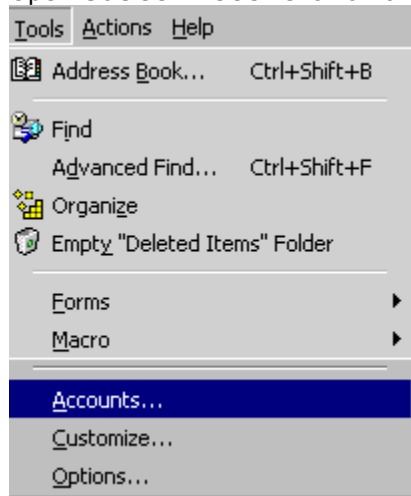
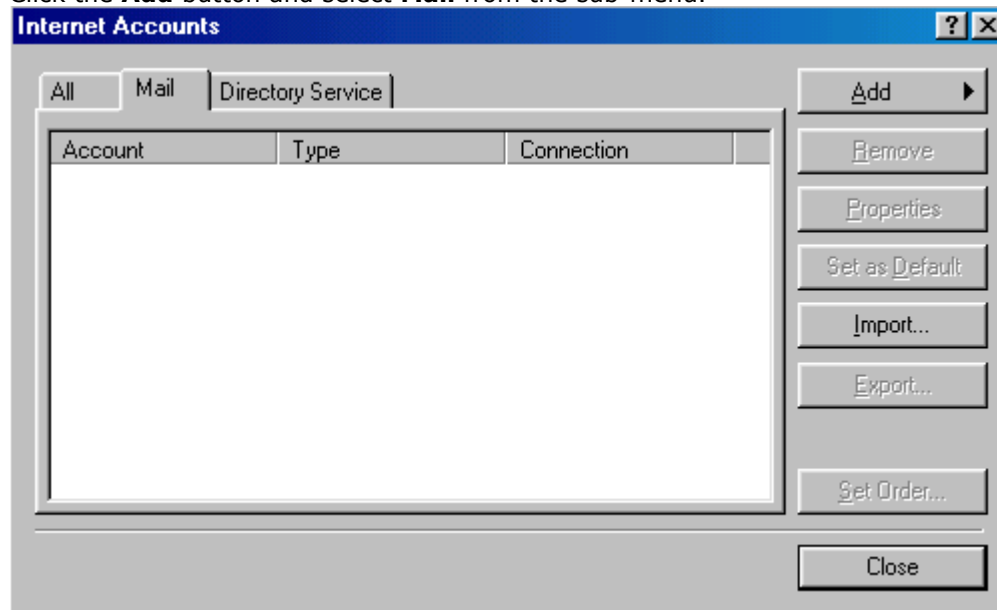


Outlook 2000 E-Mail Setup

1. Open **Outlook 2000**. Click on the **Tools** menu and select **Accounts**.



2. Click the **Add** button and select **Mail** from the sub-menu.

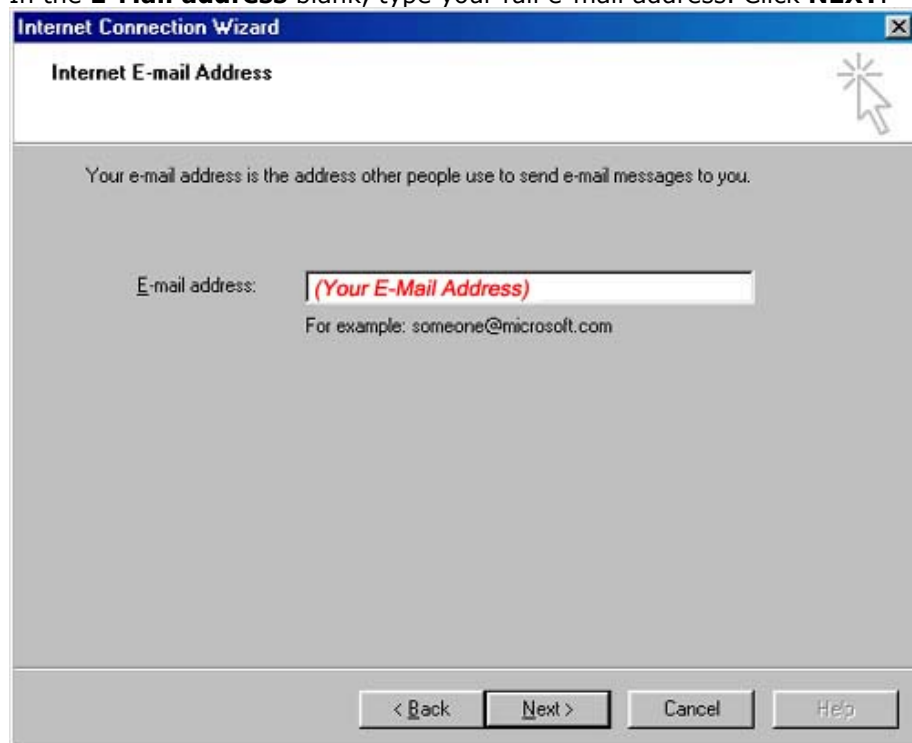


3. In the **Display name** blank, type your name as you would like it to appear on your outgoing mail messages. Click **NEXT**.



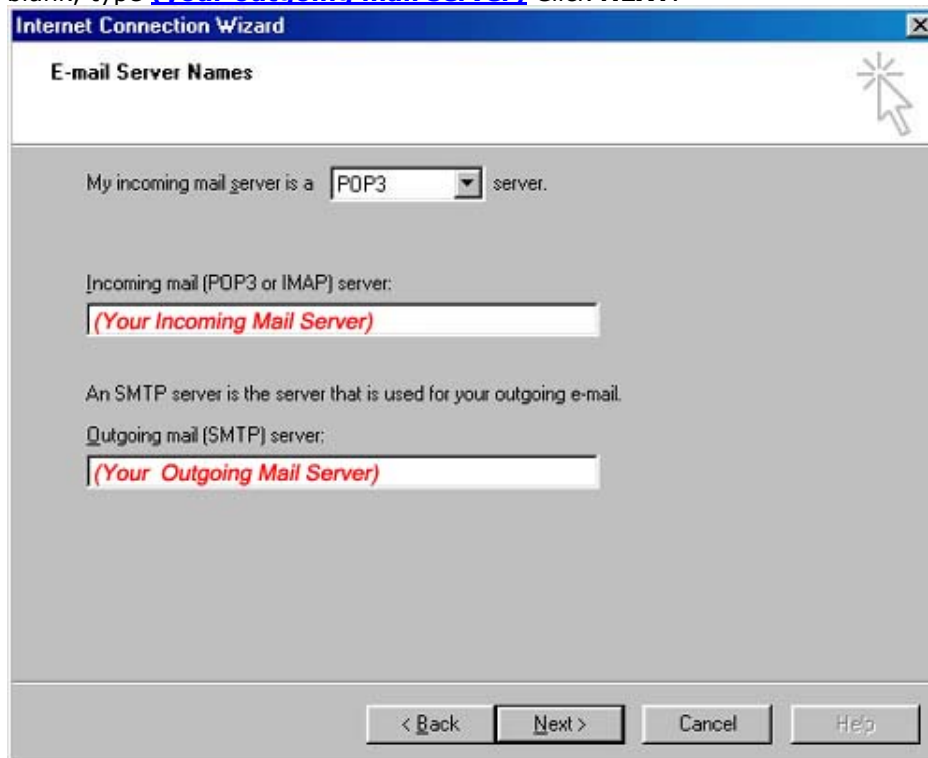
The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard". The main heading is "Your Name". Below the heading, there is a text box containing "(Your Name)" in red. Above the text box, there is a line of text: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below the text box, there is a line of text: "For example: John Smith". At the bottom of the dialog box, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

4. In the **E-Mail address** blank, type your full e-mail address. Click **NEXT**.



The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard". The main heading is "Internet E-mail Address". Below the heading, there is a text box containing "(Your E-Mail Address)" in red. Above the text box, there is a line of text: "Your e-mail address is the address other people use to send e-mail messages to you." Below the text box, there is a line of text: "For example: someone@microsoft.com". At the bottom of the dialog box, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

5. Select **POP3** as the incoming mail server type at the top. In the **Incoming mail server** blank, type (your incoming mail server) In the **Outgoing mail server** blank, type (your outgoing mail server) Click **NEXT**.

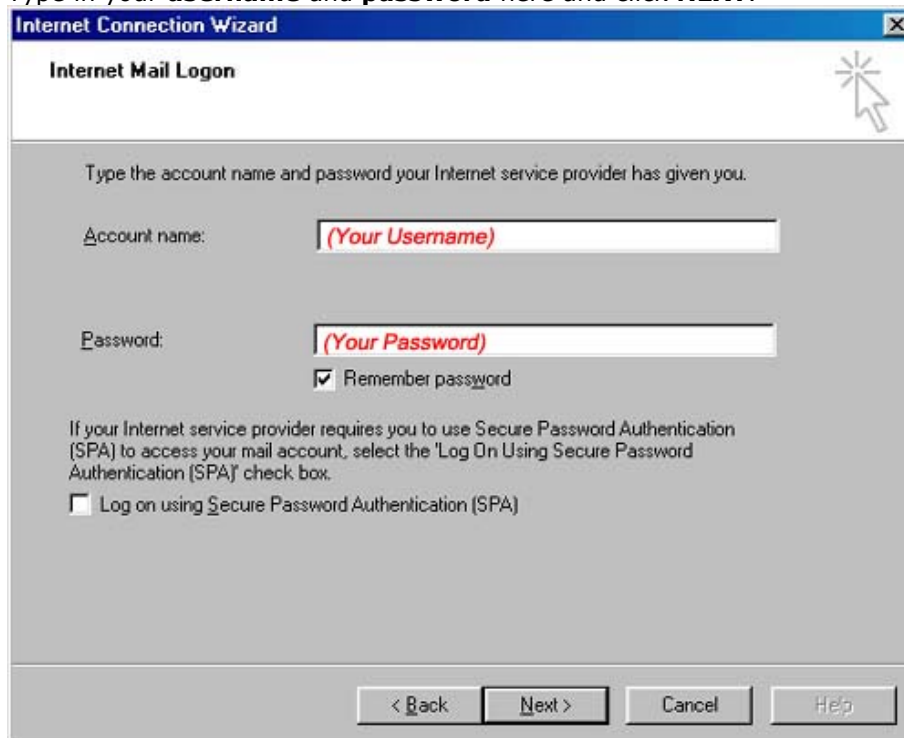


The screenshot shows the 'Internet Connection Wizard' window with the 'E-mail Server Names' tab selected. The window has a title bar with 'Internet Connection Wizard' and a close button. The main area contains the following text and fields:

- '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 box containing (Your Incoming Mail Server).
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by a text box containing (Your Outgoing Mail Server).

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

6. Type in your **username** and **password** here and click **NEXT**.

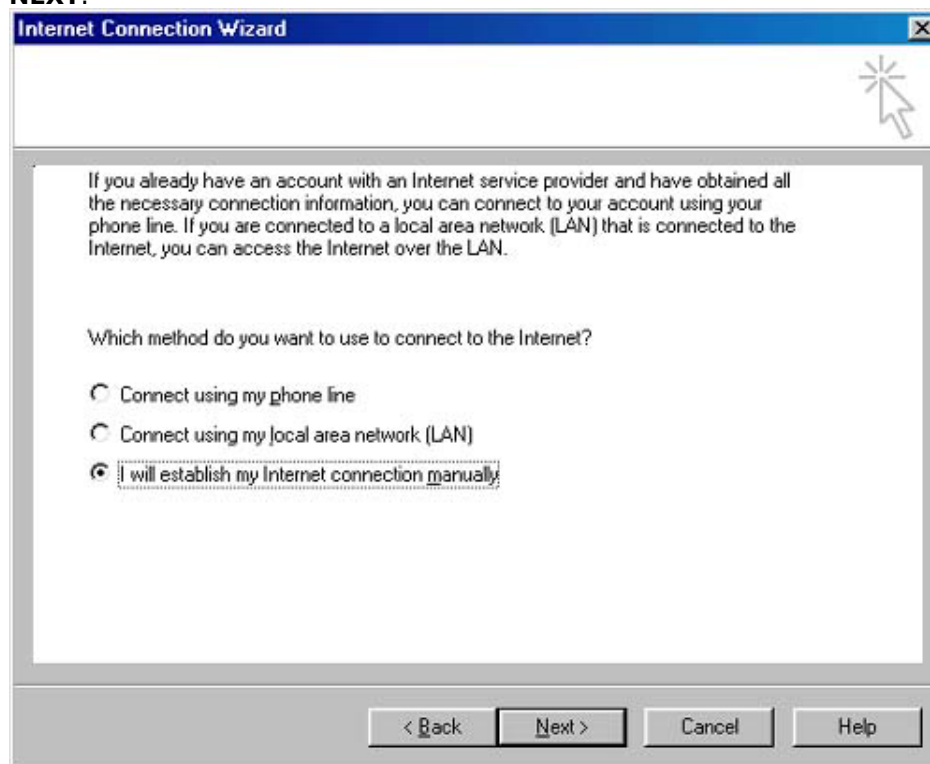


The screenshot shows the 'Internet Connection Wizard' window with the 'Internet Mail Logon' tab selected. The window has a title bar with 'Internet Connection Wizard' and a close button. The main area contains the following text and fields:

- 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' followed by a text box containing (Your Username).
- 'Password:' followed by a text box containing (Your Password).
- A checked checkbox labeled '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.'
- An unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.

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

7. Select **I will establish my Internet connection manually** if you are using dial-up. Select **Connect using my local area network (LAN)** if you are using DSL. Click **NEXT**.



8. Click **FINISH**. You can now use your e-mail.

