

# Configuring Your Mail Client - Outlook 95/98/2000

Includes instructions for:

- Outlook 2000, 97/98
- Outlook Express

## Outlook 97/98 and 2000

### Configuring your Local Email Client (Outlook 2000, or upgraded Outlook 97/98):

Follow the instructions below to configure Outlook 2000 for use with your Mail Server account.

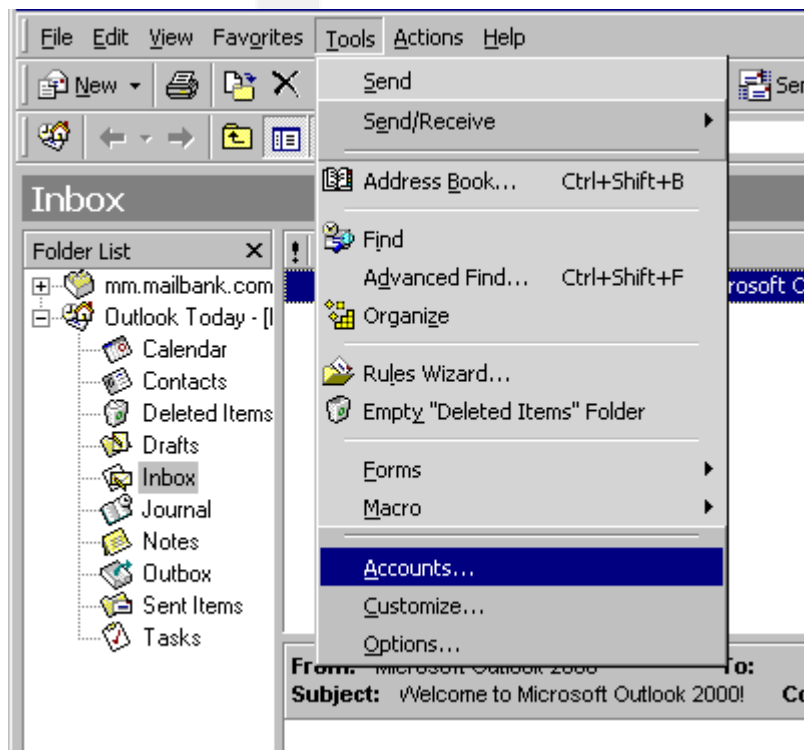
Note: An example account name was used throughout the instructions.

#### Special Note to Outlook 97/98 users:

The following instructions are for Outlook 2000 and Outlook 97/98' when the Accounts sub-option under the Tools menu is displayed (rather than the Services sub-option). In some cases, depending on how Outlook was installed or upgraded, the Services sub-option will be displayed on the Tools menu instead (in this case, use the Outlook 97' instructions for making the needed configuration changes).

### Configuration Steps

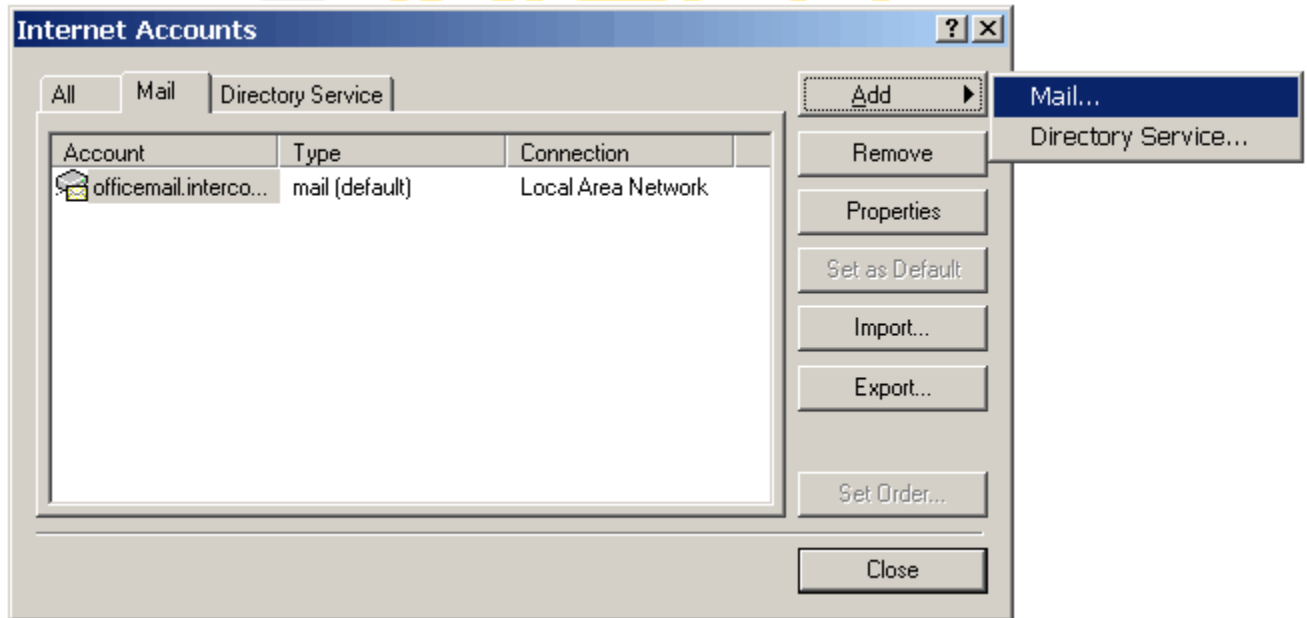
1. Start Outlook 2000.
2. When the main Outlook 2000 screen appears, click on the Tools item on the top menu bar (or press ALT-T), then choose/click the Accounts sub-option (as shown below):



3. From the Internet Accounts screen, click on the [Mail] tab at the top. This will show all the mail accounts configured in your Outlook 2000 (it will be empty if you don't have an account set up already).

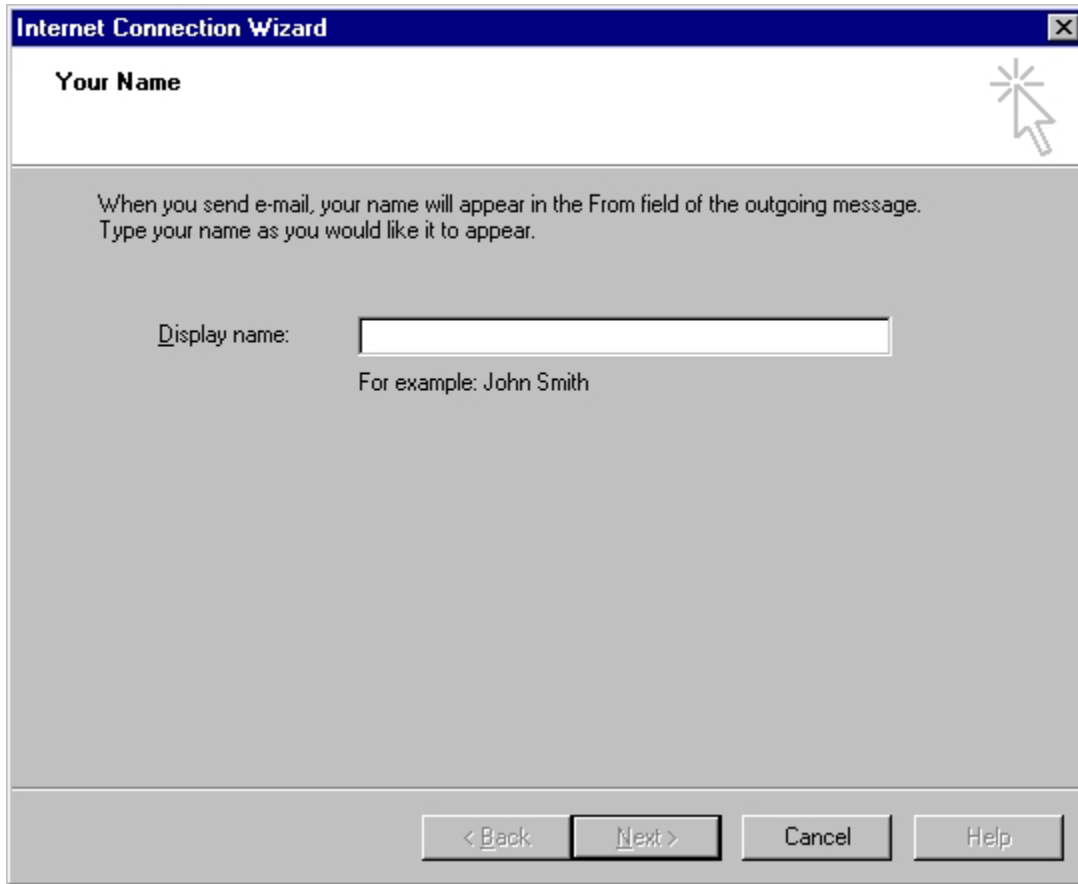
Click on the Add button on the right and choose the Mail option, this will add a new mail account using the Wizard. The Wizard will guide you through the information gathering and configuration steps.

Follow the Wizard and enter in the information asked in each screen.



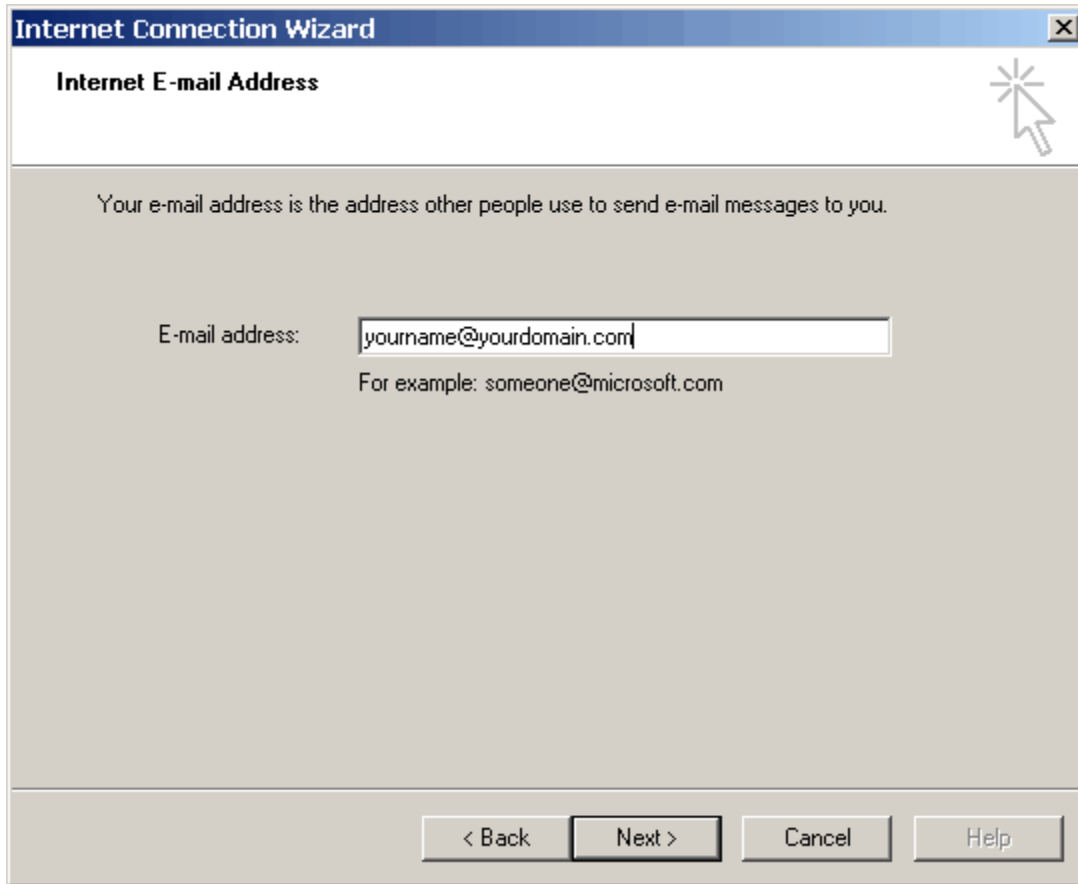
4. On the Your Name screen below, simply enter in your name. Whatever you enter here will appear in the "From" field when someone receives email from you. You can use your full name, or Webmaster, or anything you like. Then, click "Next."





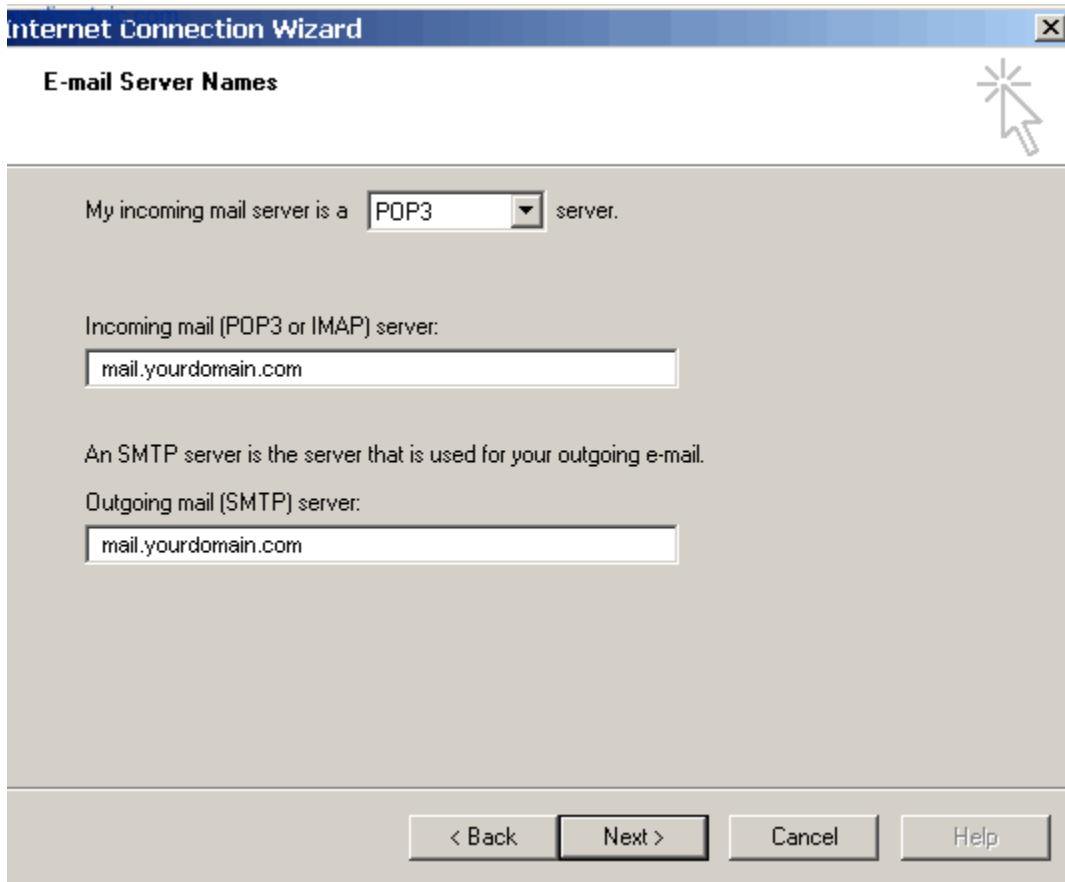
5. On the Internet E-mail address screen, enter in your Mail Server Pro POP3 email address. The example account used is yourname@yourdomain.com. Please enter in your Mail Server Pro POP3 email address. Click the Next button when you are finished.





6. On the E-mail Server Names screen, enter in the email server names mail.yourdomain.com. Then, click the Next button.





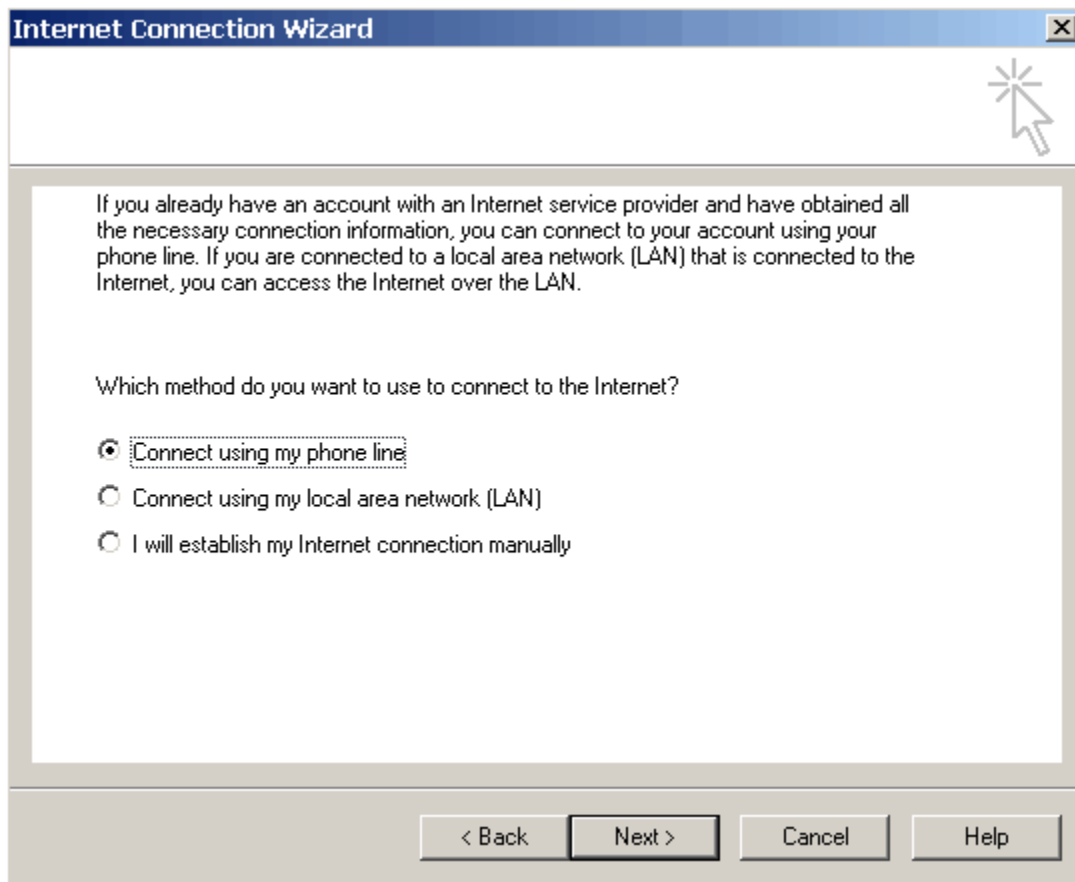
7. On the Internet Mail Logon screen, enter your email account name and password. Your account name is your FULL email address (yourname@yourdomain.com). You can select Remember password if you like. Do not check the box labeled "Log on using Secure Password Authorization (SPA)". Click the Next button when you are finished.



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this, there are two input fields: "Account name:" containing "yourname@yourdomain.com" and "Password:" containing "\*\*\*\*\*". A checked checkbox labeled "Remember password" is positioned below the password field. Further down, a paragraph explains: "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." Below this paragraph is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

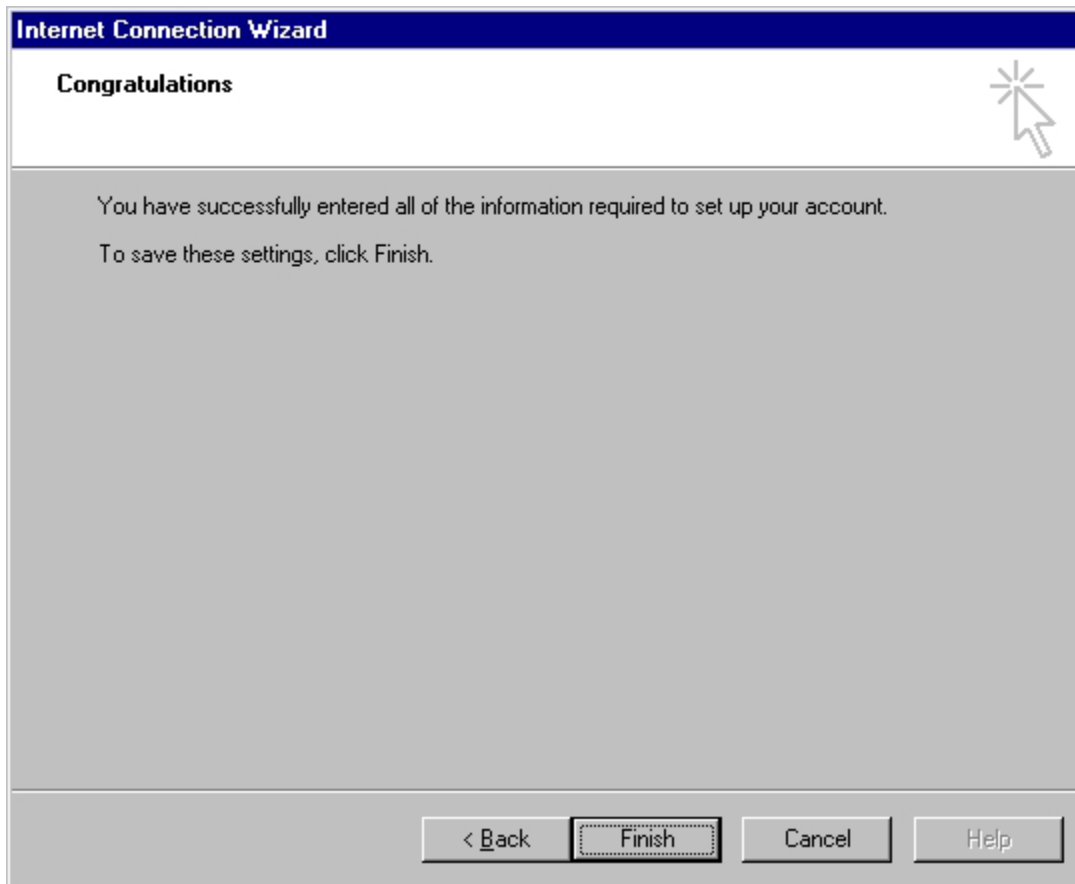
8. On the last screen of the Wizard, choose the option that describes your connection to the Internet. If you use an ISP, you will likely choose "Connect using my phone line". You may be prompted to enter your phone line information on the next screen. If you work in an office or have a dedicated Internet connection, you will probably choose the LAN option. When finished, click the Next button.



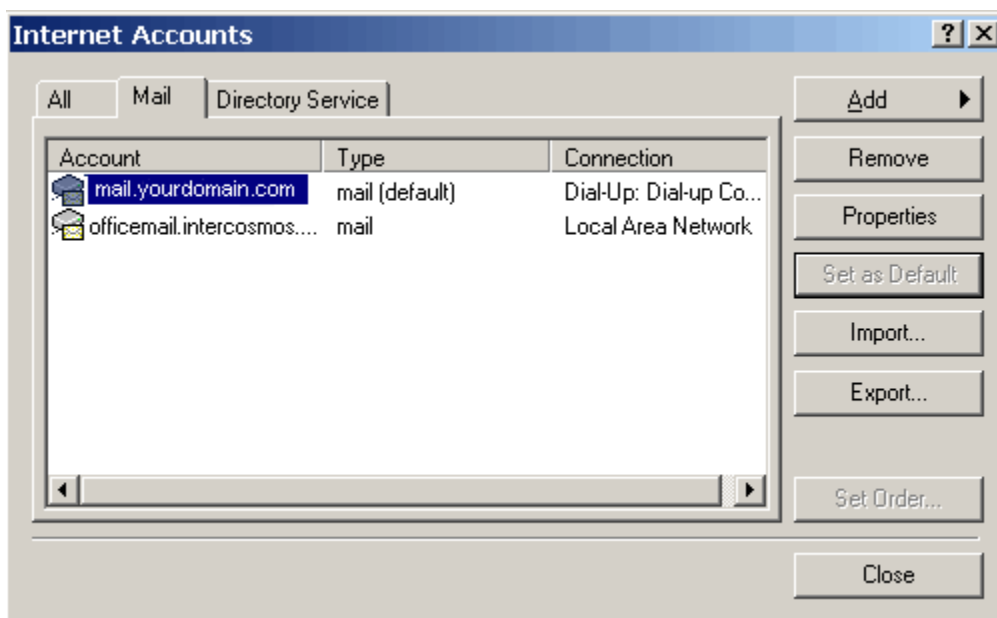


9. On the Congratulations screen, simply click the Finish button to return to the Internet Accounts screen.





10. At this point, you are returned to the Internet Accounts screen. You can set the new rule as your default if you want to use this address as your primary email account in your email program. Click Close when you are finished, then you will need to log out and restart your Outlook 2000.



The Wizard will automatically update the properties while you are setting up the account. From this screen, click on or highlight the mail account just created and click on the Properties button to the right. You can verify the information you just entered by clicking each tab. By default, My server requires authentication, a feature under the Servers tab is not checked. You do not have to enter your username and password every time you send out an email if this feature is not checked. At the Account Properties screen, click on the Close button to return to the main Outlook 2000 screen.

Configuration is complete!

# Mash

## Outlook Express (older than 6)

Follow the instructions below to configure Outlook Express for use with your account.

Note: An example account name was used through the instructions. Please substitute your email address information for the account used in the instructions.

The example email address is: yourname@yourdomain.com

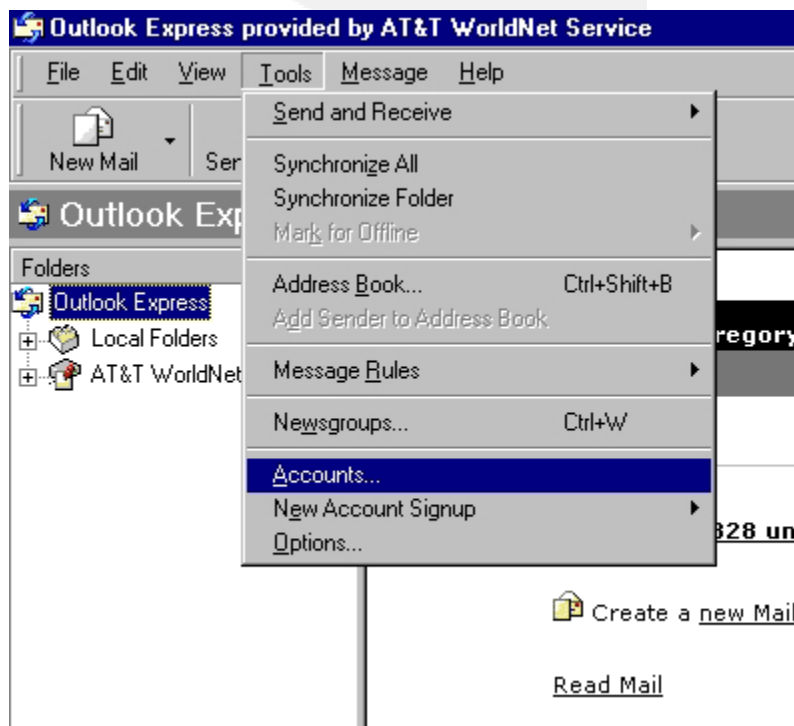
The example Domain is: yourdomain.com

Special Note:

The following instructions are for Outlook Express when the Accounts sub-option under the Tools menu is displayed (rather than the Services sub-option). In some cases, depending on how Outlook Express was installed or upgraded, the Services sub-option will be displayed on the Tools menu instead (in this case, use the Outlook 97 instructions for making the needed configuration changes).

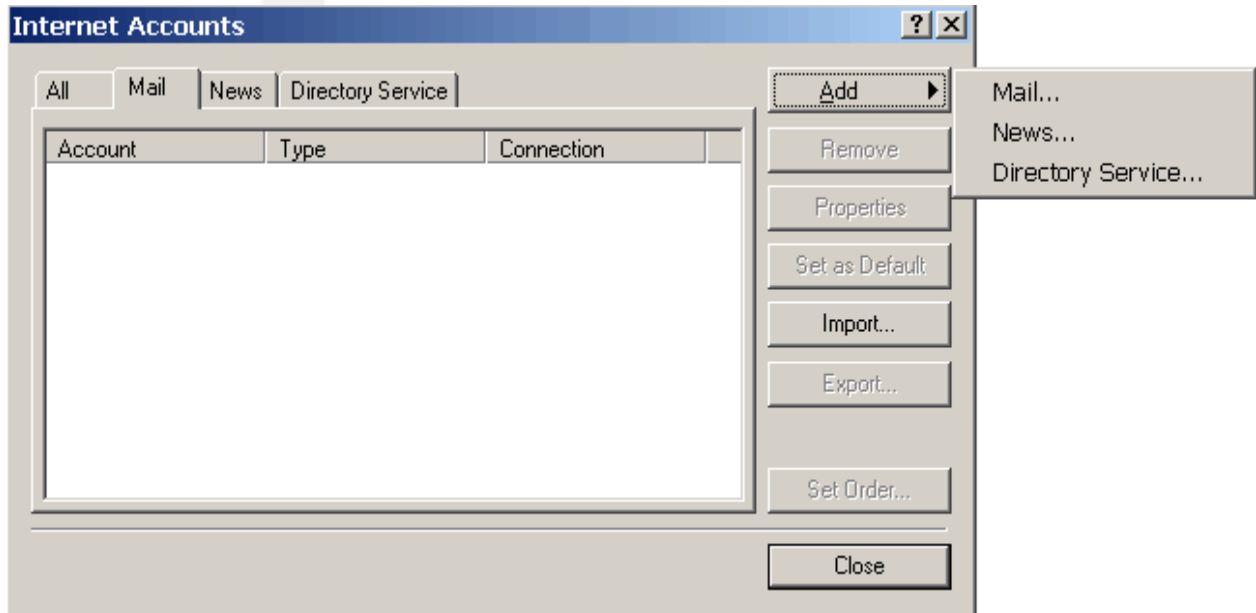
### Configuration Steps

1. Open Outlook Express.
2. When the main screen appears, click on the **Tools** menu item on the top menu bar (or press ALT-T), then choose/click the **Accounts** sub-option (as shown below):



3. The Internet Accounts screen will present you the **Mail** tab interface. This will show all the mail accounts configured in your Outlook Express (it will be empty if you don't have an account set up already).

Click on the **Add** button on the right and choose the **Mail** option. The Wizard will guide you through the information gathering and configuration steps to create a new account.



4. On the Your Name screen below, simply enter in your name. Whatever you enter here will appear in the "From" field when someone receives email from you. You can use your full name, or Webmaster, or anything you like. Then, click "**Next.**"

—



**Internet Connection Wizard** [X]

**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

5. On the Internet E-mail Address screen, enter in your Mail Server Pro POP3 email address. The example account used is **yourname@yourdomain.com**. Please enter in your own Mail Server Pro POP3 email address. Click the **Next** button when you are finished.

**Internet Connection Wizard** [X]

**Internet E-mail Address**

Your e-mail address is the address other people use to send e-mail messages to you.

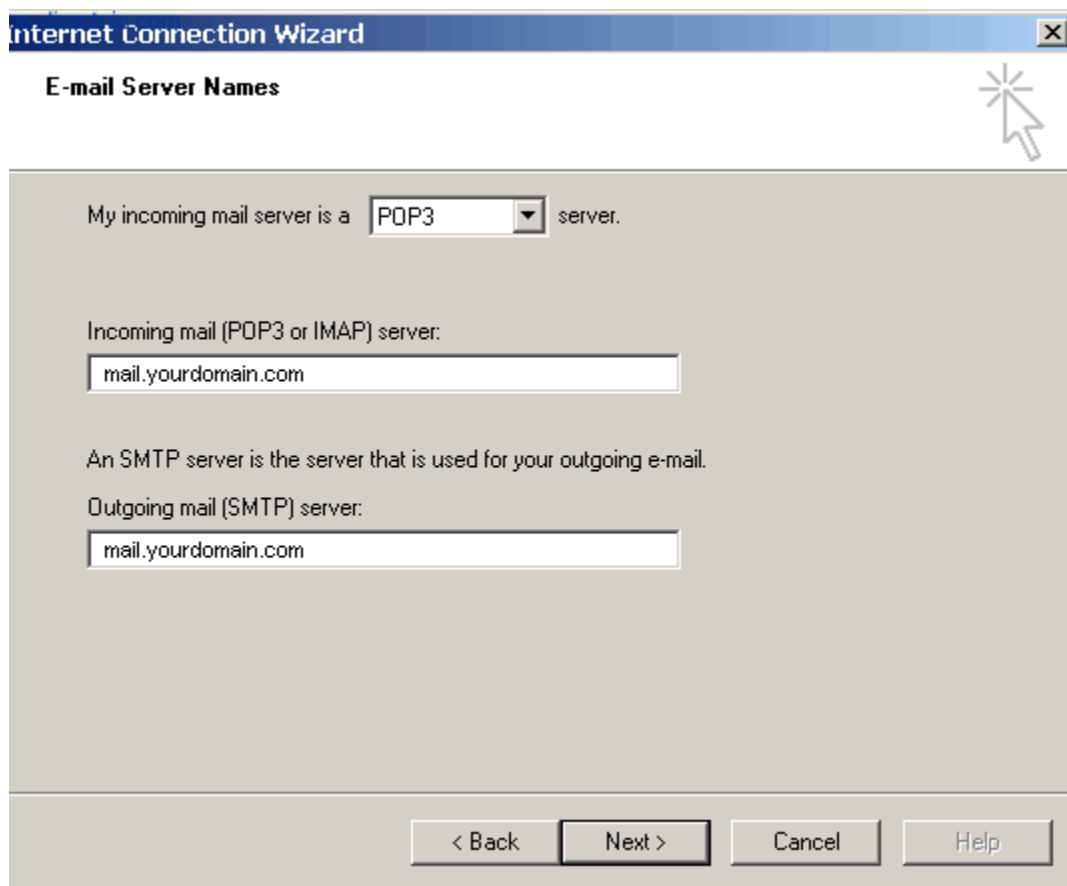
I already have an e-mail address that I'd like to use.

E-mail address:   
For example: someone@microsoft.com

I'd like to sign up for a new account from:

< Back   Next >   Cancel

6. On the **E-mail Server Names** screen, enter in the Mail Server Pro POP3 email server names. The example domain used is **mail.yourdomain.com**. Then, click the **Next** button.



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The window contains the following elements:

- A dropdown menu showing "POP3" selected, with the text "My incoming mail server is a [POP3] server." to its left.
- A text input field labeled "Incoming mail (POP3 or IMAP) server:" containing the text "mail.yourdomain.com".
- A text input field labeled "Outgoing mail (SMTP) server:" containing the text "mail.yourdomain.com".
- Four buttons at the bottom: "< Back", "Next >", "Cancel", and "Help". The "Next >" button is highlighted.

7. On the Internet Mail Logon screen, enter your Mail Server Pro POP3 email account name and password. Your account name is your FULL email address (yourname@yourdomain.com). You can select **Remember password** if you like. Do not check the box labeled "Log on using Secure Password Authorization (SPA)". Click the **Next** button when you are finished.



**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

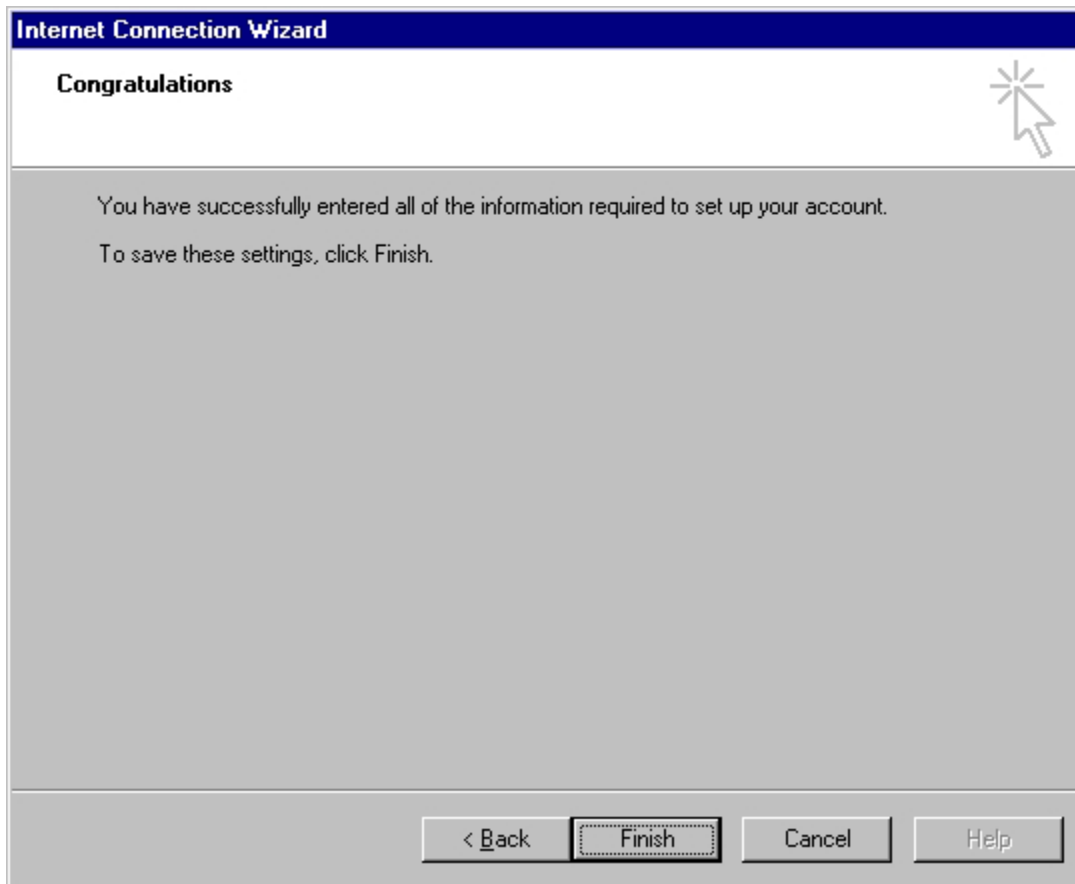
If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

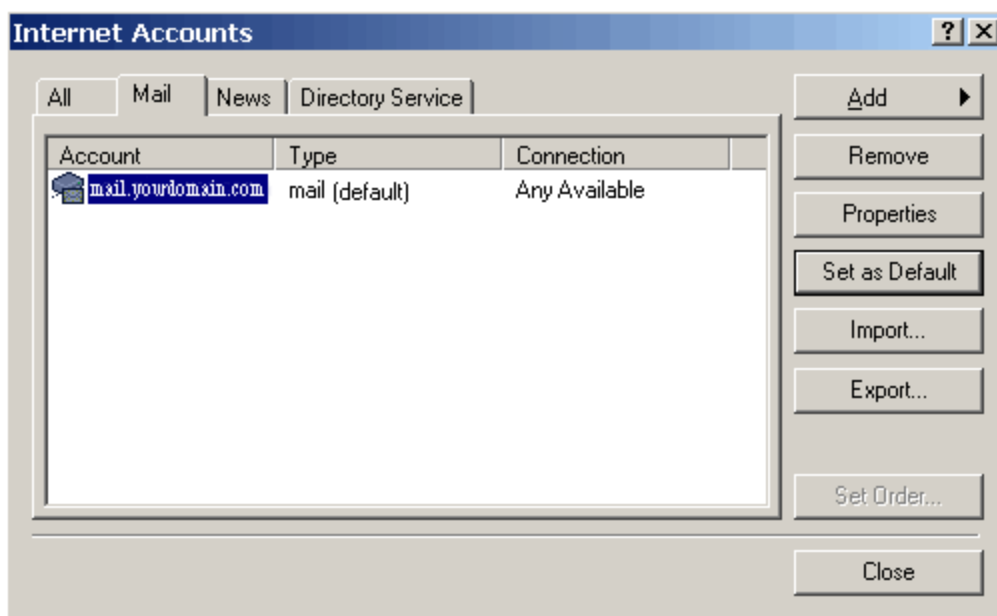
< Back   Next >   Cancel   Help

8. On the **Congratulations** screen, simply click the **Finish** button to return to the **Internet Accounts** screen





9. At this point, you are returned to the **Internet Accounts** screen. You can set the new rule as your default if you were using another rule as your primary email account. Click **Close** when you are finished, then you will need to log out and restart your Outlook Express.



The Wizard will automatically update the properties while you are setting up the account. From this screen, click on or highlight the mail account just created and click on the **Properties** button to the right. You can verify the information you just entered by clicking each tab. As default, **My server requires authentication**, a feature under the **Servers** tab is not checked. You do not have to enter your username and password every time you send out an email if this feature is not checked.

At the **Account Properties** screen, click on the **Close** button to return to the main Outlook Express screen.

**Configuration is complete!**

The logo consists of a large, light gray, stylized letter 'M' on the left. To its right, the word 'Mash' is written in a yellow, sans-serif font.

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