

## Setting up Outlook 2000

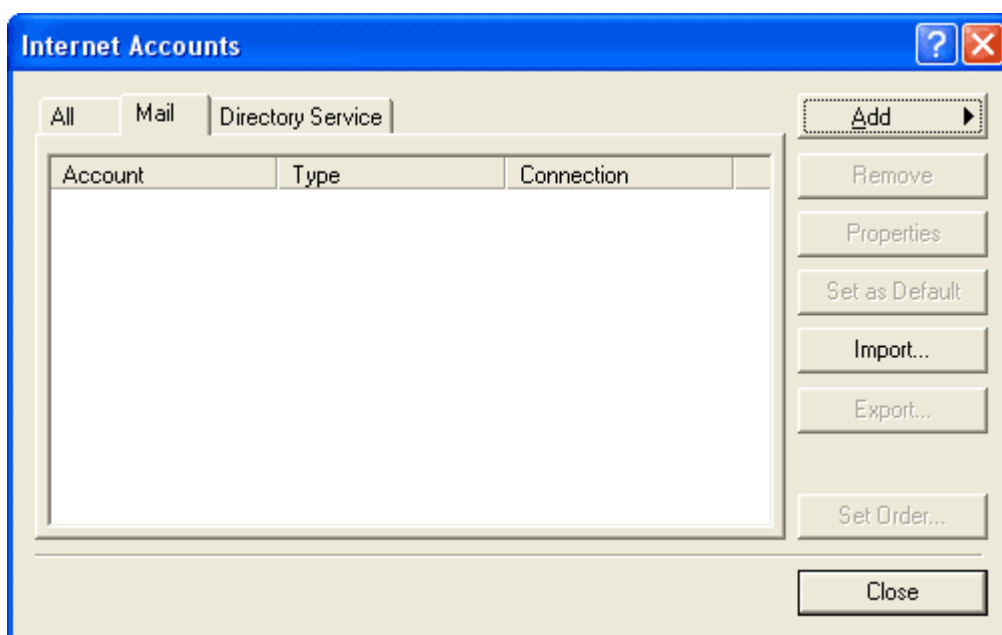
To configure email accounts in Outlook 2000 please follow these simple 10 step-by-step instructions.

### Step 1

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

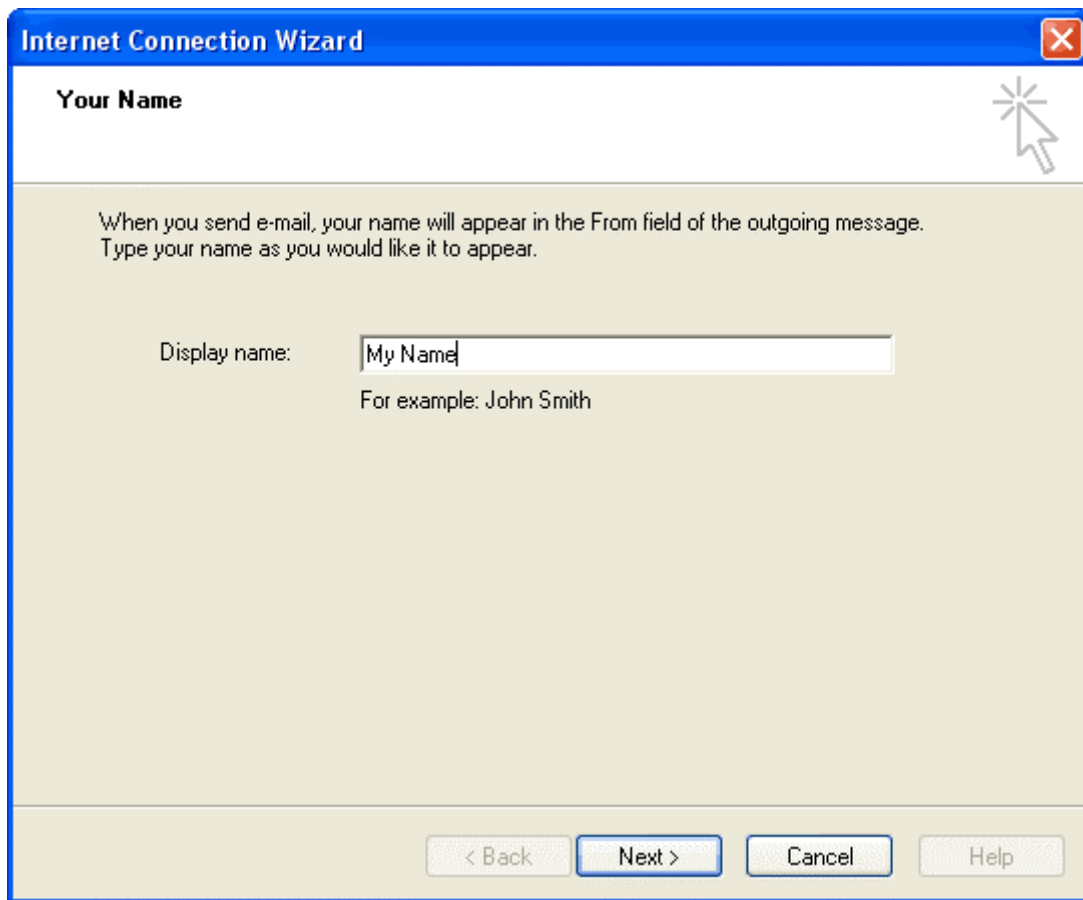
Click on the 'mail' tab at the top as shown.

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 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 text "My Name". Below the input field, it says "For example: John Smith". At the bottom of the window, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

**Internet Connection Wizard**

**Your Name**

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.

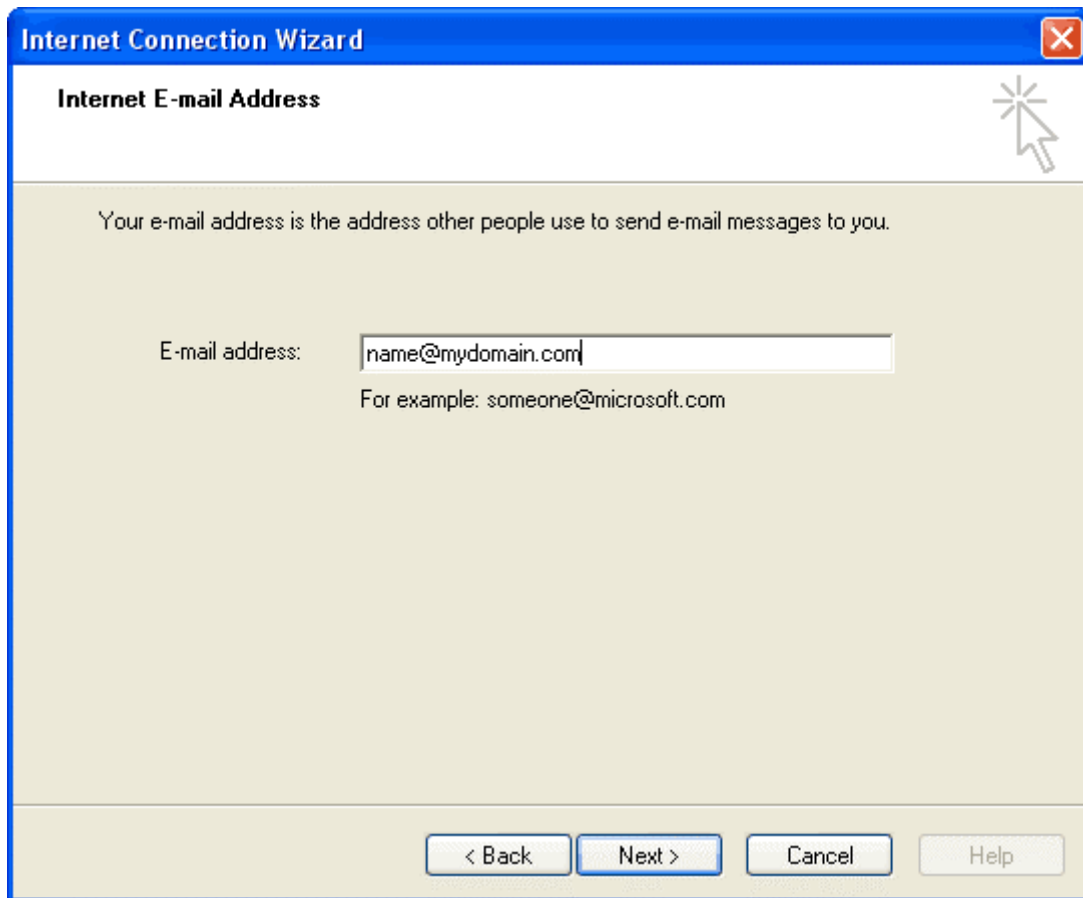
Display name:

For example: John Smith

< Back   Next >   Cancel   Help

### Step 3

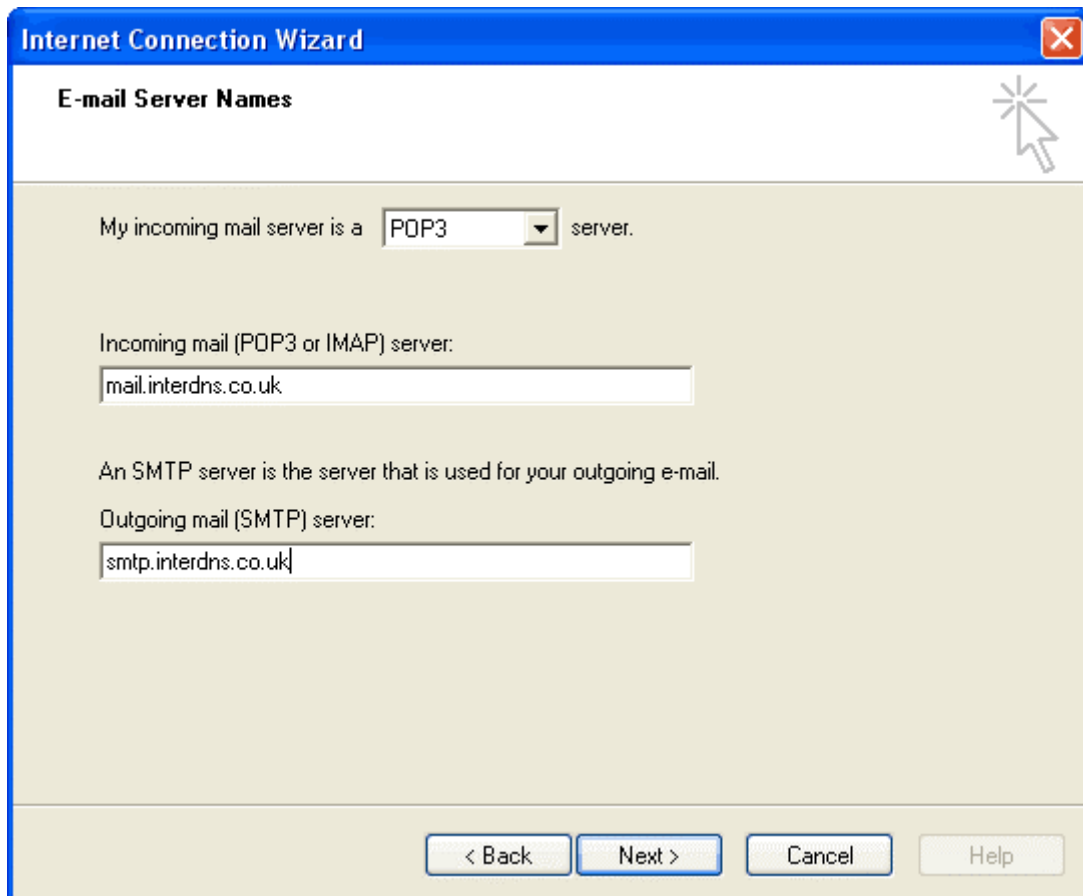
Enter your email address. Make sure you have created a mailbox prior to this point. This will collect the email sent to this address.



The image shows a screenshot of a Windows dialog box titled "Internet Connection Wizard". The window has a blue title bar with a close button (X) in the top right corner. Below the title bar, the text "Internet E-mail Address" is displayed in bold. In the top right corner of the main content area, there is a mouse cursor icon pointing at a starburst symbol. The main content area has a light beige background and contains the following text: "Your e-mail address is the address other people use to send e-mail messages to you." Below this text, there is a label "E-mail address:" followed by a text input field containing the text "name@mydomain.com". Underneath the input field, there is a line of text that reads "For example: someone@microsoft.com". At the bottom of the dialog box, there 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.



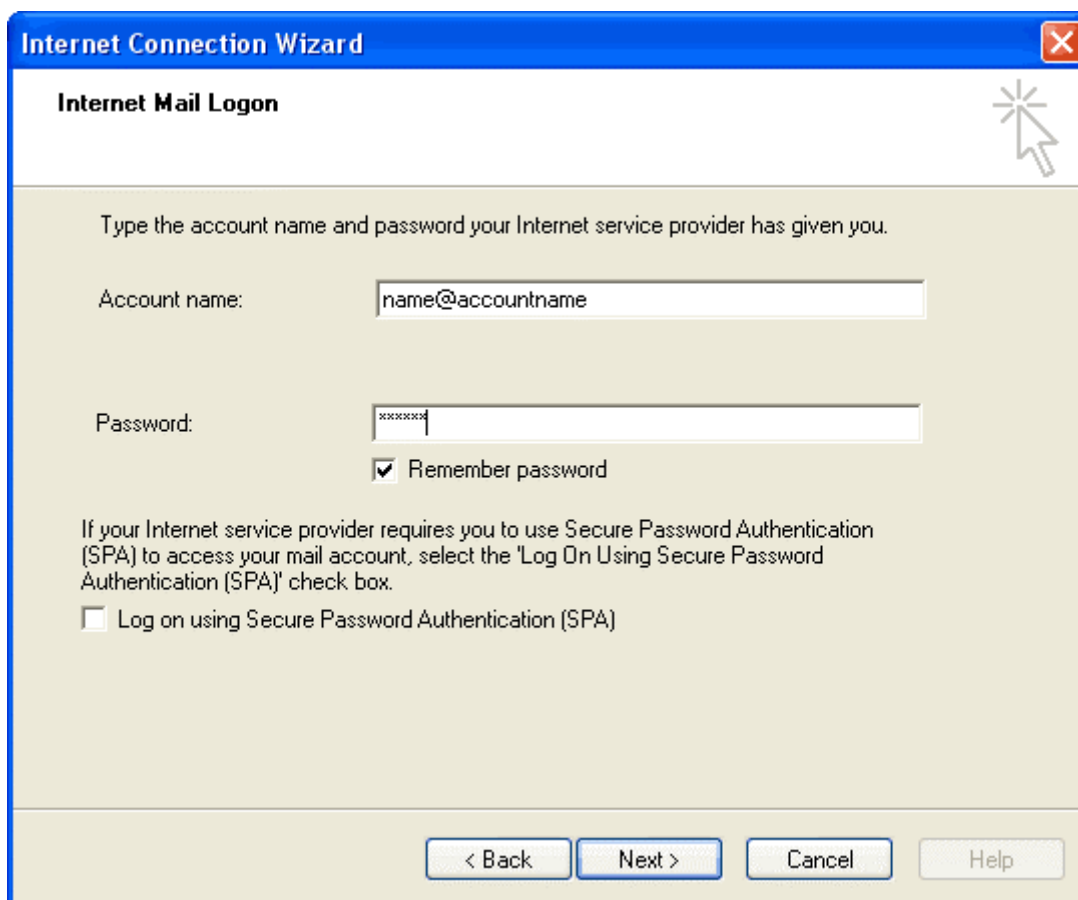
The image shows a screenshot of the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window has a blue title bar with the text 'Internet Connection Wizard' and a close button (X) in the top right corner. Below the title bar, the text 'E-mail Server Names' is displayed. The main area of the dialog is light beige and contains the following text and input fields:

- 'My incoming mail server is a  server.'
- 'Incoming mail (POP3 or IMAP) server:' followed by a text input field containing 'mail.interdns.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.interdns.co.uk'.

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

## 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 connect your network administrator.

**Internet Connection Wizard**

If you already have an account with an Internet service provider and have obtained all the necessary connection information, you can connect to your account using your phone line. If you are connected to a local area network (LAN) that is connected to the Internet, you can access the Internet over the LAN.

Which method do you want to use to connect to the Internet?

Connect using my phone line

Connect using my local area network (LAN)

I will establish my Internet connection manually

< Back   Next >   Cancel   Help

**Internet Connection Wizard**

**Congratulations**

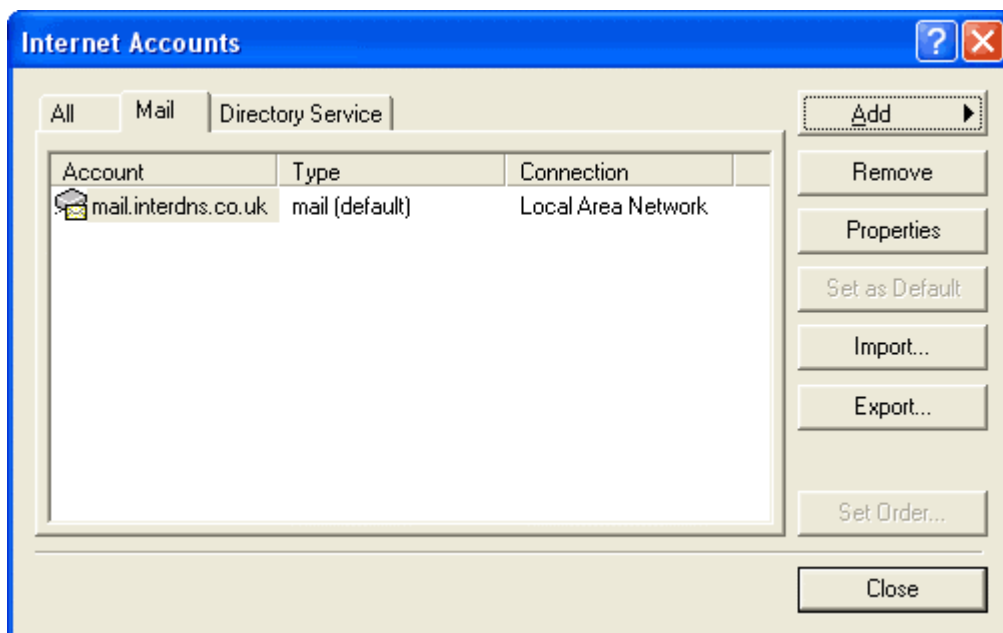
You have successfully entered all of the information required to set up your account.

To save these settings, click Finish.

< Back   Finish   Cancel   Help

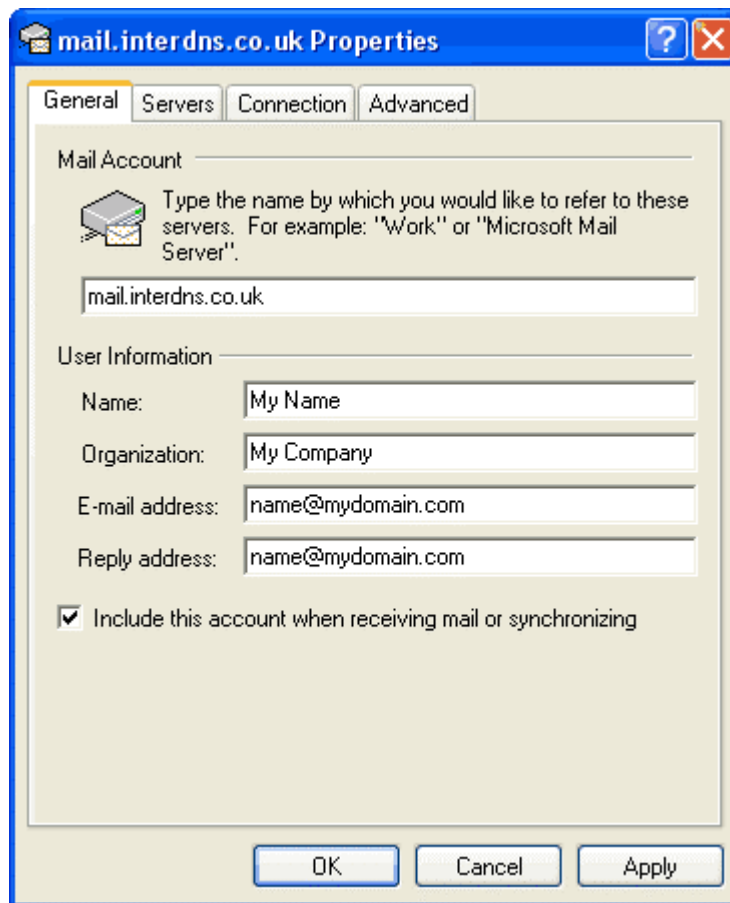
### Step 7

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.



## Step 9

This screen should now confirm the details you entered in the Wizard. You may like to fill in some of the other details such as 'Organization' and the 'Reply Address'. The 'Reply Address' is normally the same as your email address.



The screenshot shows a Windows-style dialog box titled "mail.interdns.co.uk Properties". It has four tabs: "General", "Servers", "Connection", and "Advanced". The "General" tab is selected. The dialog is divided into two main sections: "Mail Account" and "User Information".

**Mail Account:** A text box contains "mail.interdns.co.uk". Above it is a small icon of a server and a text instruction: "Type the name by which you would like to refer to these servers. For example: 'Work' or 'Microsoft Mail Server'".

**User Information:** This section contains four text boxes:

- Name: My Name
- Organization: My Company
- E-mail address: name@mydomain.com
- Reply address: name@mydomain.com

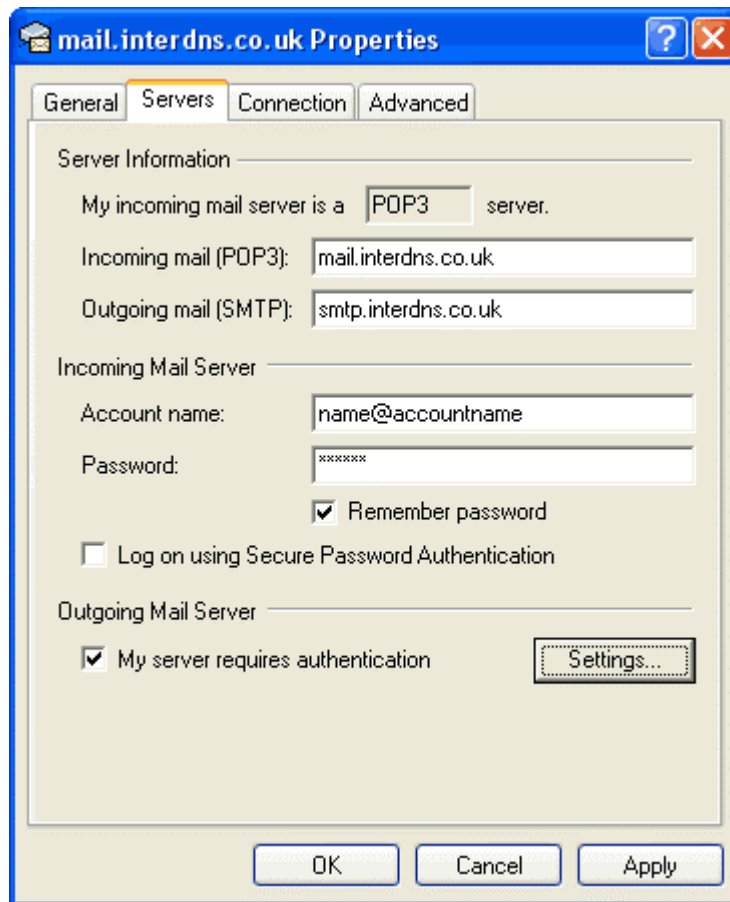
At the bottom of the "User Information" section, there is a checked checkbox with the label "Include this account when receiving mail or synchronizing".

At the bottom of the dialog box, there are three buttons: "OK", "Cancel", and "Apply".

## Step 10

In order to send via our SMTP servers you are required to authenticate your username and password to prevent unauthorised usage. To do this you need to ensure that the tick box that is labelled 'My server requires authentication' is checked.

The picture at the bottom shows the screen for the 'settings' button beside the tick box. Ensure that Outlook 2000 is logging in the same as the incoming server to prevent you entering your username and password again.



## Finish

Your setup is now complete.