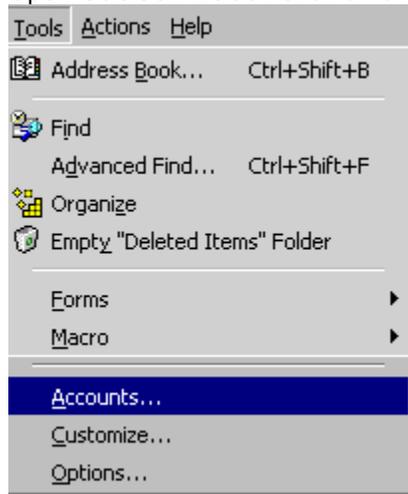
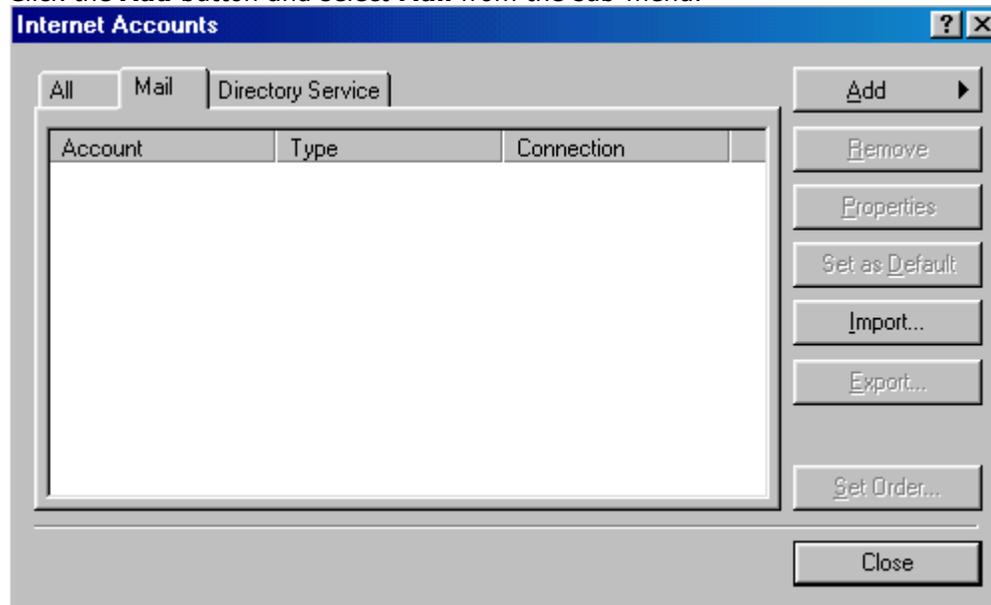


Outlook 2000 E-Mail Setup

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



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

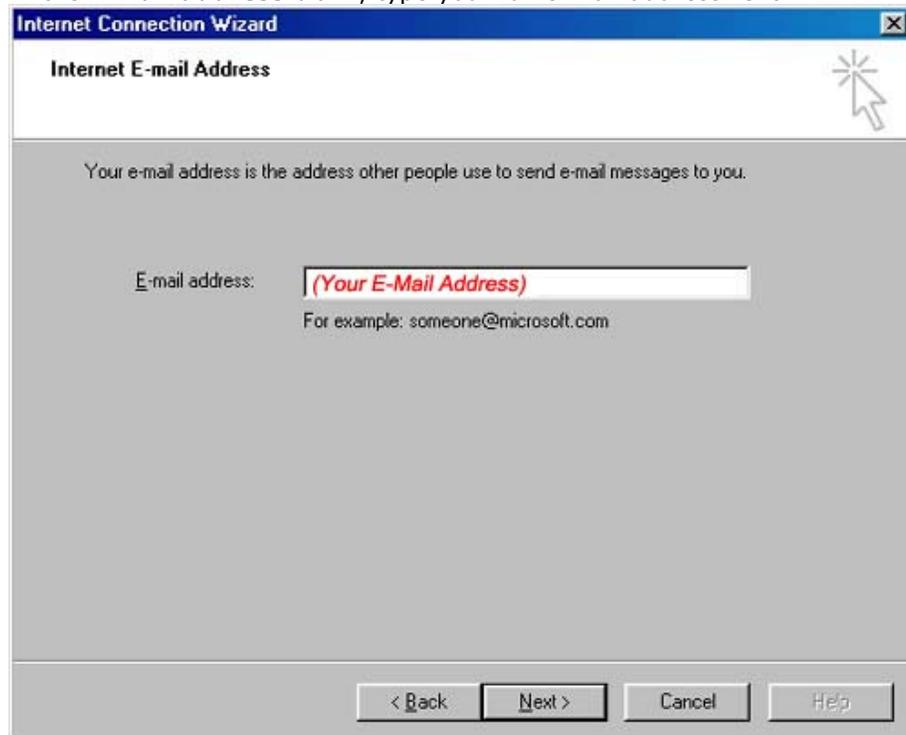


3. In the **Display name** blank, type your name as you would like it to appear on your outgoing mail messages. Click **NEXT**.



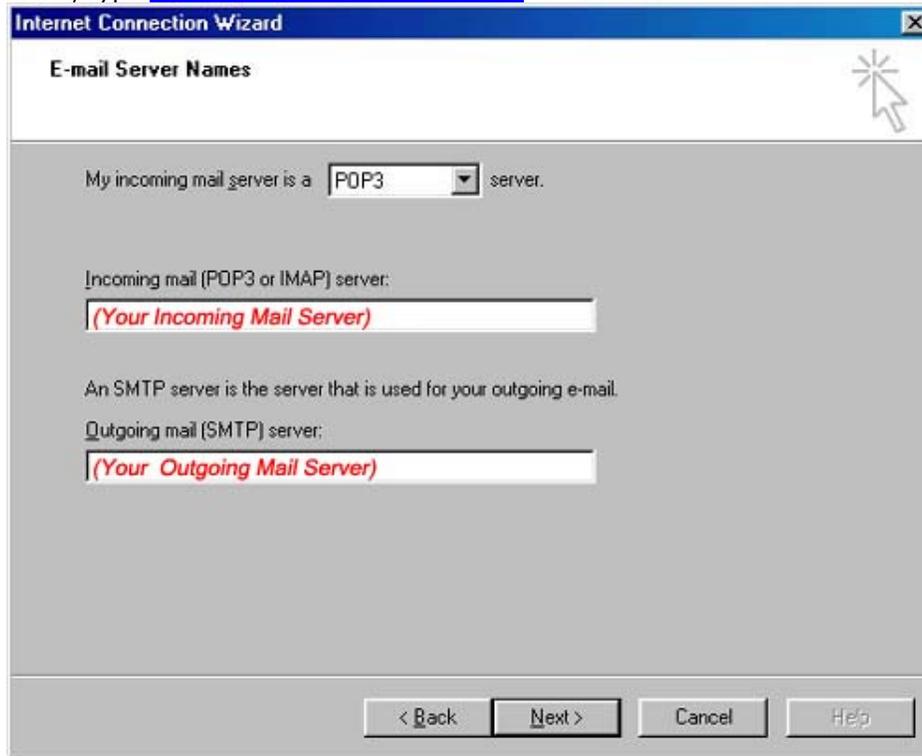
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading is a mouse cursor icon. The text reads: "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." There is a text input field labeled "Display name:" containing the placeholder text "(Your Name)". Below the input field is the example text "For example: John Smith". At the bottom of the window 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 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 placeholder text "(Your E-Mail Address)". Below the input field is the example text "For example: someone@microsoft.com". At the bottom of the window 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**.

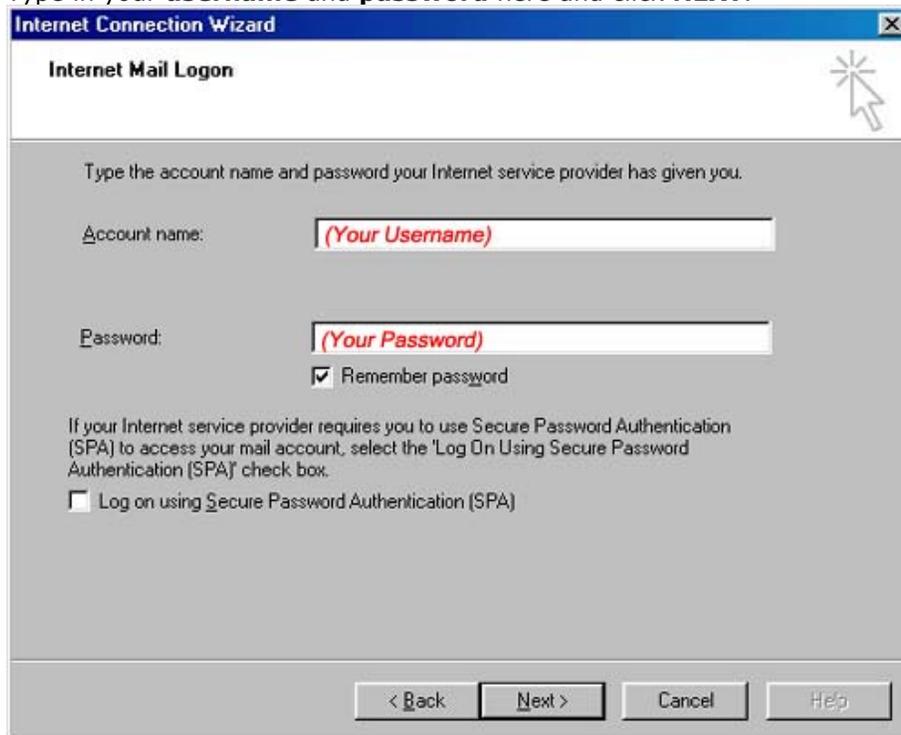


The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard' and the subtitle is 'E-mail Server Names'. The main content area contains the following text and controls:

- '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 **(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 input field containing **(Your Outgoing Mail Server)**.

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

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

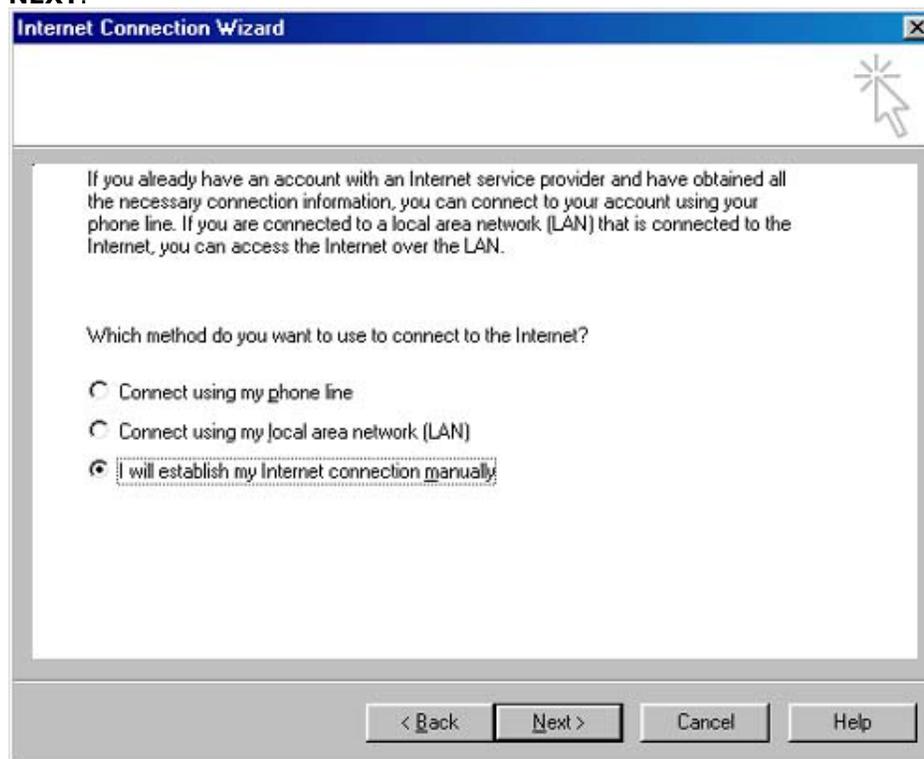


The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard' and the subtitle is 'Internet Mail Logon'. The main content area contains the following text and controls:

- 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' followed by a text input field containing **(Your Username)**.
- 'Password:' followed by a text input field 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 of the dialog box, 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.

