

Setting up Outlook 2000

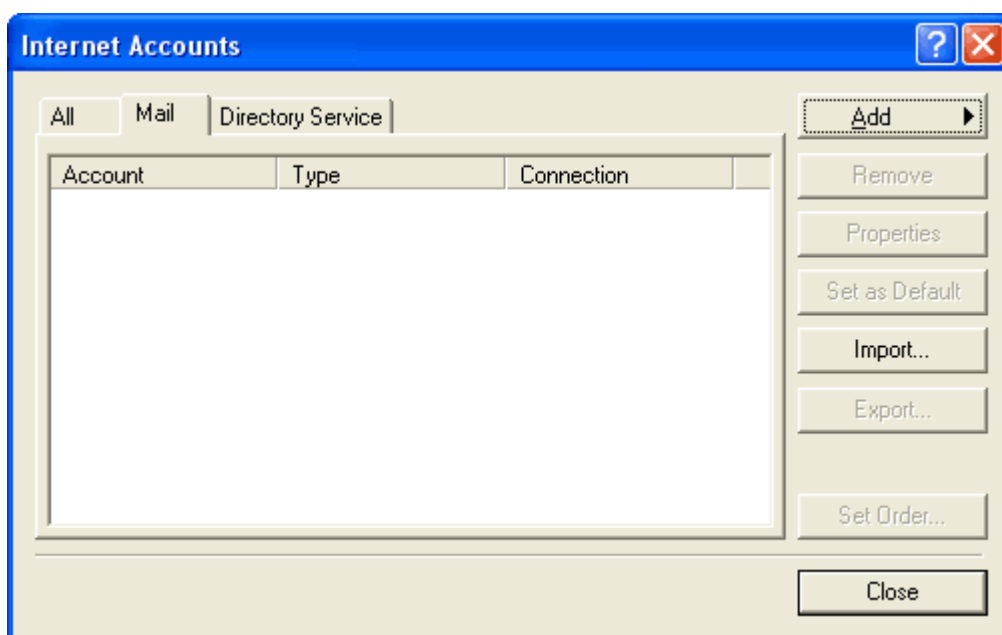
To configure email accounts in Outlook 2000 please follow these simple 10 step-by-step instructions.

Step 1

Go to the top menu 'tools' and click on the link 'accounts'.

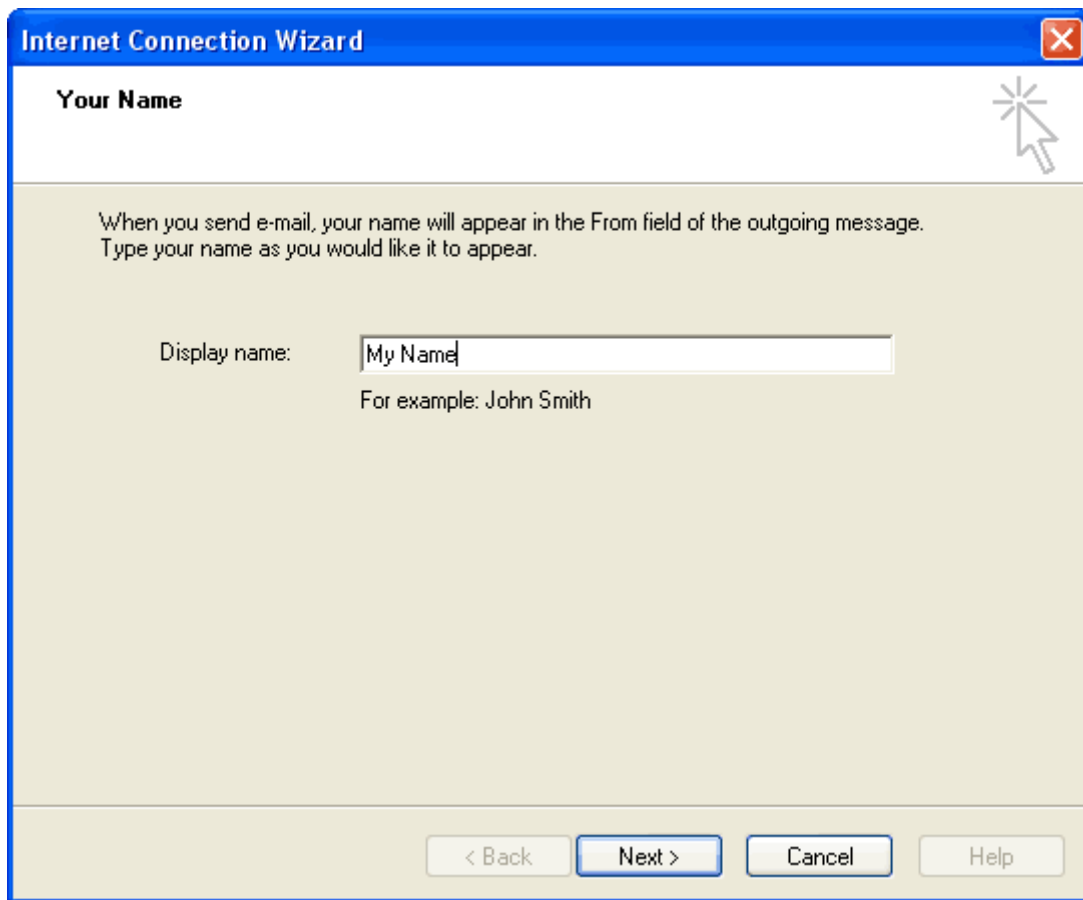
Click on the 'mail' tab at the top as shown.

Click on the 'Add' button on the right-hand side of the window and select the option 'mail'. This will take you into a wizard.



Step 2

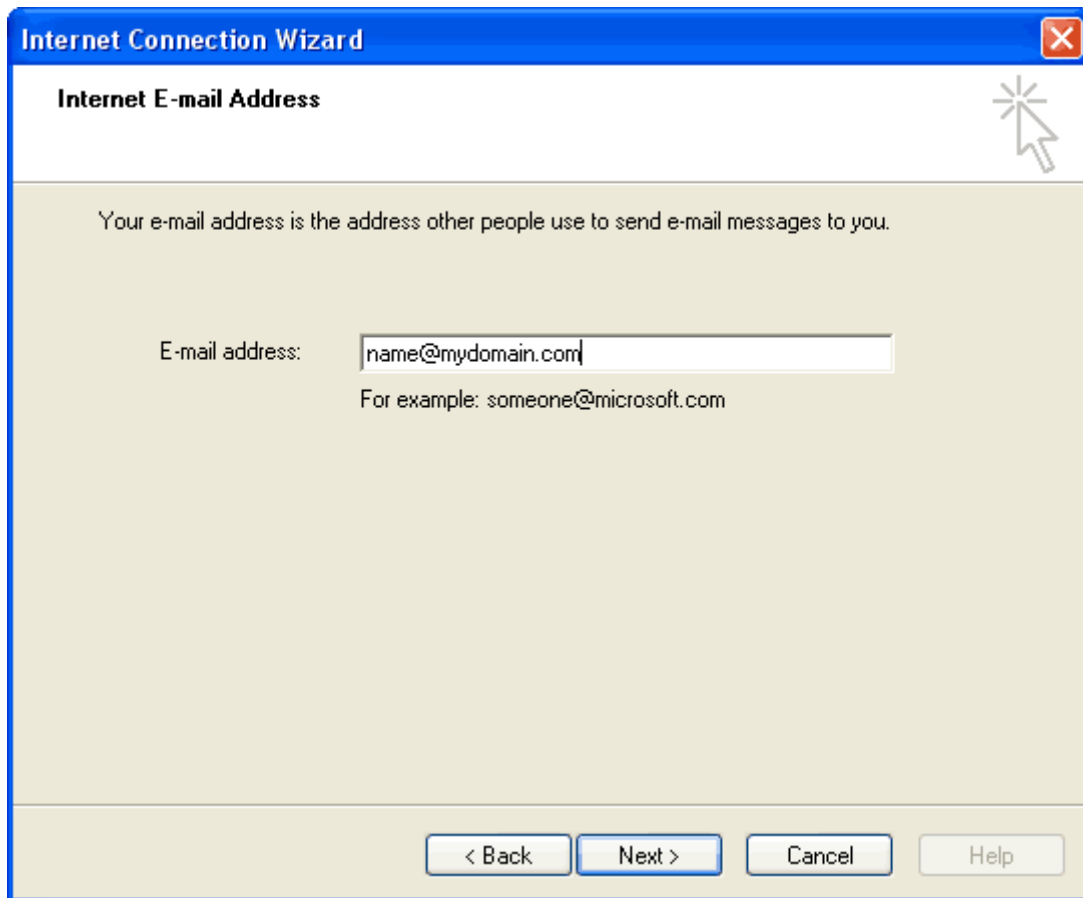
Enter your name. This will allow people who receive your email to identify who you are.



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, there is a mouse cursor icon. The main 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." Below this text, there is a label "Display name:" followed by a text input field containing "My Name". Underneath the input field, it says "For example: John Smith". At the bottom of the window, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

Step 3

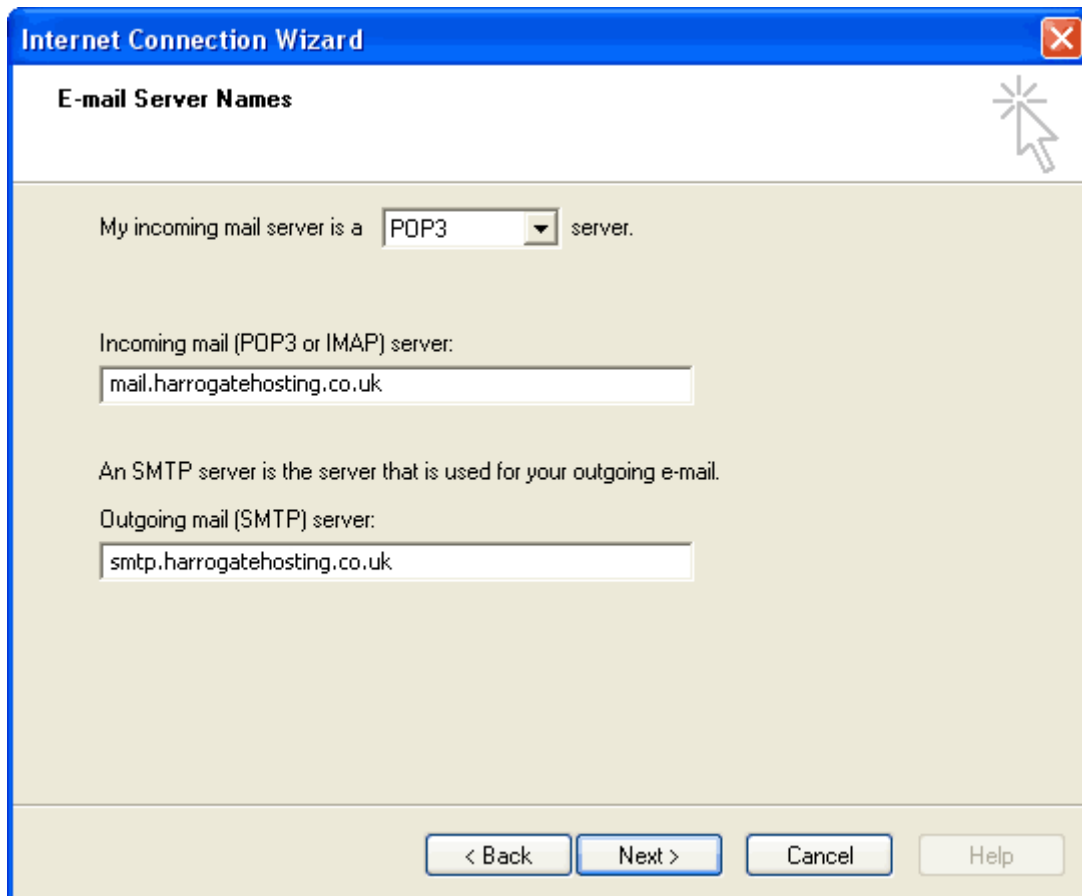
Enter your email address. Make sure you have created a mailbox prior to this point. This will collect the email sent to this address.



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 text "name@mydomain.com". Below the input field is the text "For example: someone@microsoft.com". At the bottom of the window are four buttons: "< Back", "Next >", "Cancel", and "Help".

Step 4

Enter your incoming and outgoing mail servers as shown. Please check your control panel for confirmation that these addresses are correct to your account.



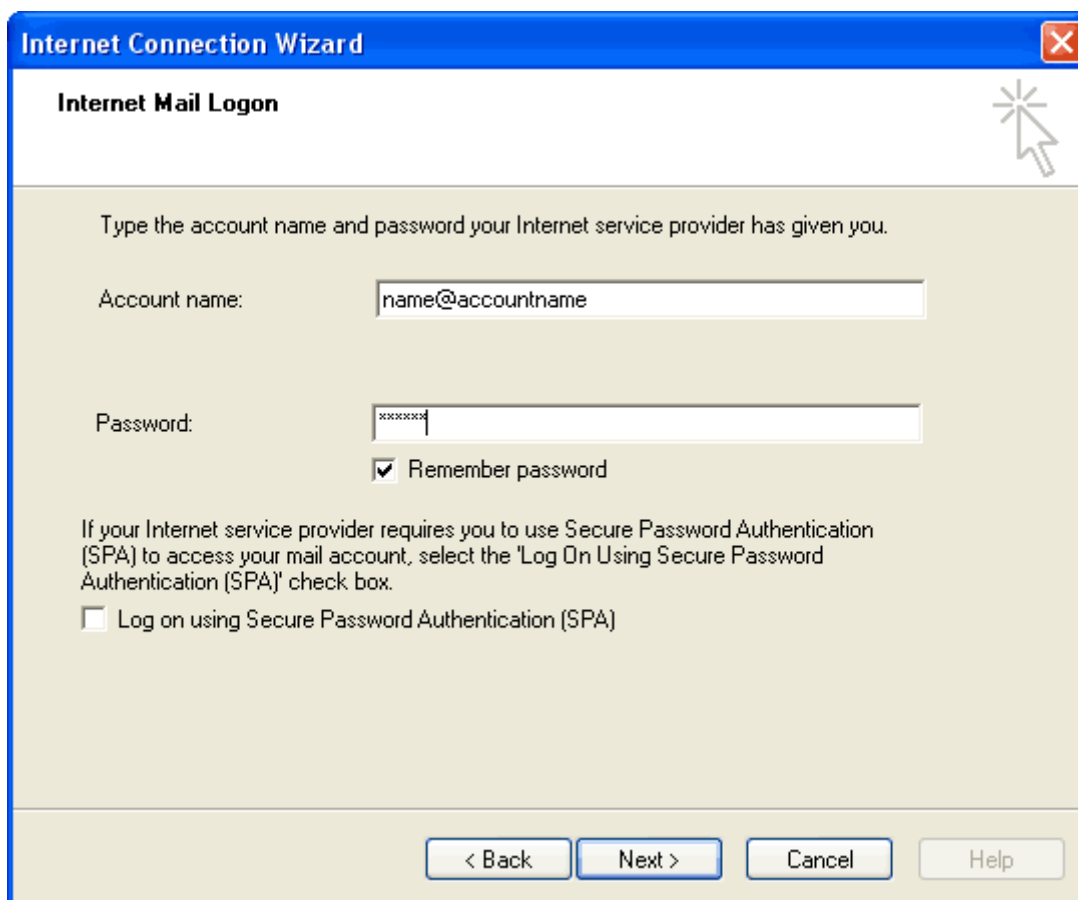
The image shows a screenshot of a Windows dialog box titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The dialog box has a blue title bar with a close button (X) in the top right corner. The main content area is light beige and contains the following text and input fields:

- "My incoming mail server is a server." (The dropdown menu is currently set to "POP3")
- "Incoming mail (POP3 or IMAP) server:" followed by a text input field containing "mail.harrogatehosting.co.uk"
- "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 "smtp.harrogatehosting.co.uk"

At the bottom of the dialog box, there are four buttons: "< Back", "Next >", "Cancel", and "Help". A mouse cursor is visible in the top right corner of the dialog box, pointing towards the close button.

Step 5

Next step is to add your account details that connect to your mailbox. These are confirmed in your control panel and the password is the one you chose not your control panel password.

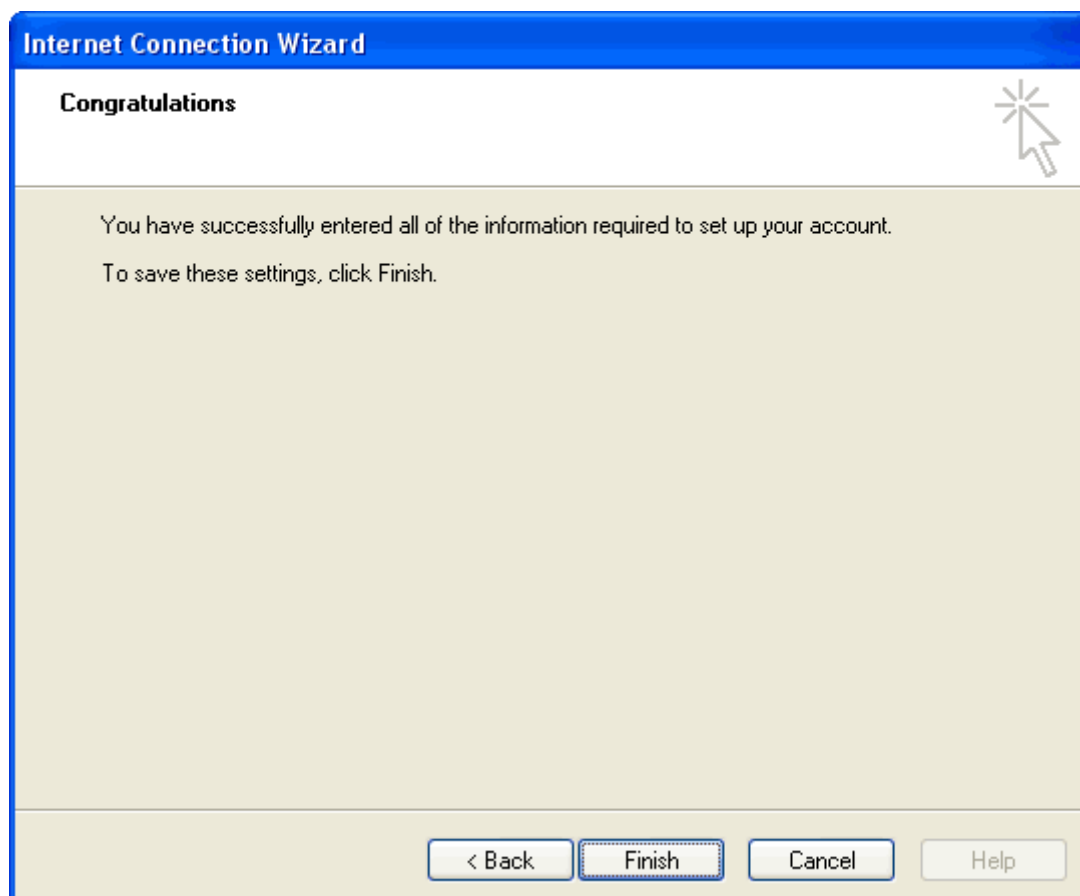
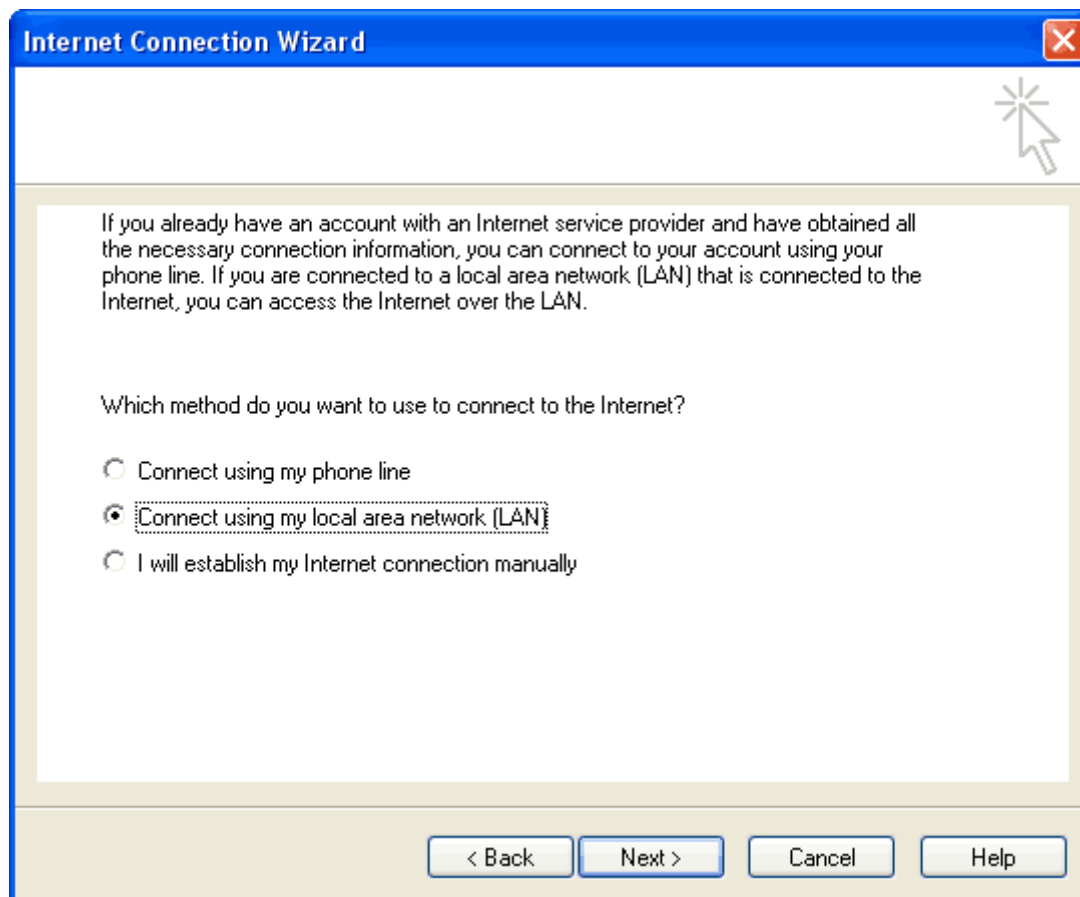


The image shows a Windows-style dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light beige and contains the following elements:

- Instructional text: "Type the account name and password your Internet service provider has given you."
- "Account name:" label followed by a text input field containing "name@accountname".
- "Password:" label followed by a password input field containing "xxxxxxx".
- A checked checkbox labeled "Remember password".
- Text: "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)".
- Four buttons at the bottom: "< Back", "Next >", "Cancel", and "Help".

Step 6

Select how you connect to the Internet. If unsure contact your network administrator.



Step 7

Go back to the menu 'tools' and click on 'accounts' as in Step 1. This time you should see your new mail account listed. Select the new account by clicking on it once and then click on the 'Properties' button on the right hand side.



