Setting Up Microsoft® Outlook 2000

Setting Up a POP3 or IMAP Email Account

In Outlook, select Tools / E-mail Accounts. The Internet Connection Wizard will appear. (Note: Outlook's Test Account Settings tool will often indicate that the connection was not successful, though your settings are correct. Please disregard the Test Account Settings tool.)

Your Name Window

Enter your name in the Display name box. This is the name that will appear in the From field of messages you send.

Internet E-mail Address Window

In the E-mail address box, enter your *entire* email address (e.g., *myname@mydomain.com*), using all lowercase letters.

E-mail Server Names Window

To use a POP server:

1. Click the drop-down menu and select POP3.

2. In the Incoming mail (POP3 or IMAP) server box, enter the name of the POP server: *pop.emailsrvr.com*
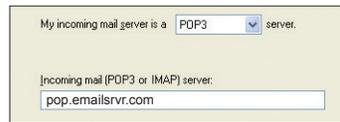
Or, to use an IMAP server:

1. Click the drop-down menu and select IMAP.

2. In the Incoming mail (POP3 or IMAP) server box, enter the name of the IMAP server: *imap.emailsrvr.com*
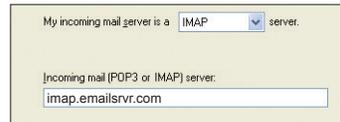
In the Outgoing mail (SMTP) server box, enter the name of the SMTP server: *smtp.emailsrvr.com*
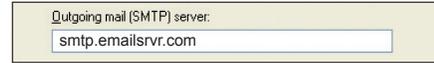
Internet Mail Logon Window

1. In the Account name box, enter your *entire* email address (e.g., *myname@mydomain.com*), using all lowercase letters.

2. In the Password box, enter your password.

Internet Connection Wizard

Indicate how you connect to the Internet.

Congratulations Window

Click the Finish button. The Internet Account window will appear. *You must complete the steps below to configure your account.*

Turning On Server Authentication (Important!)

1. In the Internet Accounts window, click once on your account.

2. Click the Properties button.

3. Click the Servers tab.

4. Be sure that the Log on using Secure Password Authentication box is <u>not</u> checked

5. Check the My server requires authentication box.

6. Click the Advanced tab.

7. In the Outgoing mail (SMTP) box, enter the default outgoing port *587* or the alternate port *8025*.

8. Click the OK button.

9. Click the Close button.

Assigning SSL Secure Server Settings

After setting up your mail account, you can follow the directions below to adjust your POP3 or IMAP account settings to use the secure (SSL) server. The SSL protocol allows you to send and receive secure mail messages.

1. Select Tools / Accounts.

2. Click the Mail tab.

3. Select the mail account for which you want to use a secure server.

4. Click the Properties button.

5. Click the Servers tab.

6. In the Incoming mail (POP or IMAP) box, enter the secure server: *secure.emailsrvr.com*

7. In the Outgoing mail (SMTP) box, enter the secure server: *secure.emailsrvr.com*

8. Click the Advanced tab.

9. Check the first This server requires a secure connection (SSL) box.

10. In the Outgoing mail (SMTP) box, enter the secure outgoing port *465* (or alternate ports *587* or *8025*).

11. Check the second This server requires a secure connection (SSL) box.

12. In the Incoming mail box, do one of the following:

    - If the Incoming mail label says, Incoming mail (POP3), enter the secure POP server port: *995*

    - If the Incoming mail label says, Incoming mail (IMAP), enter the secure IMAP server port: *993*

13. Click the OK button.