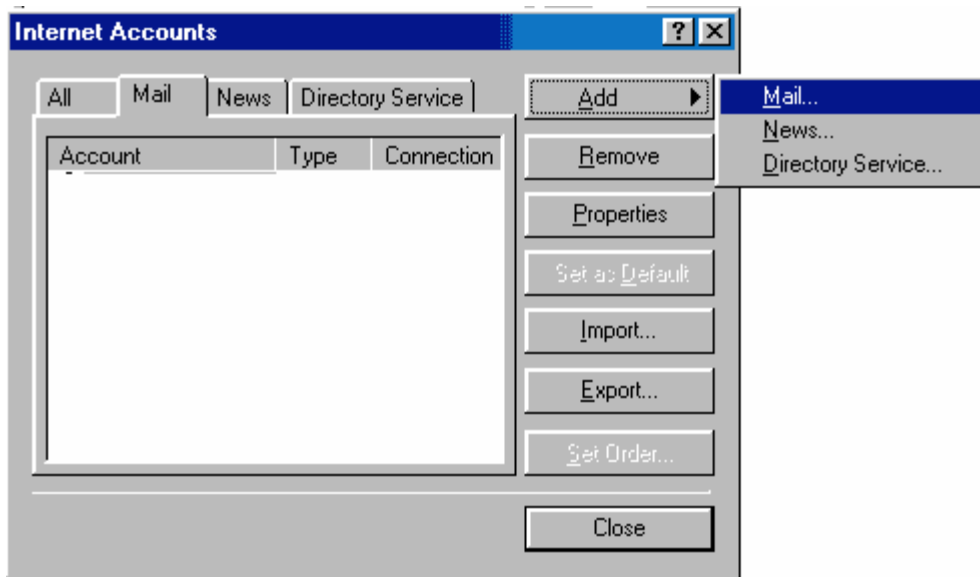
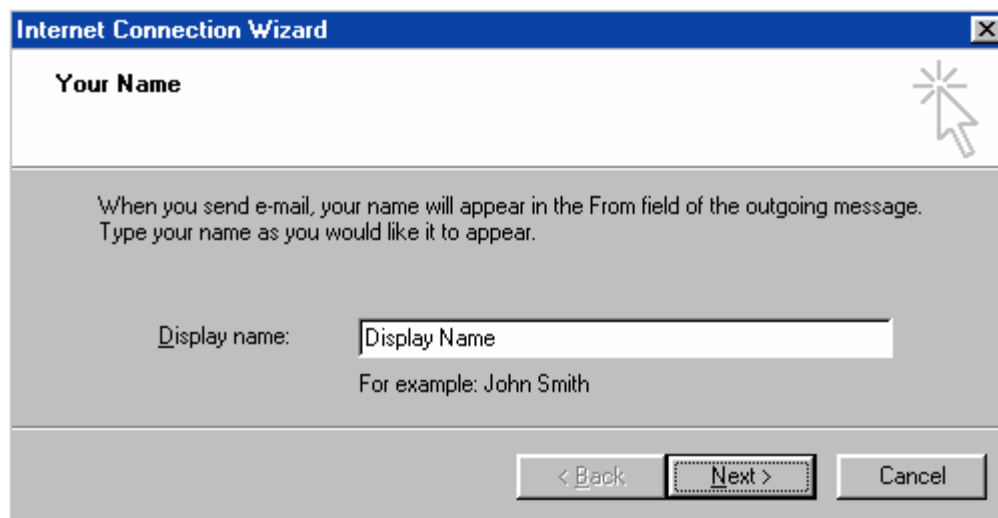


## Configuring Microsoft Outlook® 98/2000

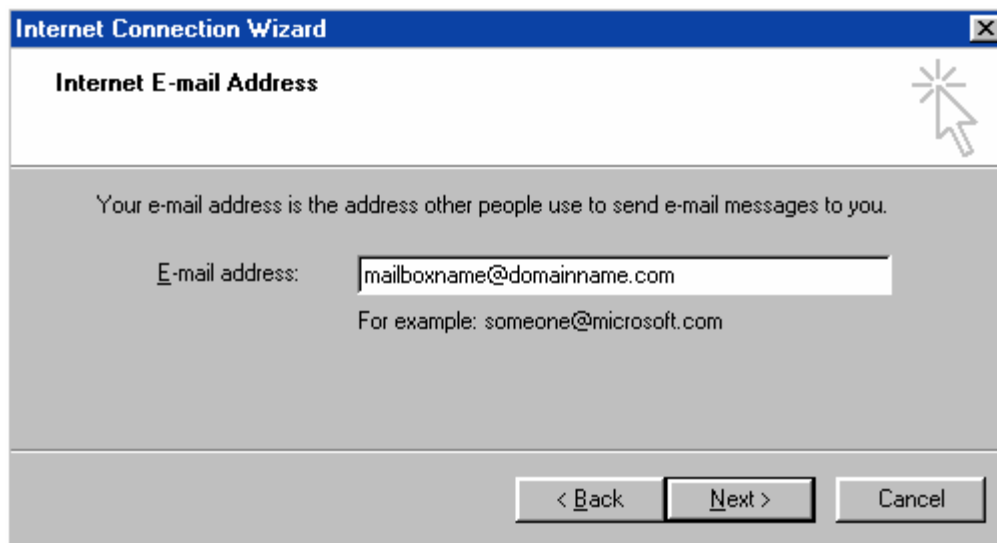
1. Launch Outlook
2. Click Tools then Accounts
3. Click Add then Mail



4. Add your Display Name. Enter the name you want others to see in the From: field when you send E-mail, then click Next.



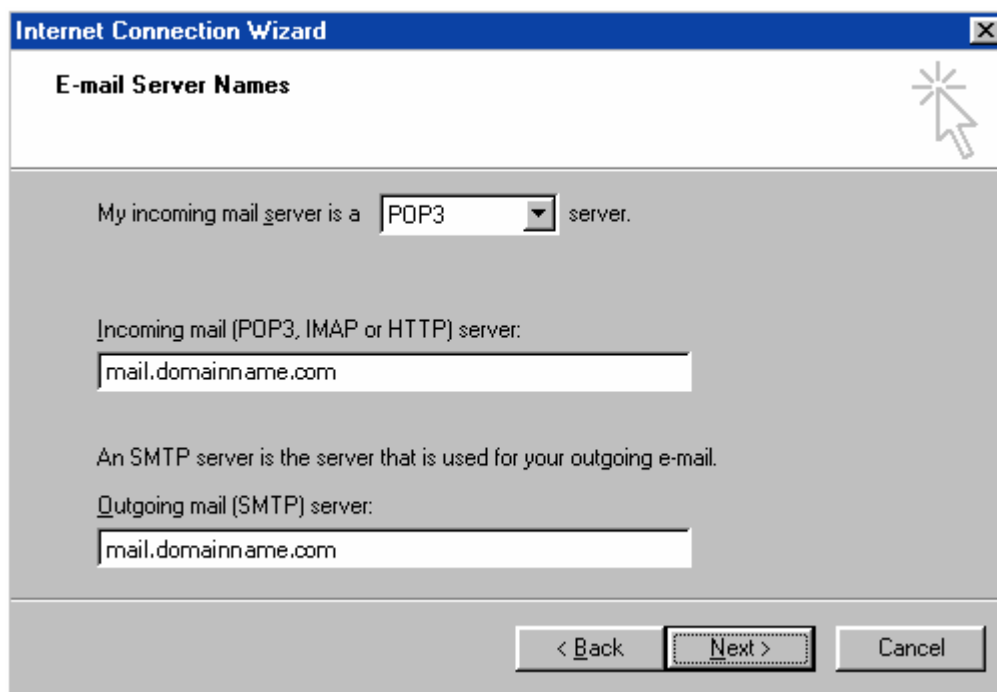
5. Enter your entire E-mail address (mailboxname@domainname.com), then click Next



The screenshot shows the 'Internet Connection Wizard' window with the title 'Internet E-mail Address'. The window contains the following text and controls:

- Header: **Internet E-mail Address**
- Instruction: Your e-mail address is the address other people use to send e-mail messages to you.
- Label: E-mail address:
- Text box: mailboxname@domainname.com
- Example: For example: someone@microsoft.com
- Buttons: < Back, Next >, Cancel

6. Select POP3 as the Incoming mail server type
7. Input the POP3 server (mail.domainname.com) into the Incoming mail server field.
8. Input the SMTP server (mail.domainname.com) into the Outgoing mail server field then click Next.

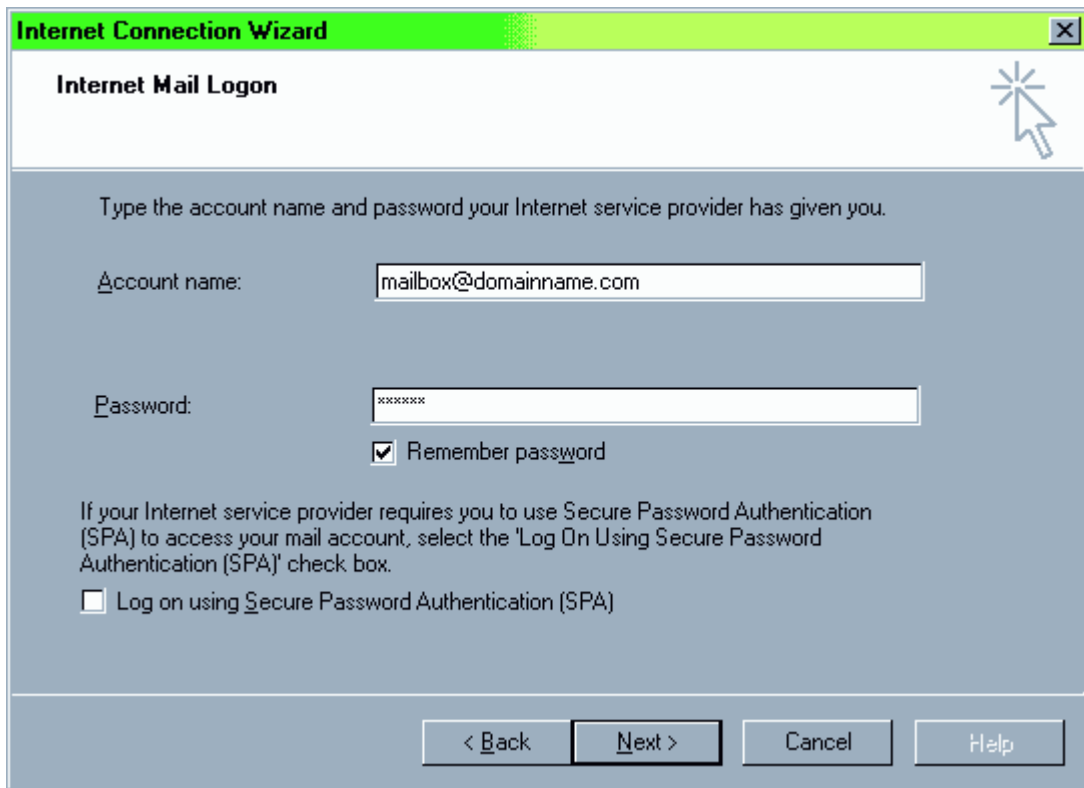


The screenshot shows the 'Internet Connection Wizard' window with the title 'E-mail Server Names'. The window contains the following text and controls:

- Header: **E-mail Server Names**
- Text: My incoming mail server is a  server.
- Text: Incoming mail (POP3, IMAP or HTTP) server:
- Text box: mail.domainname.com
- Text: An SMTP server is the server that is used for your outgoing e-mail.
- Text: Outgoing mail (SMTP) server:
- Text box: mail.domainname.com
- Buttons: < Back, Next >, Cancel

9. Type your full E-mail address (mailboxname@domainname.com) in the Account Name field.
10. Enter your e-mail account password and click Next

Note: You can set Outlook Express to remember your password if you don't want to type it in every time you check for new messages.



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-title "Internet Mail Logon". The dialog has a green title bar and a close button in the top right corner. Below the title bar, there is a cursor icon. The main area contains the following text and controls:

Type the account name and password your Internet service provider has given you.

Account name:

Password:

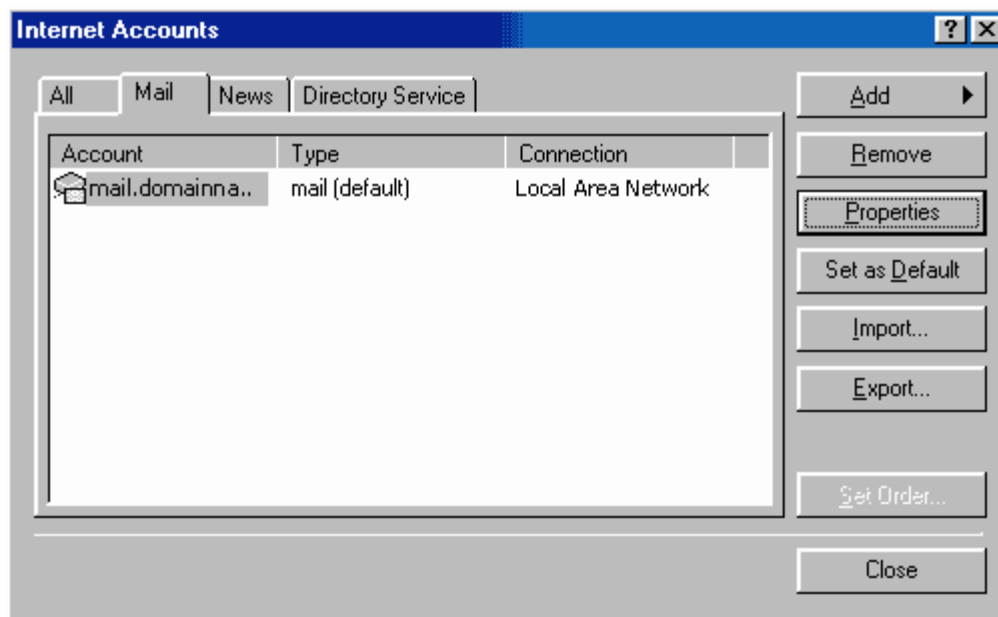
Remember password

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.

Log on using Secure Password Authentication (SPA)

At the bottom, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

11. Select your Internet Connection type
12. Click Finish
13. The Internet Accounts window should still be open. If it is not, click Tools --> Accounts to open it.
14. Click the Mail tab, the Mail Accounts window appears
15. Click on the account you just created.



16. Then click the Properties button

17. Click the Servers tab

18. Check the box beside My server requires authentication, then click the Settings button



19. Select Use same settings as my incoming mail server and click OK



20. Click Apply, then OK to close the properties window. The Internet Accounts window will reappear.

21. Click OK to exit the Internet Accounts window, your E-mail setup is complete.