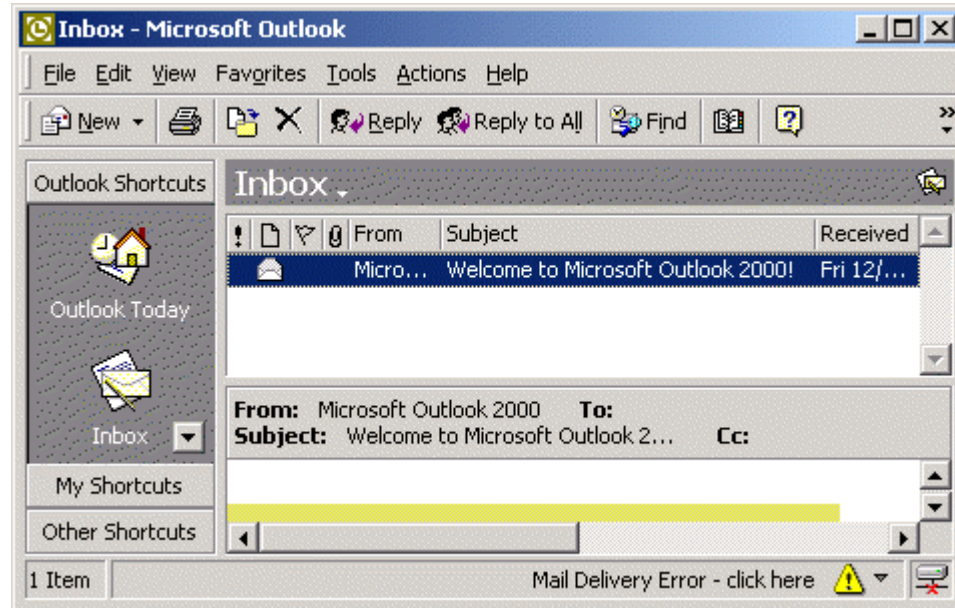
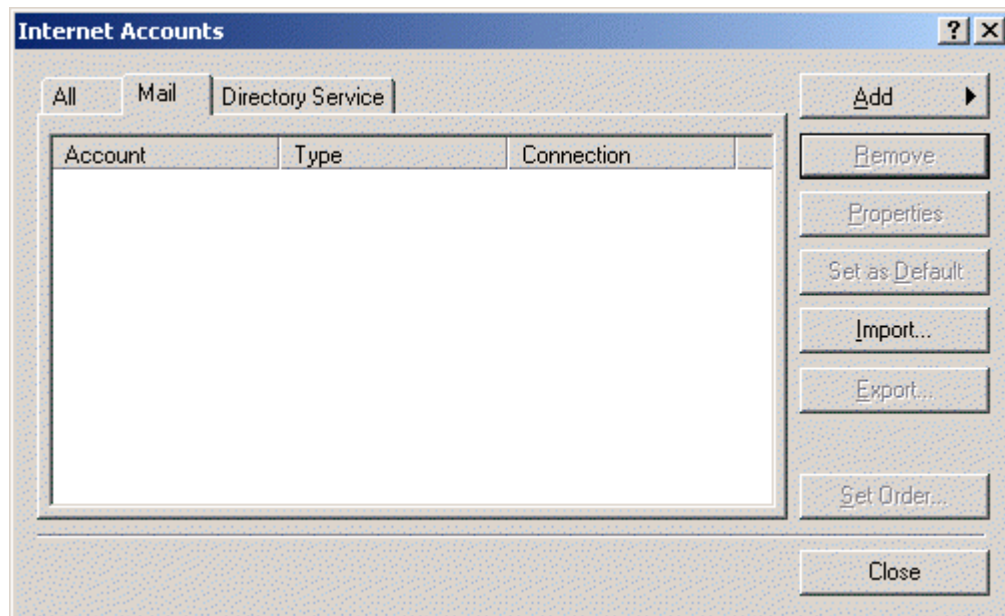


How to Set up Outlook 2000 Accounts

1. Open Microsoft Outlook 2000. A box similar to the one below will appear.

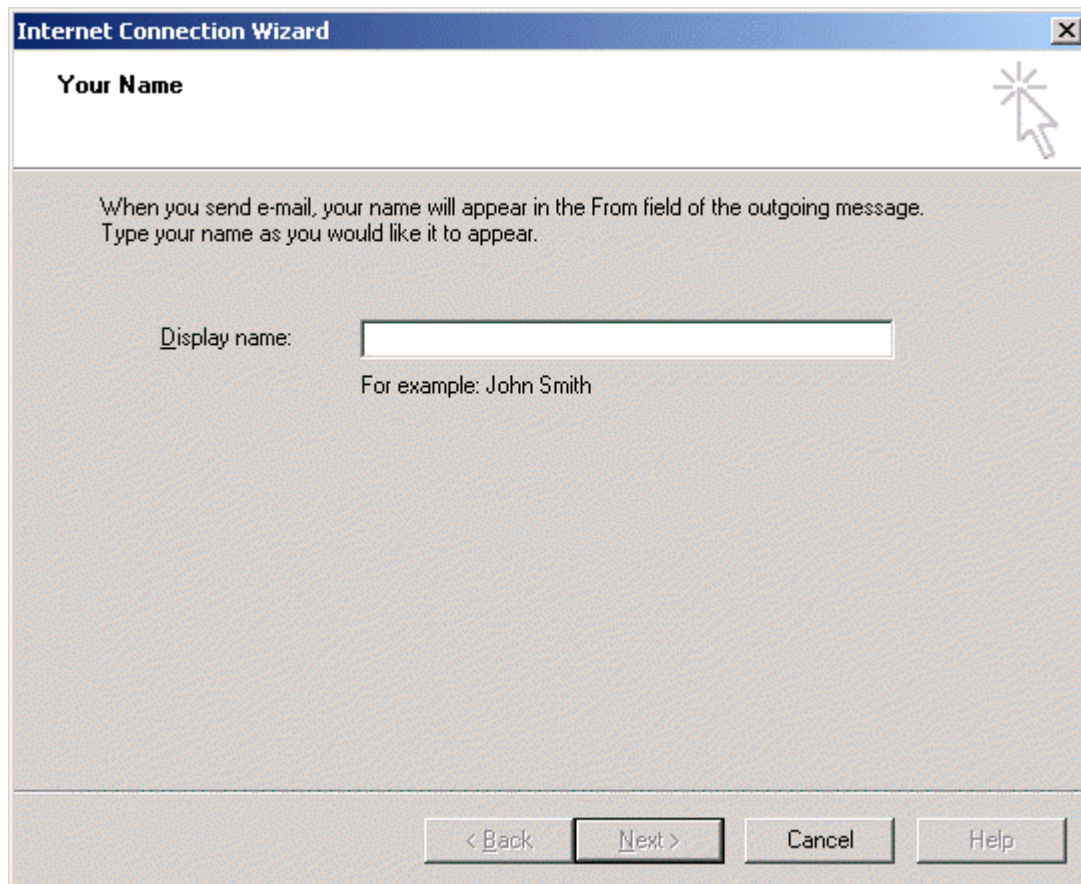


2. On the menu at the top click on "Tools".
3. On the drop down menu that appears click on "Accounts...". The below dialog box will appear.

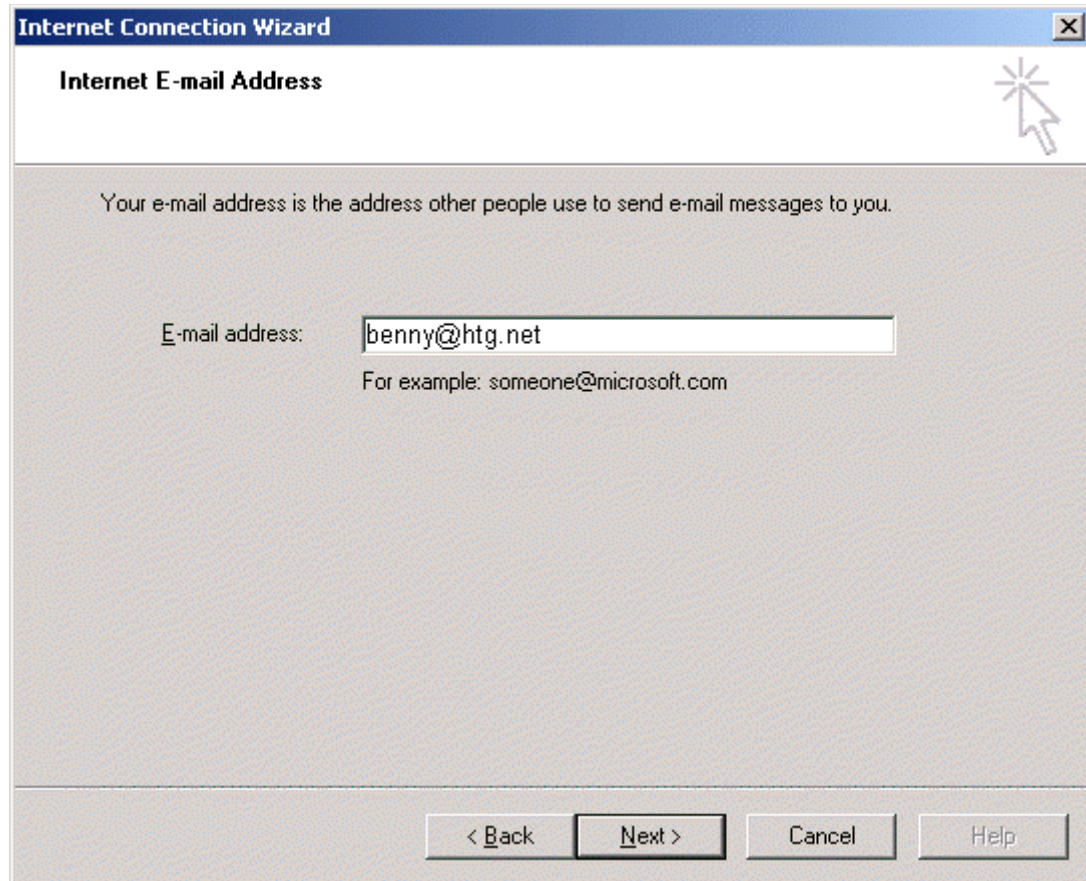


4. Click on the "Add" button and select "Mail". The internet connection wizard will open as

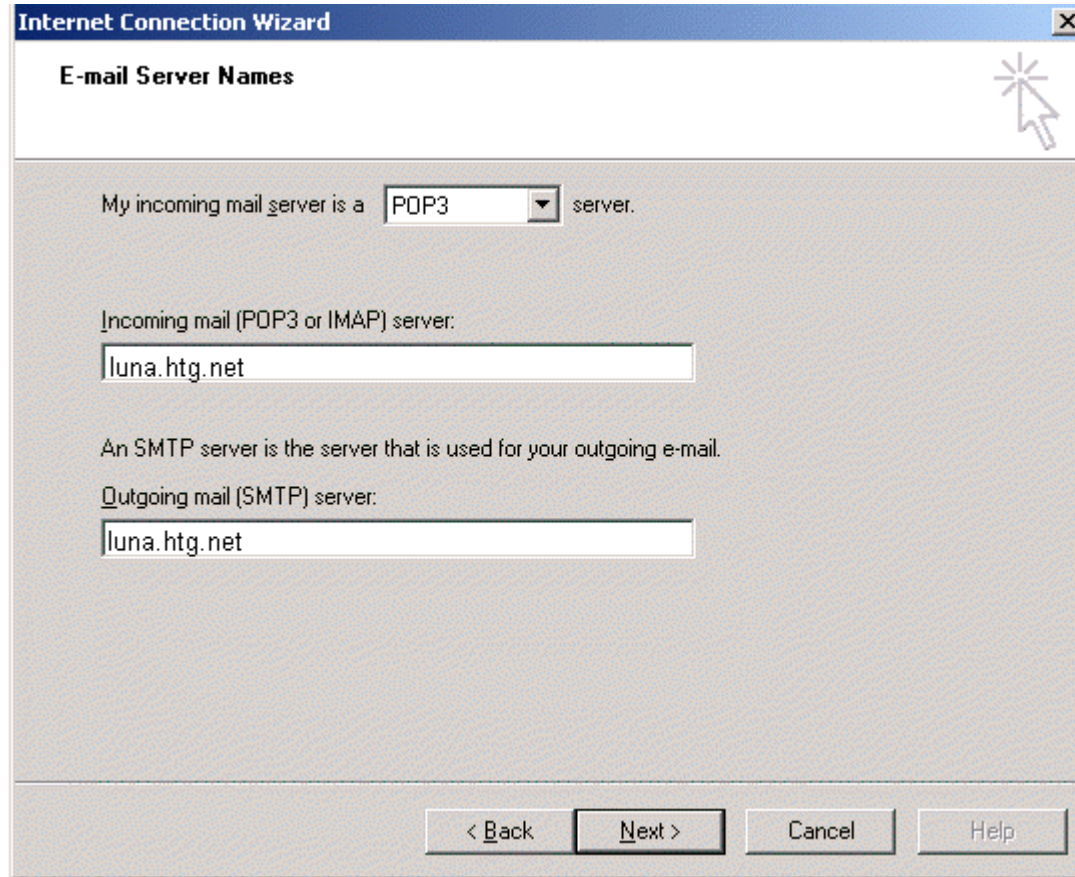
shown below.



5. Enter a descriptive name of the account such as "My work mail account".
6. Click the "Next" button. A dialog box asking for your email address for this account will appear as shown below.



7. Enter your email address you will be setting the account up for.
8. Click the "Next" button. A dialog box asking for your email server names will appear as shown below.



9. Click the "Next" button. A dialog box asking for your email email logon name and password for this account will appear as shown below.

Internet Connection Wizard [X]

Internet Mail Logon [Help]

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

Account name:

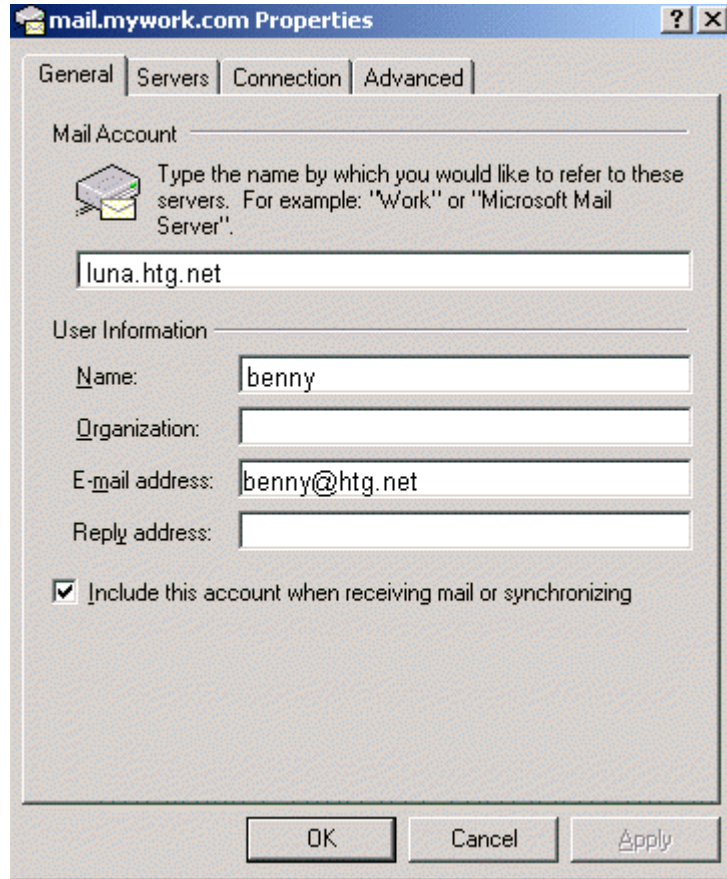
Password:

Remember password

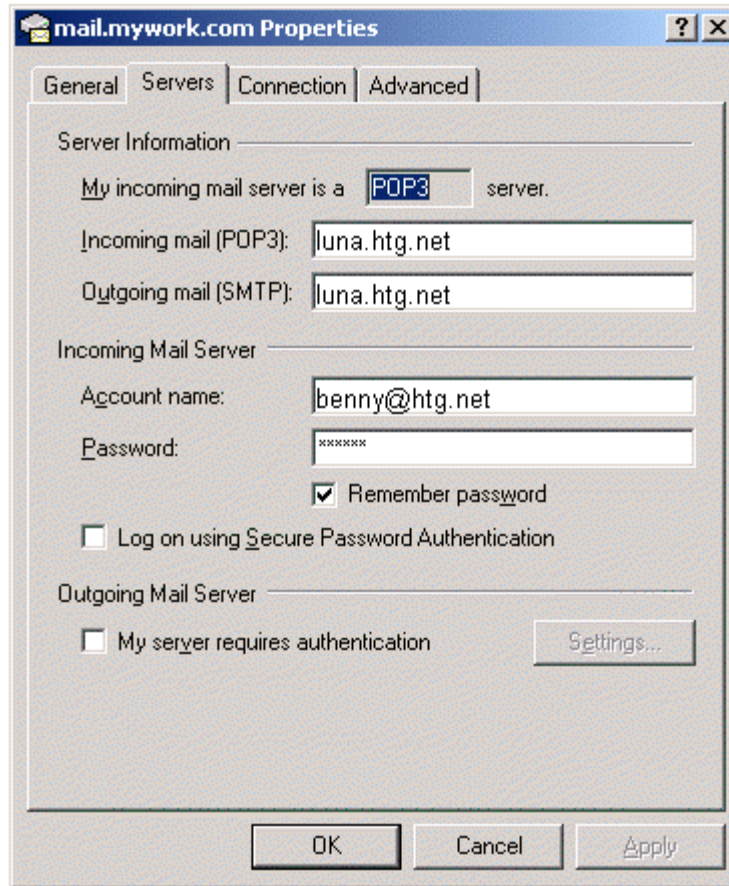
If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

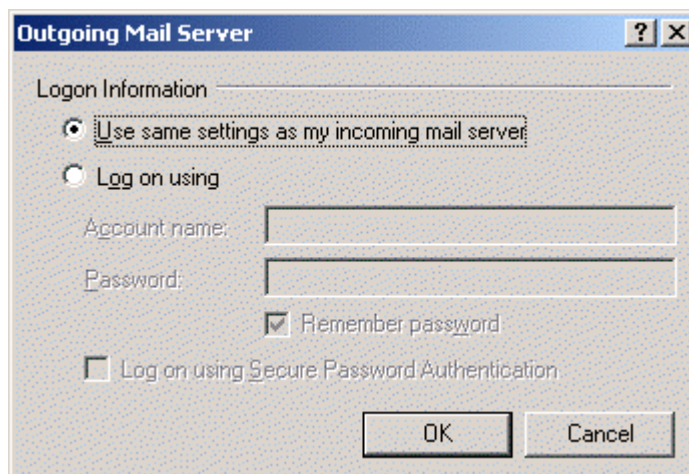
< Back Next > Cancel Help



10. Click on the Servers tab. The below dialog box will appear.



11. Check the "My server requires authentication" checkbox and click the "Settings" button next to it.



These settings are for your outgoing mail server. This is to prevent people from using mail servers (to send SPAM) without permission it is necessary to require authentication to send mail. Final step is to make sure that "use same settings as my incoming mail server" is highlighted and click Ok. Now you have finished setting up your new mail account for Outlook 2000.