

## Setting up a new account for Outlook 2000

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- **Add a new email account**

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1. Launch Microsoft Outlook 2000

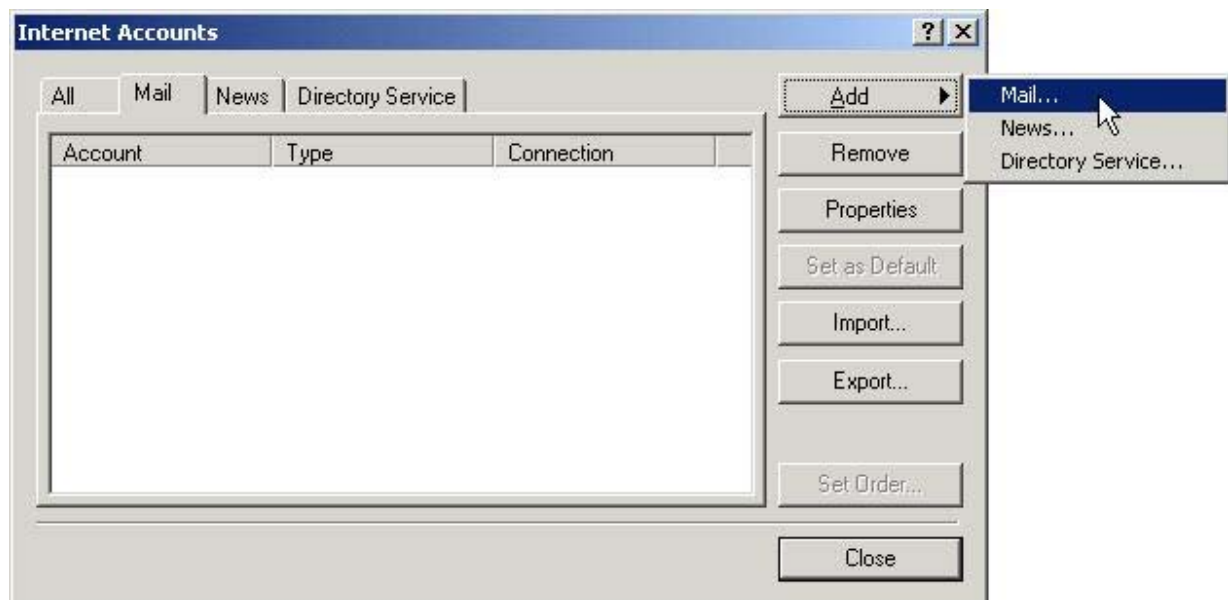
2. Select **Tools** from the top menu bar and then **Accounts**



- **New account**

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3. Click **Add**, and then click **Mail** to open the Internet Connection Wizard.



- **Enter your name**

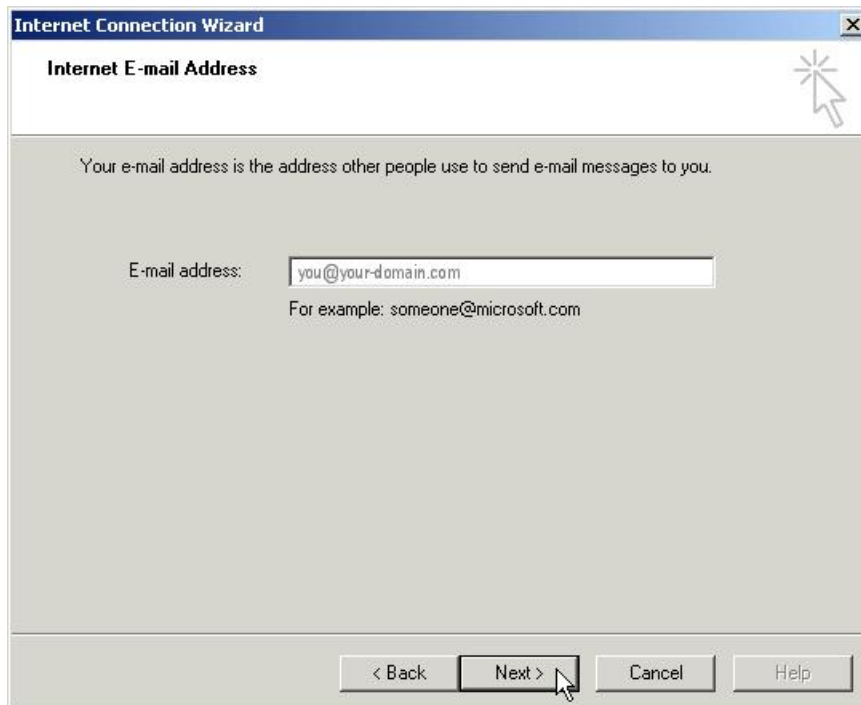
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4. Enter your **Name** (which will appear in the "From" field in your emails), then click **Next**



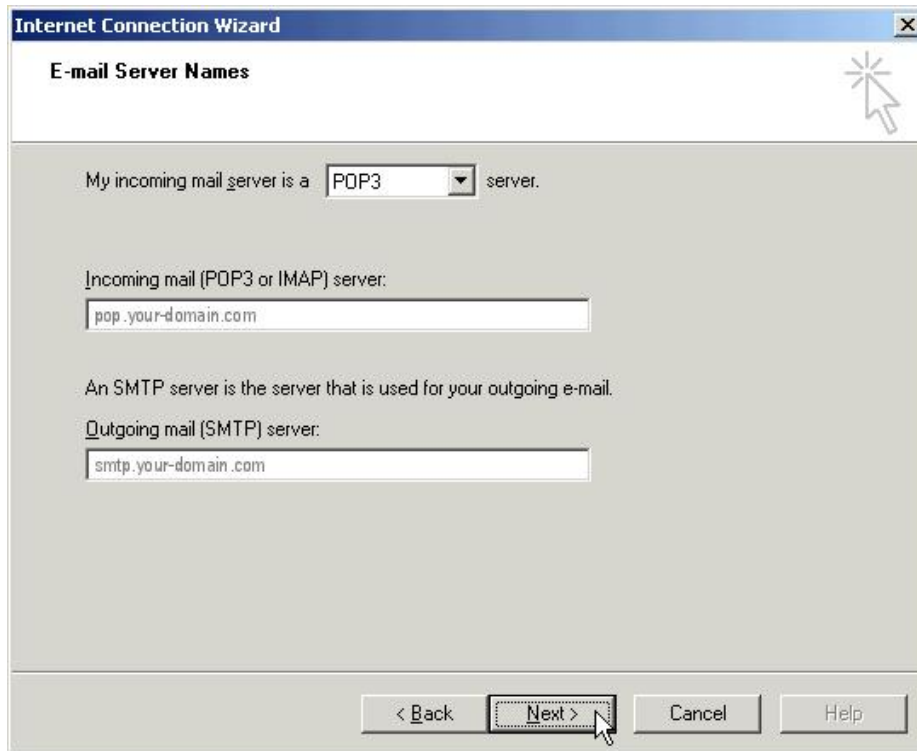
- **Enter your email address**

5. Enter your **Email address**, then click **Next**



- **Server settings**

6. Enter the name of the **Incoming mail server** i.e. pop.your-domain.com
7. Enter the name of the **Outgoing mailer server** i.e. smtp.your-domain.com
8. Click **Next**

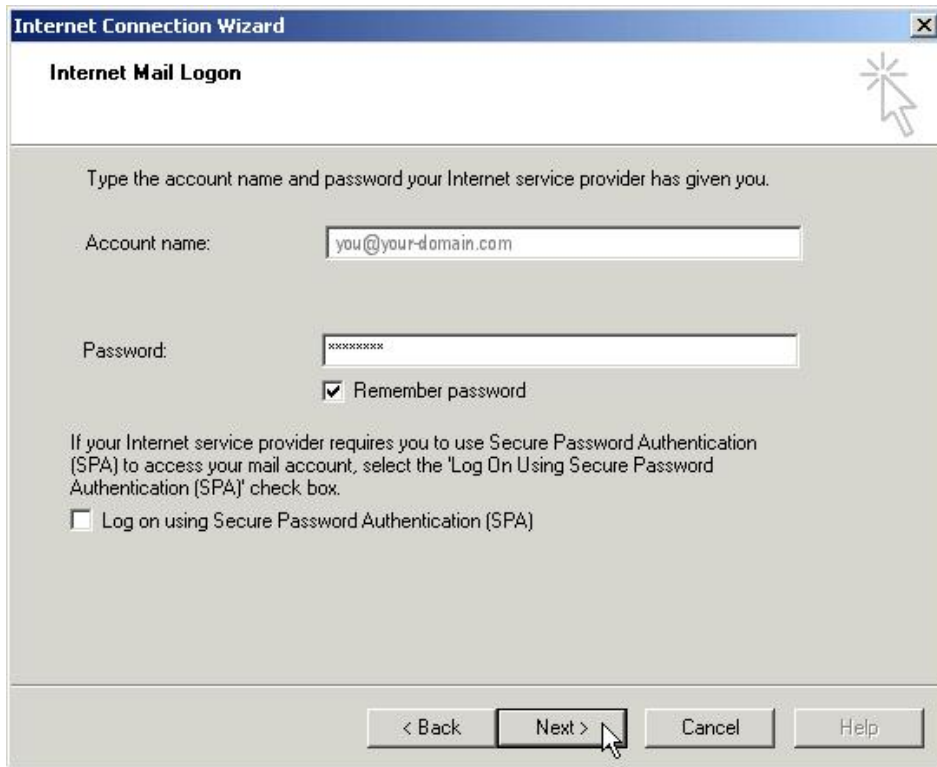


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- **Internet Mail Logon**

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9. Enter your **Account name** (your full email address e.g. you@your-domain.com) and the password specified when mailbox was created, then click **Next**

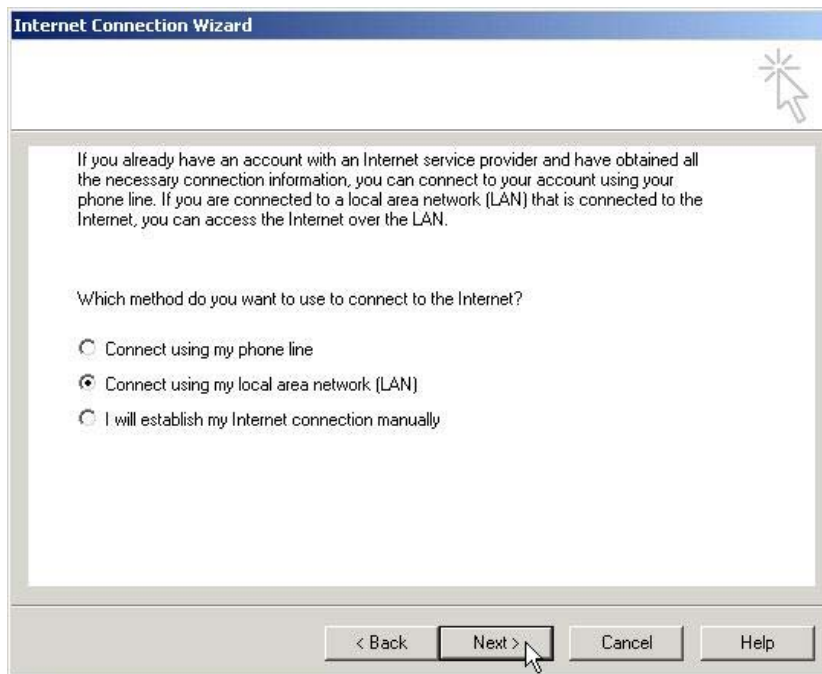


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- **Select your Internet connection**

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10. Select the appropriate Internet connection for your system, then click **Next**

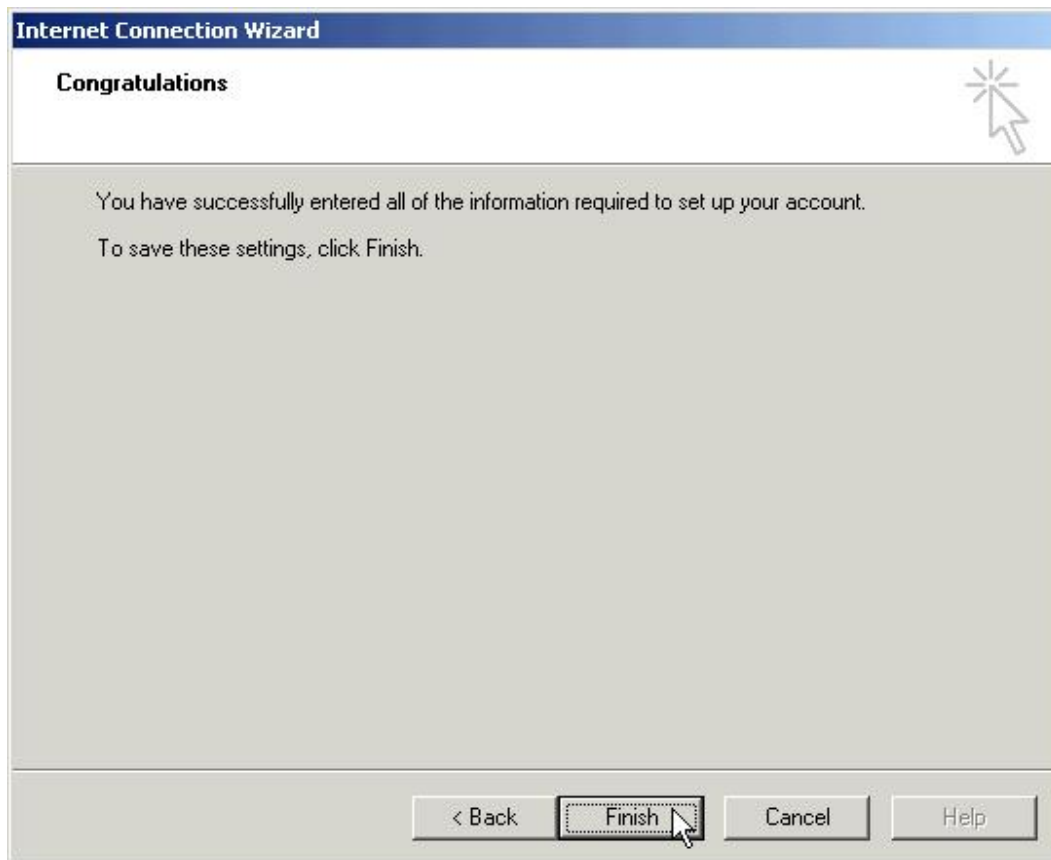


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- **Setup complete**

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11. Follow the relevant instructions for your connection (if any), click **Next** and then click **Finish**



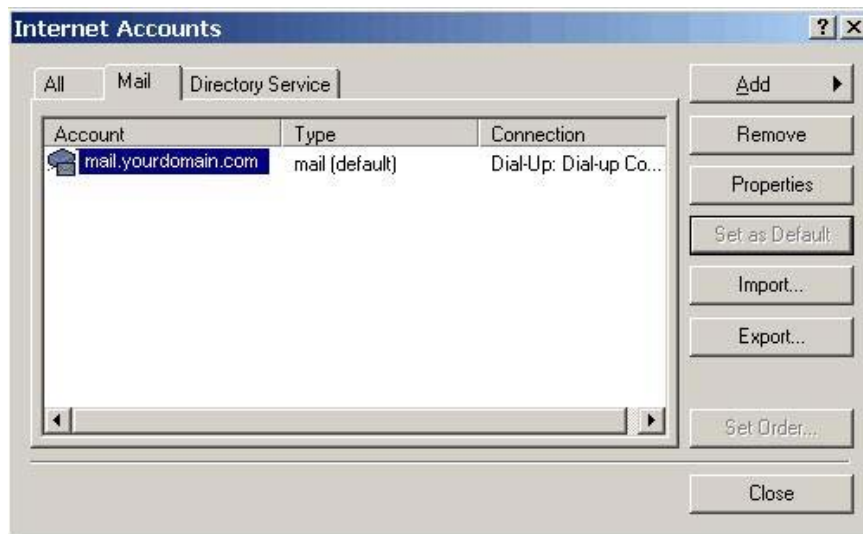
- **Check your account**

12. Outlook will now build the Outlook Toolbar, and then open up your Inbox. Go to the **Tools** menu, click **Accounts**.



- **Select the relevant account**

13. Click on the **Mail** tab at the top. You should see your new account listed here. Select it and click **Properties**.



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• **Outgoing Server Settings**

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14. Click on the **Servers** tab at the top.

15. Ensure that the **My server requires authentication** checkbox (underneath Outgoing Mail Server) is ticked.

16. Click on the **Settings** button to the right.



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• **Outgoing Mail Server**

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17. Ensure that **Use same settings as my incoming mail server** is selected, then click **OK**

18. Click on the **Advanced tab**



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• **Advanced Settings**

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19. Ensure that your settings look like the settings shown in this screenshot. In particular, check that:

\*The **Incoming server** (POP) port is set to the default (110)

\*The **Outgoing server** (SMTP) port is set to 587

20. Click **OK**, then **Next** and **Finish**.

You should now be set up to send and receive email.

