

Microsoft Outlook

This page provides instructions for configuring Microsoft Outlook 2000 and Outlook Express account email

Microsoft Outlook 2000

1. From the *Tools* pull-down menu select the *Accounts* option.
2. Select the *Mail* tab.
3. Select *Add* and then *Mail* from the list provided.
4. Follow the instructions provided by the wizard. Some tips are provided below:

E-mail Accounts

Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Incoming mail server (POP3):

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

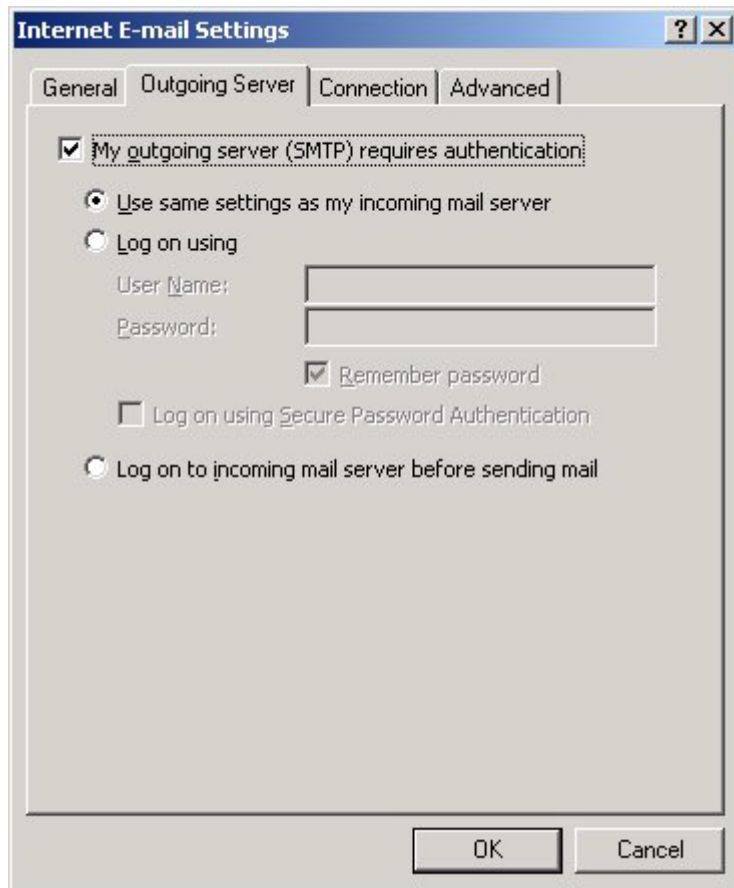
Remember password

Log on using Secure Password Authentication (SPA)

Test Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

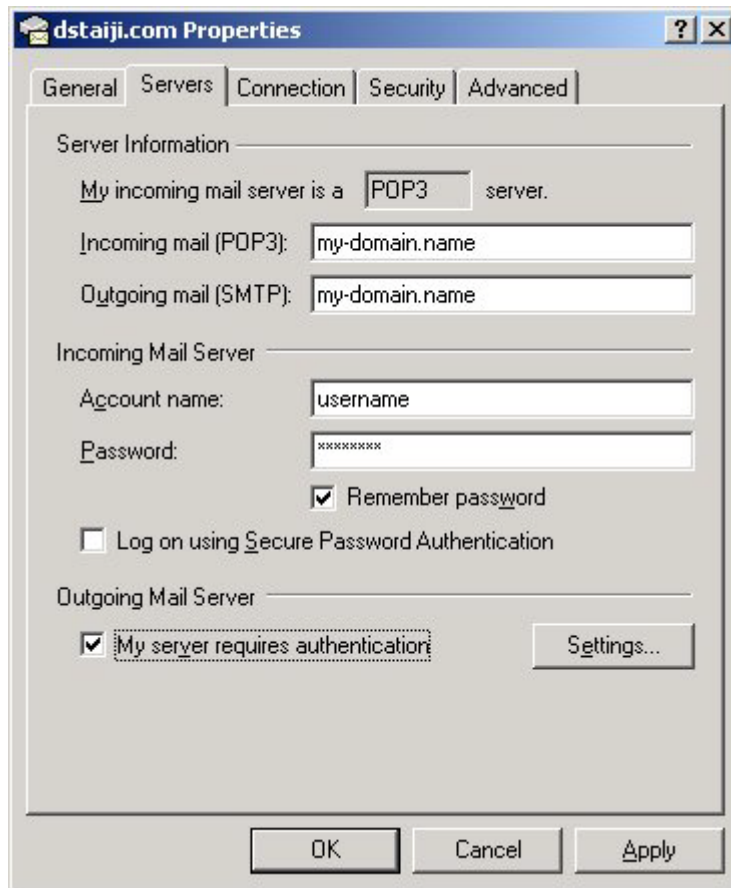
- **Incoming mail (POP3 or IMAP) server** - This is typically your domain name, for example *yourcompany.com*.
 - **Select either POP3 or IMAP** - If you are unsure which to select, we recommend you select POP.
 - **Outgoing mail (SMTP) server** - This is typically your domain name, for example *yourcompany.com*.
 - **Account Name** - This should be your E-mail user name, for example *bob* for an E-mail address of *bob@yourcompany.com*.
 - **Password** - This is be the password you associated with the Account Name above.
5. Click *More Settings*.
 6. Check the *My outgoing server (SMTP) requires authentication* box. Use the same settings as your incoming mail server for SMTP-Auth.



Microsoft Outlook Express

The following instructions will guide you through the process of configuring Microsoft Outlook Express to check your E-mail.

1. Start Outlook Express and select *Accounts* from the **Tools** menu.
2. You will see a listing of all the different accounts that you have Outlook Express configured to use. Click on **Add** and select *Mail...* to add a new E-mail account.
3. The **Account Wizard** will start up and guide you through the configuration process. Use the following information from your Virtual Server when prompted by the wizard.
 - When prompted for your *E-mail address*, enter your username at your Host domain name (for example, *username@MY-DOMAIN.NAME*).
 - When asked for your *Type of mail server*, select either *POP3* or *IMAP*.
 - Use your Host domain name for the *Incoming Mail* and *Outgoing Mail* servers.
 - Use your username as the *POP account name*.
 - Use the password associated with your account username as the *Password*.
4. When you finish with the wizard, it will return you to the Internet Accounts window. Your e-mail account will be displayed. It is now ready to receive E-mail via POP or IMAP (depending on which configuration you selected).
5. Highlight the account and click the *Properties* button. The Properties Window displays.
6. Click the **Servers** tab and select the *My server requires Authentication* box at the bottom of the window. Click the **Settings** button, the Outgoing Mailserver window displays.



7. Select *Use same settings as my incoming mail server* and Click **OK**. Outlook Express is now configured to send E-mail via SMTP.

