

Setting up Outlook 2000

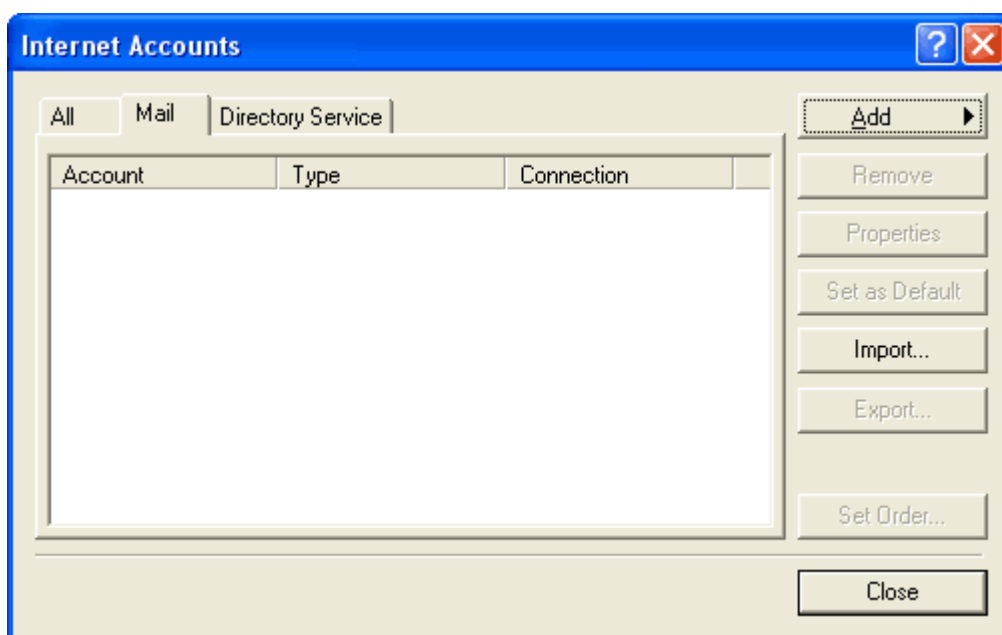
To configure email accounts in Outlook 2000 please follow these simple 10 step-by-step instructions.

Step 1

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

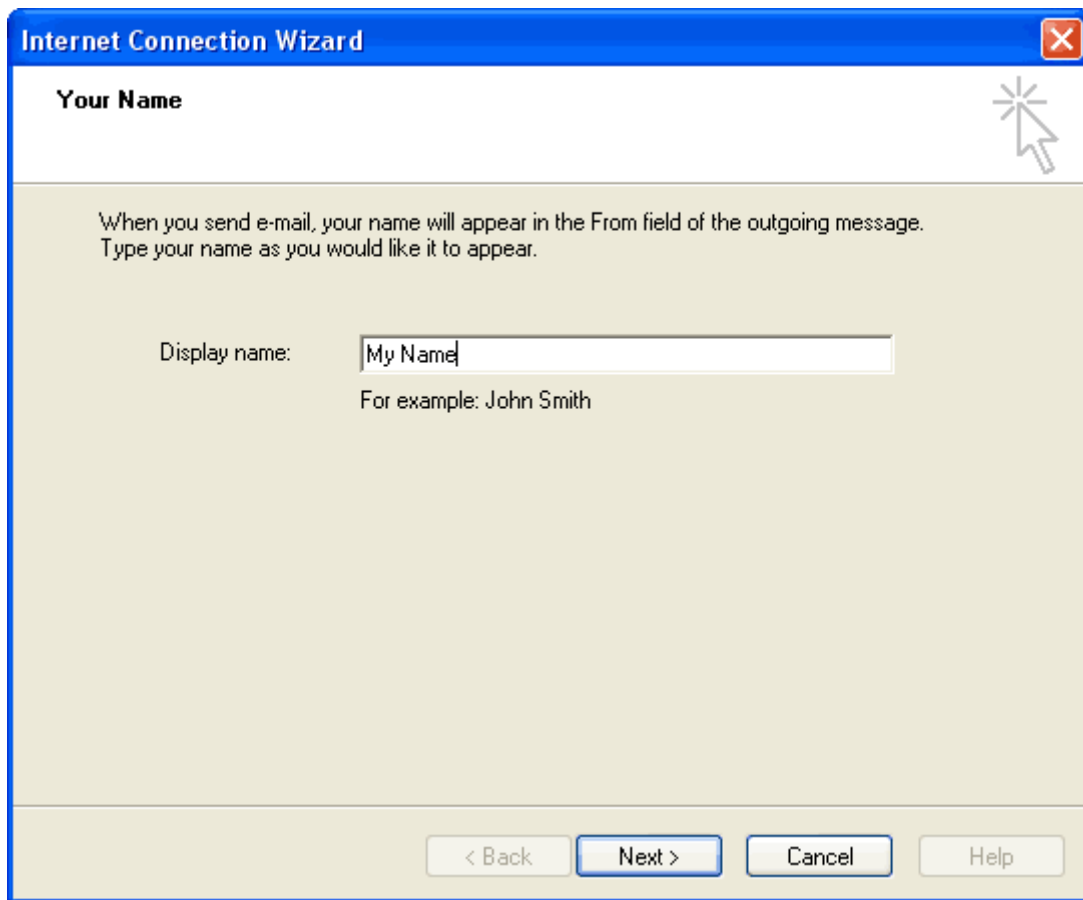
Click on the 'mail' tab at the top as shown.

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

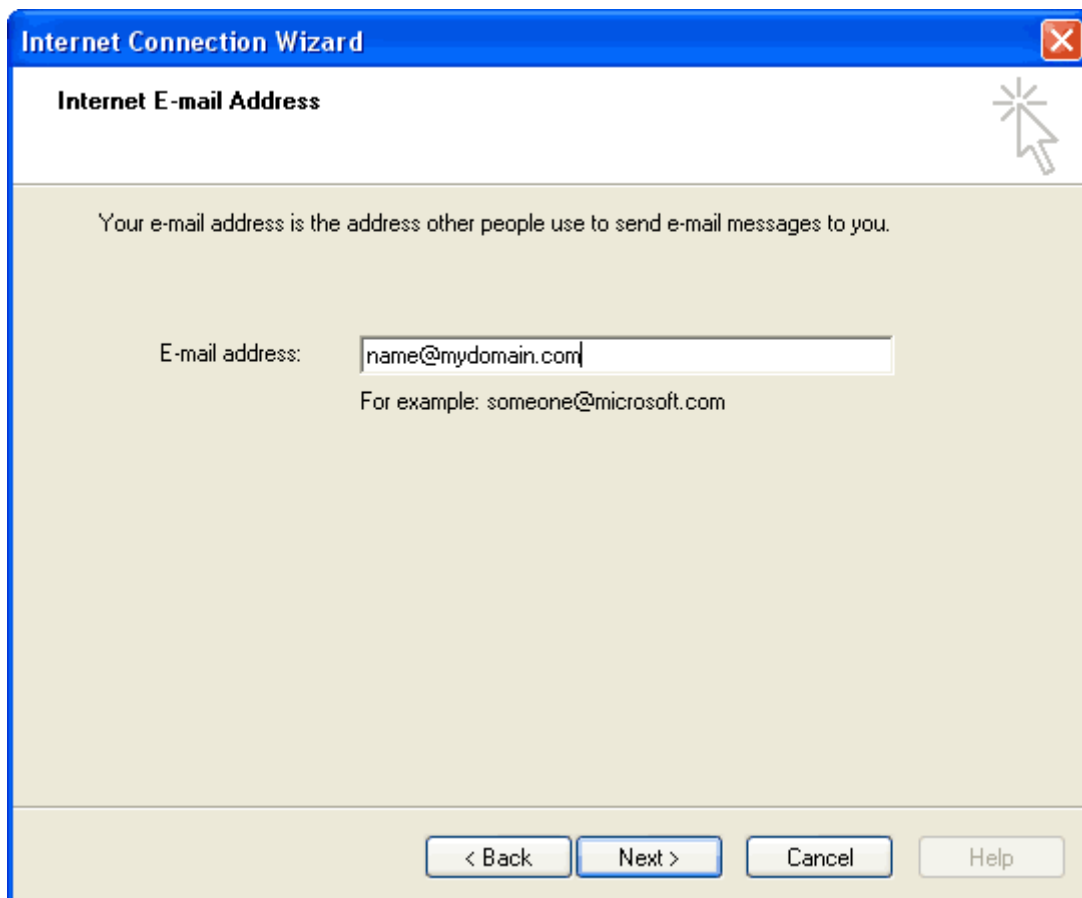
Enter your name. This will allow people who receive your email to identify who you are.



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." Below this text is a text input field labeled "Display name:" containing the text "My Name". Underneath the input field is the example text "For example: John Smith". At the bottom of the window, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

Step 3

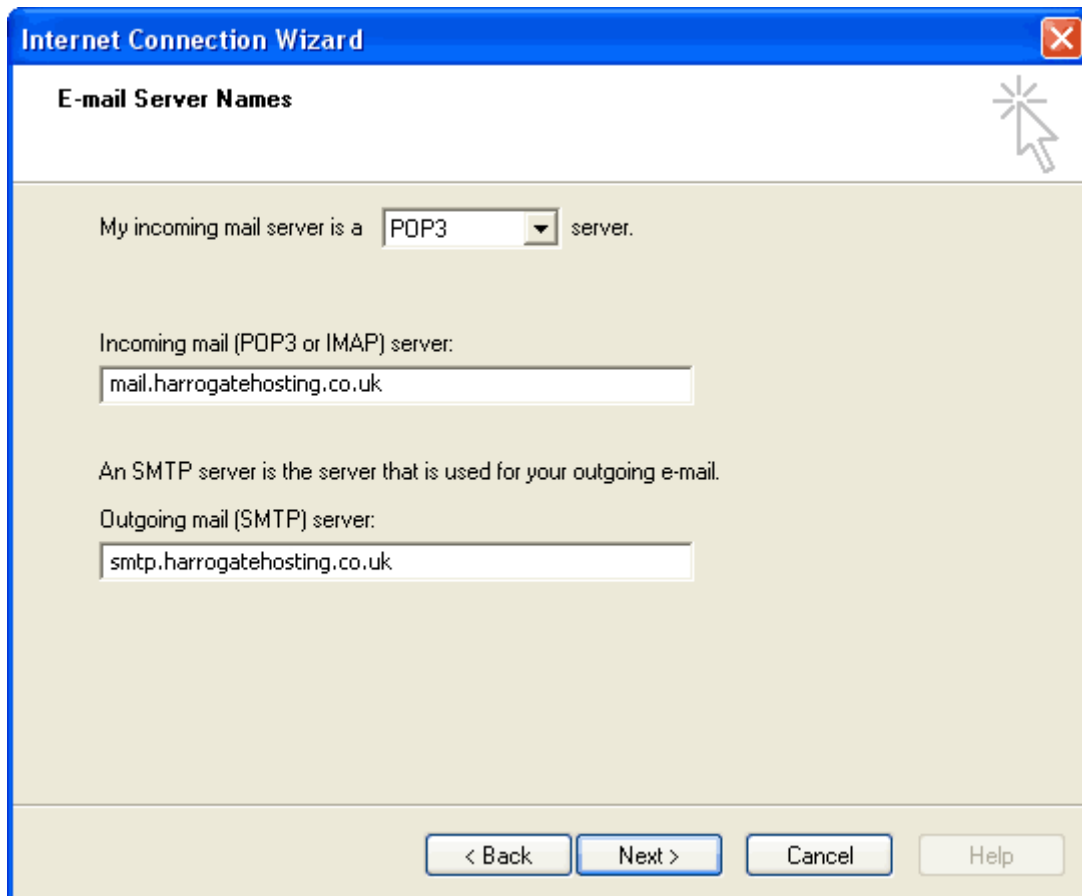
Enter your email address. Make sure you have created a mailbox prior to this point. This will collect the email sent to this address.



The screenshot shows a window titled "Internet Connection Wizard" with a blue header bar. Below the header, the title "Internet E-mail Address" is displayed in bold. A mouse cursor is pointing at a star icon in the top right corner. The main area contains the text: "Your e-mail address is the address other people use to send e-mail messages to you." Below this, there is a label "E-mail address:" followed by a text input field containing "name@mydomain.com". Underneath the input field, an example is provided: "For example: someone@microsoft.com". At the bottom of the window, 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 screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "E-mail Server Names".

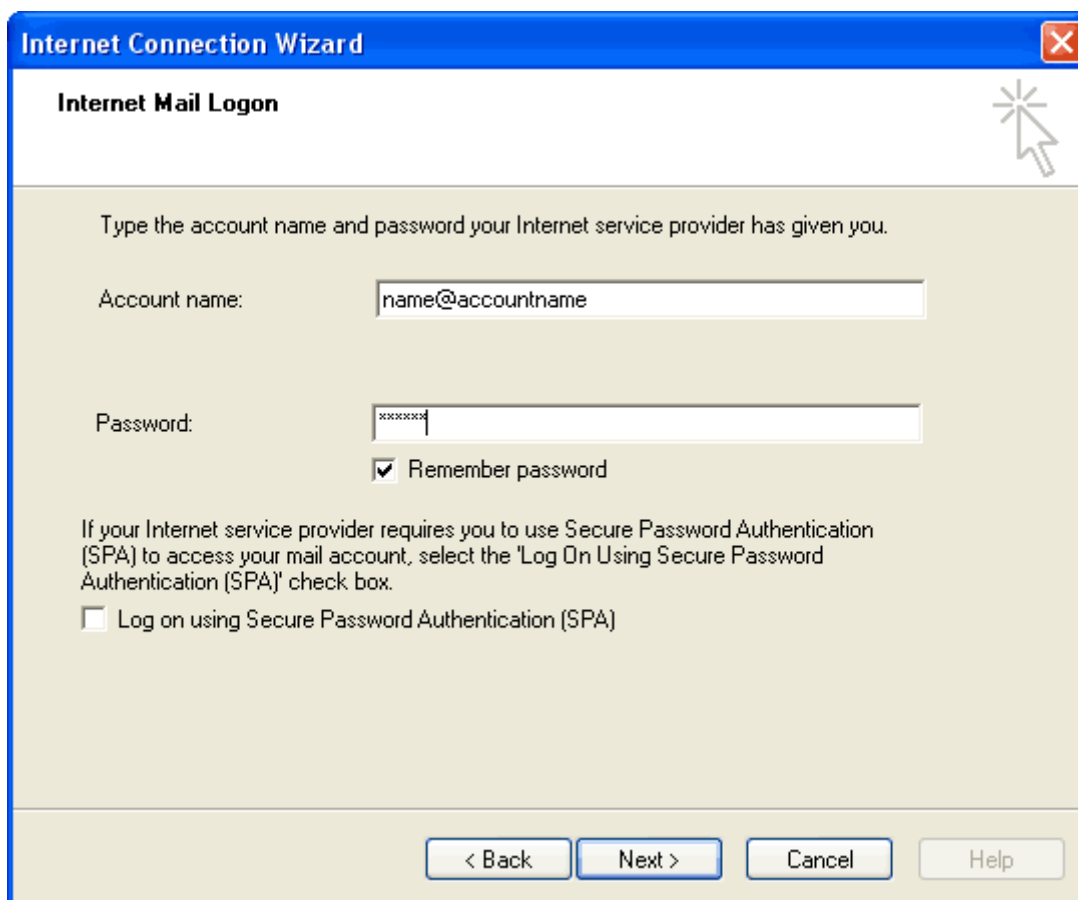
The dialog contains the following text and input fields:

- "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, 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.

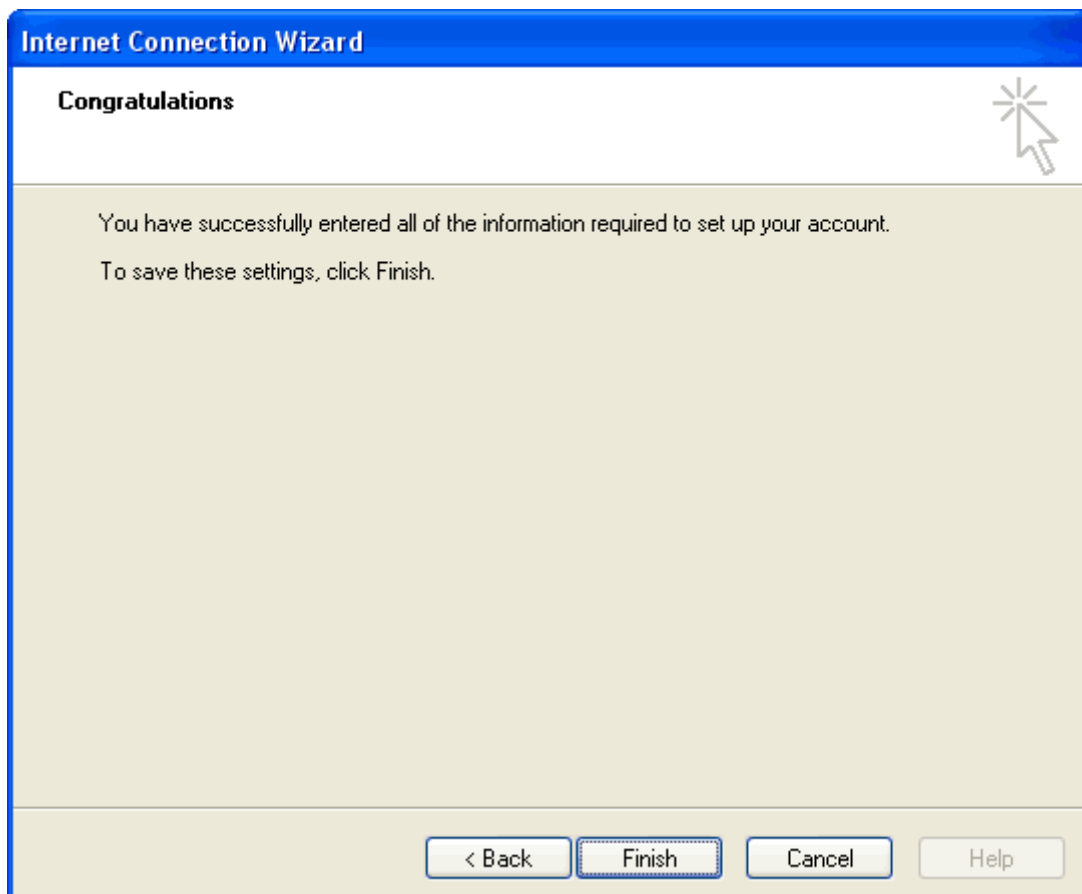
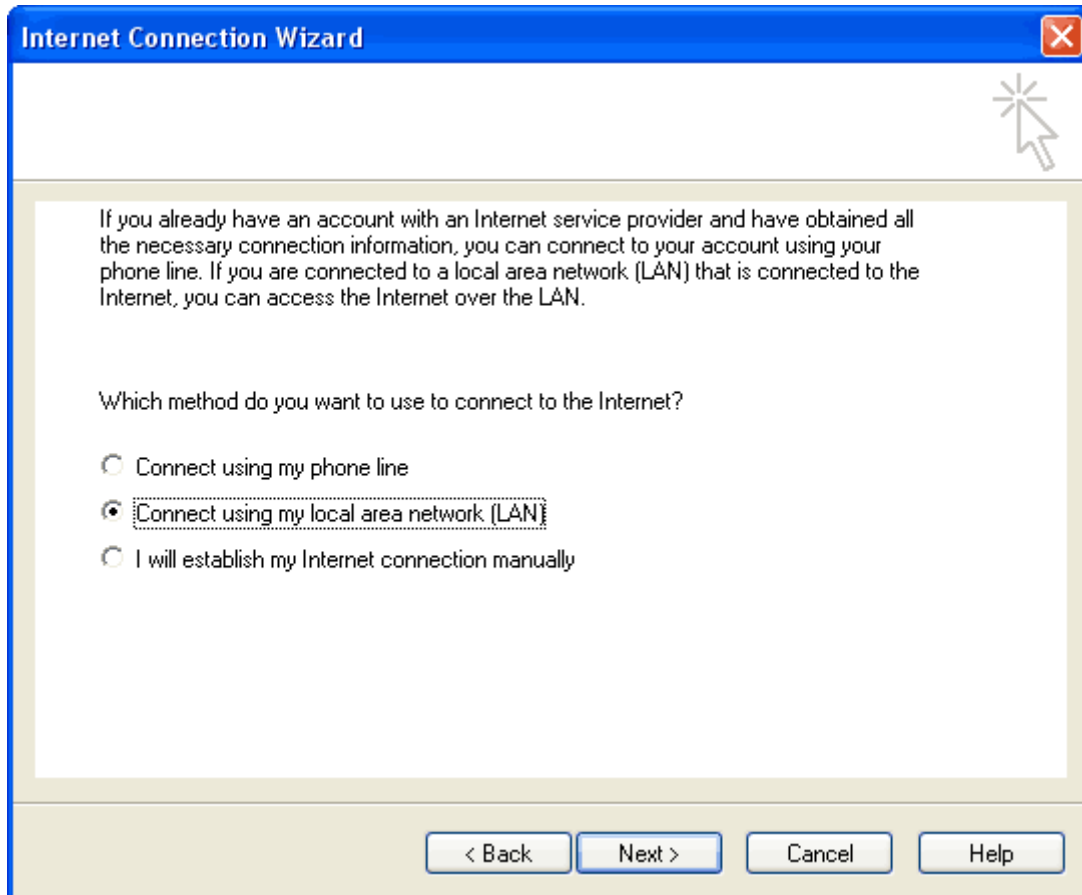


The image shows a Windows-style dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light beige and contains the following elements:

- 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 with masked characters "xxxxxxx".
- A checked checkbox labeled "Remember password".
- Instructional 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.



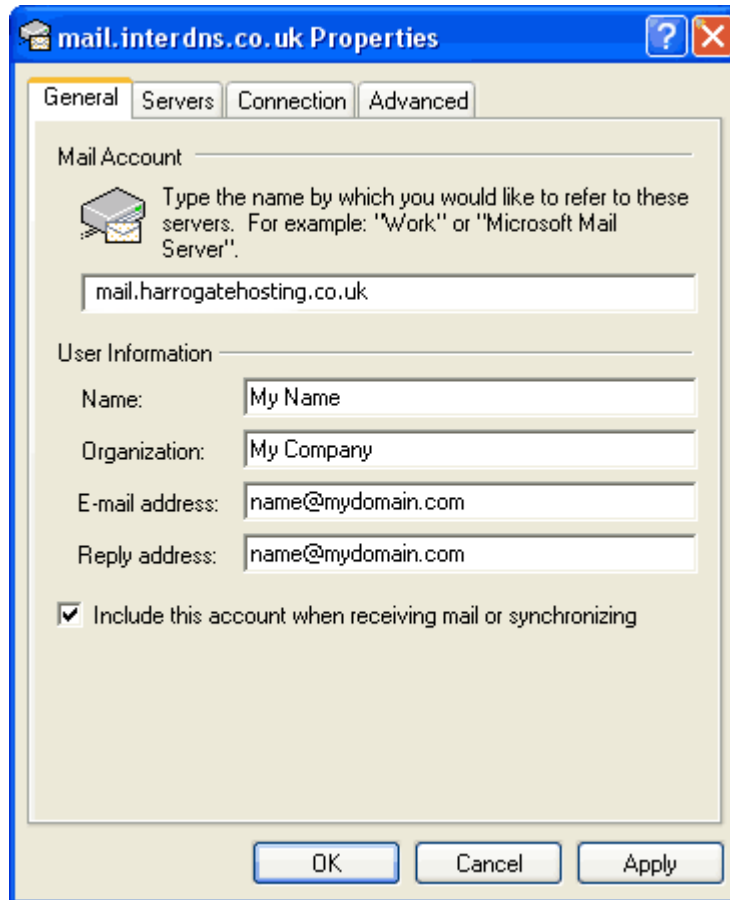
Step 7

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.



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.harrogatehosting.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

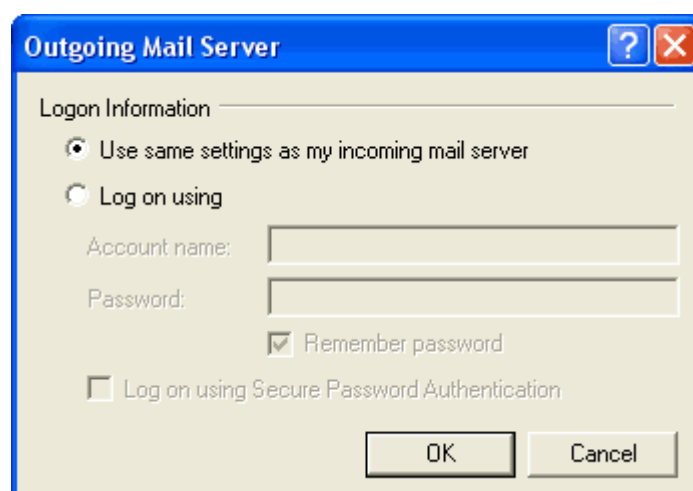
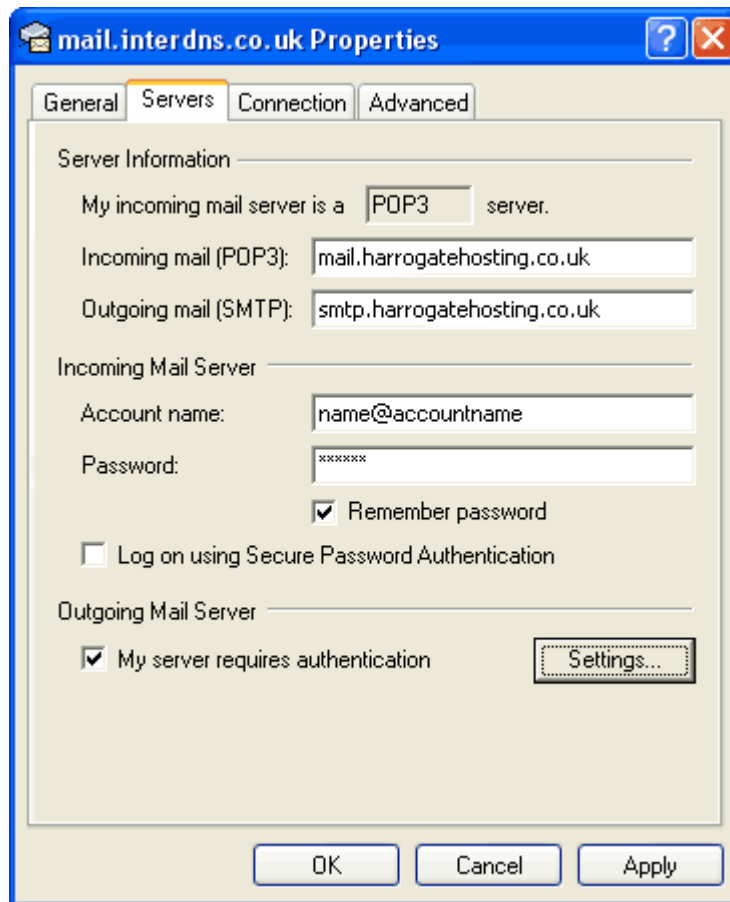
At the bottom of the "User Information" section, there is a checked checkbox with the label "Include this account when receiving mail or synchronizing".

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.