

Adding an email service in Outlook 98/2000

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Author: EF
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Prepared For:

1. Open Outlook. Go to the **TOOLS** menu, select **SERVICES**.
2. Click the **ADD** button. Select **INTERNET EMAIL** and click OK. Complete the following screens:

The screenshot shows the 'Mail Account Properties' dialog box with the 'General' tab selected. It contains the following fields and controls:

- Mail Account:** A text box with a placeholder icon and instructions: "Type the name by which you would like to refer to these servers. For example: 'Work' or 'Microsoft Mail Server'".
- User Information:** Four text boxes labeled "Name:", "Organization:", "E-mail address:", and "Reply address:".
- Buttons:** "OK", "Cancel", and "Apply" at the bottom.

Four empty text boxes are shown to the right of the dialog box. Arrows point from each box to the corresponding field in the 'Mail Account Properties' dialog: the first box points to the 'Mail Account' field, the second to 'Name:', the third to 'Organization:', and the fourth to 'Reply address:'.

The screenshot shows the 'Mail Account Properties' dialog box with the 'Servers' tab selected. It contains the following fields and controls:

- Server Information:** Two text boxes labeled "Incoming mail (POP3):" and "Outgoing mail (SMTP):".
- Incoming Mail Server:** Two text boxes labeled "Account name:" and "Password:", with a checked checkbox for "Remember password" and an unchecked checkbox for "Log on using Secure Password Authentication".
- Outgoing Mail Server:** An unchecked checkbox for "My server requires authentication" and a "Settings..." button.
- Buttons:** "OK", "Cancel", and "Apply" at the bottom.

Four empty text boxes are shown to the right of the dialog box. Arrows point from each box to the corresponding field in the 'Mail Account Properties' dialog: the first box points to 'Incoming mail (POP3):', the second to 'Outgoing mail (SMTP):', the third to 'Account name:', and the fourth to 'Password:'.

3. Click **OK**, then click **OK**, then click **OK** again.
4. **EXIT** Outlook and then **OPEN** Outlook for the changes to take effect.