

E-Mail - Outlook - Version 2000 - Adding An Account

Step 1:

Open Outlook 2000. Click on Tools and choose Accounts.

Step 2:

In the Internet Accounts Window, click Add and choose Mail.

Step 3:

Type in your Name and click Next.

Step 4:

Type in your email address and click Next.

Step 5:

Choose POP3 as the incoming mail server. For the server names for both Outgoing and Incoming, type mail.domainname.com.

Step 6:

Type in your full email address as your account name. Also type in your password and click Next.

Step 7:

Choose your connection method and click Next.

Step 8:

Click Finish on the Congratulations screen.

Step 9:

Click Close to close out of the Internet Account window.

Step 10:

In Outlook Express, click Send/Receive. If you are unable to connect to the smtp server, your ISP may be blocking port 25 from 3rd party use. Contact your ISP if this occurs.