

## OUTLOOK 2000

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1. Open up **Outlook 2000** and go to **Tools**
2. Click on **Accounts**
3. Choose **Add** and then **Mail...**
4. The **Add New Account** wizard will open.
5. Enter your **Name** and click **Next**.
6. Enter your **e-mail** address (user@yourdomainname.com) and click **Next**
7. For the server information choose the following:
  - My Incoming Mail Server is a **POP3** server.
  - Incoming mail server is: **mail.yourdomainname.com**
  - Outgoing mail server: **mail.yourdomainname.com**
8. Click **Next**.
9. Enter your **Account name**, which is your full e-mail address, and **password**, if desired and then click **Next**
10. Click **Finish**
11. In the Accounts Window, select the newly created account and click on the **Properties** button
12. Go to the **Servers** tab
13. Place a check in the box for **My server requires authentication**
14. Click **OK** and then **Close**