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Configuring Email in Outlook 2000

2. Configuring Outlook

Before you can use Outlook to read your email you need to configure it with certain basic information about your email account. The first time that you run Outlook it will automatically start the Outlook 2000 Startup Wizard to help you enter this information. If you have used Outlook before, you will need to start the Internet Connection Wizard manually.

1. Start Outlook. You can usually start it either from an icon on the Desktop, or by clicking on Start, selecting [Programs] and then [Outlook]. If you are running your copy of Outlook for the first time, a window with the title **Outlook 2000 Startup Wizard** will appear automatically. If it does, click on Next and skip to step 2 below.



If the Outlook 2000 Startup Wizard doesn't appear when you start Outlook, then once the program has started, select [Accounts] from the [Tools] menu and on the Internet Accounts screen that appears, click on Add and select [Mail...] from the menu that appears. Now skip to step 3 below.

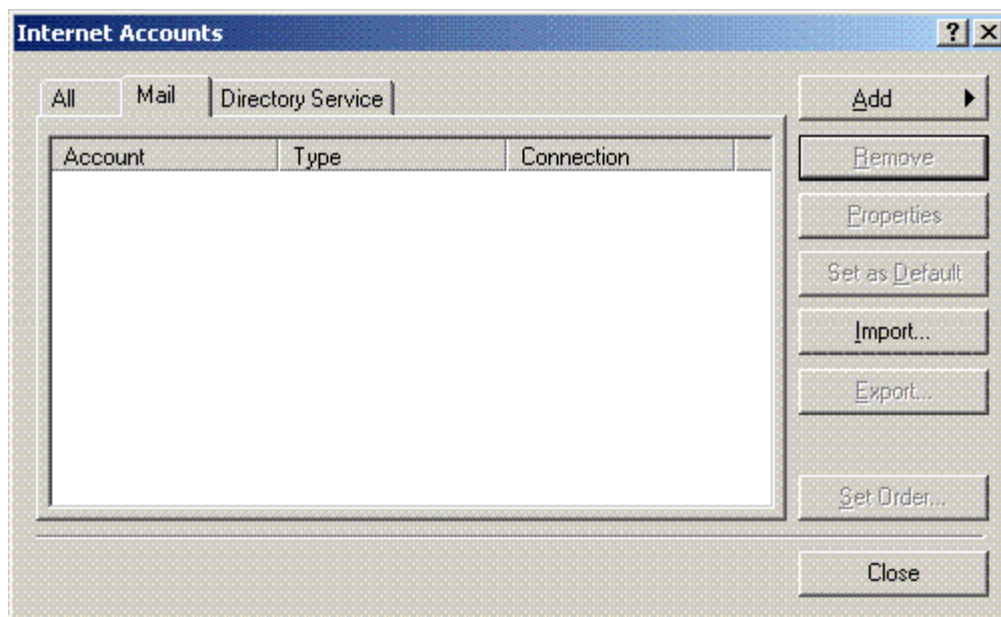


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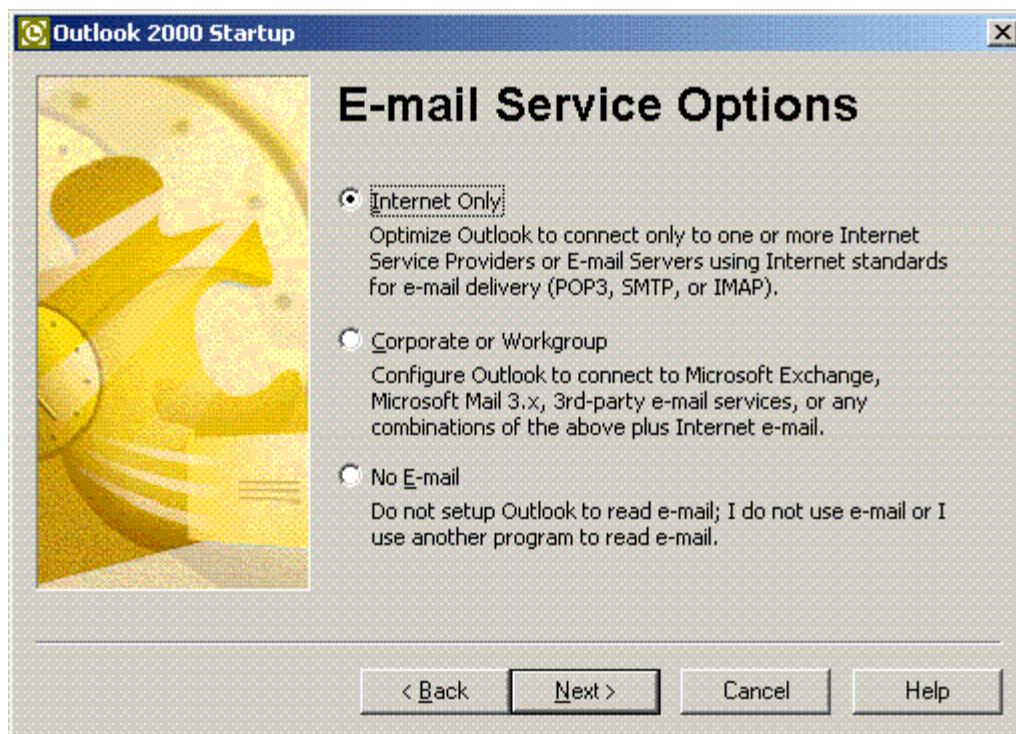
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2. On the E-Mail Service Options screen, select the [Internet Only] option is selected and click on Next.



At this point you may an information message as shown below. Click on Yes to continue.

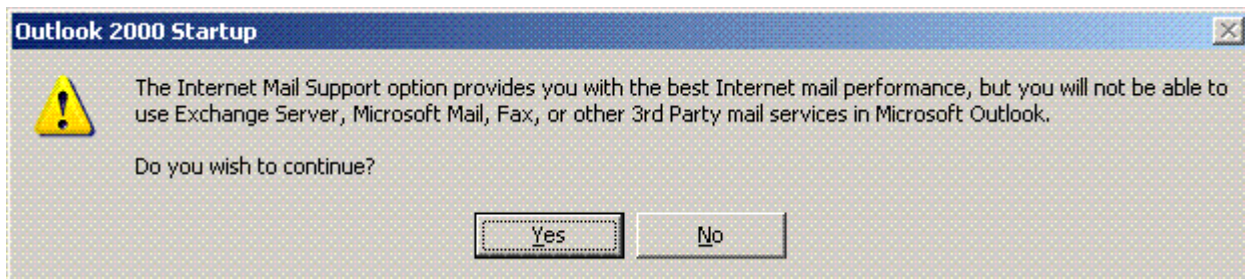
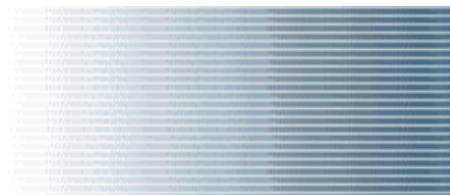


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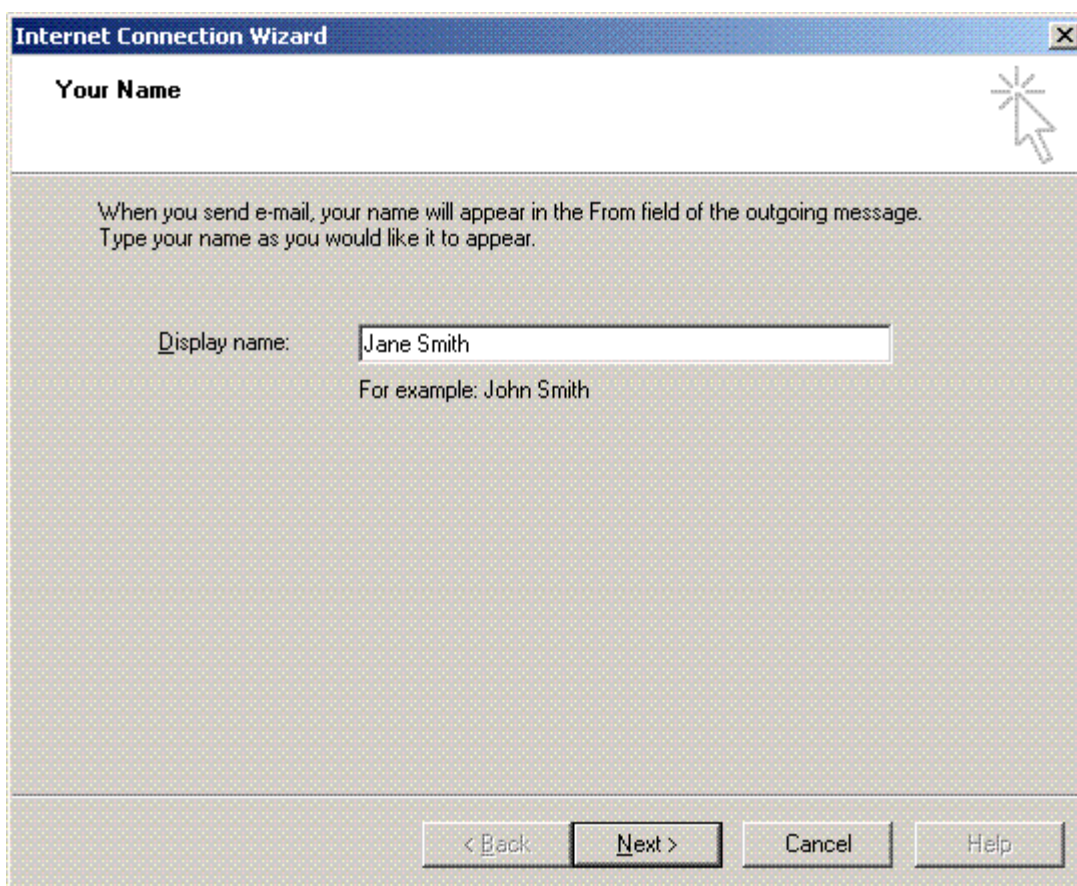
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3. Enter your name as you would like it to appear in any messages you send, and click on Next.



4. On the next screen, enter your email address and click on Next.

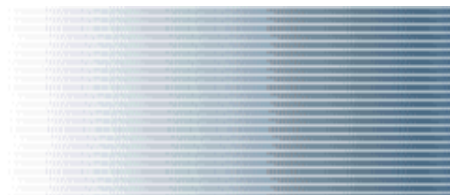


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Internet Connection Wizard

Internet E-mail Address

Your e-mail address is the address other people use to send e-mail messages to you.

E-mail address:

For example: someone@microsoft.com

< Back Next > Cancel Help

5. On the following screen, from the drop-down list to the right of My incoming mail server is a select the *type* of email server you are using. We recommend that you set this to [IMAP] since this leaves your email on the central server so that it can later be accessed from other locations and by other methods (e.g. using the WING web interface.)

Next enter the Incoming mail (POP, IMAP or HTTP) server name.
mail.bravocigar.com

Finally set the Outgoing mail (SMTP) server name.
mail.bravocigart.com

Click on Next.

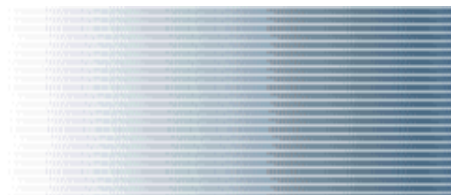


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Internet Connection Wizard

E-mail Server Names

My incoming mail server is a **IMAP** server.

Incoming mail (POP3 or IMAP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

< Back Next > Cancel Help

6. Enter your email account login username. We recommend that you uncheck the Remember password box, since leaving it enabled is a security risk and could allow others to access your email. If you are the only user of your workstation and it is secure from access by others, you may wish to enable it. Click on Next.



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The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this, there are two input fields: "Account name:" with the text "abcd0123" and "Password:" which is empty. A checkbox labeled "Remember password" is checked. Below the password field, there is a paragraph of 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." Below this paragraph is another checkbox labeled "Log on using Secure Password Authentication (SPA)" which is unchecked. At the bottom of the dialog box are four buttons: "< Back", "Next >", "Cancel", and "Help".

7. On the next screen you may be prompted as to how you connect to the Internet. Select the appropriate option. For example if you are directly connected to a home or business network, select [Connect using my local area network (LAN)]. If you use a modem to dial up to an Internet Service Provider, select [Connect using my phone line]. Then click on Next.



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Internet Connection Wizard

If you already have an account with an Internet service provider and have obtained all the necessary connection information, you can connect to your account using your phone line. If you are connected to a local area network (LAN) that is connected to the Internet, you can access the Internet over the LAN.

Which method do you want to use to connect to the Internet?

☐ Connect using my phone line

☒ Connect using my local area network (LAN)

☐ I will establish my Internet connection manually

< Back Next > Cancel Help



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Internet Connection Wizard

If you already have an account with an Internet service provider and have obtained all the necessary connection information, you can connect to your account using your phone line. If you are connected to a local area network (LAN) that is connected to the Internet, you can access the Internet over the LAN.

Which method do you want to use to connect to the Internet?

☒ Connect using my phone line

☐ Connect using my local area network (LAN)

☐ I will establish my Internet connection manually

< Back Next > Cancel Help

8. If you selected the [Connect using my phone line] option, you will now be asked which dial-up connection to use. Select the appropriate connection (you may only have one) and click on Next.



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Internet Connection Wizard

Dial-Up Connection

The dial-up connection contains the settings your computer uses to connect to the Internet. You already have one or more dial-up connections on your computer. Either create a new dial-up connection or use an existing one. If you choose an existing connection, you can change its settings later.

☐ Create a new dial-up connection

☒ Use an existing dial-up connection

OUCS

< Back Next > Cancel Help

9. On the next screen just click on Finish.

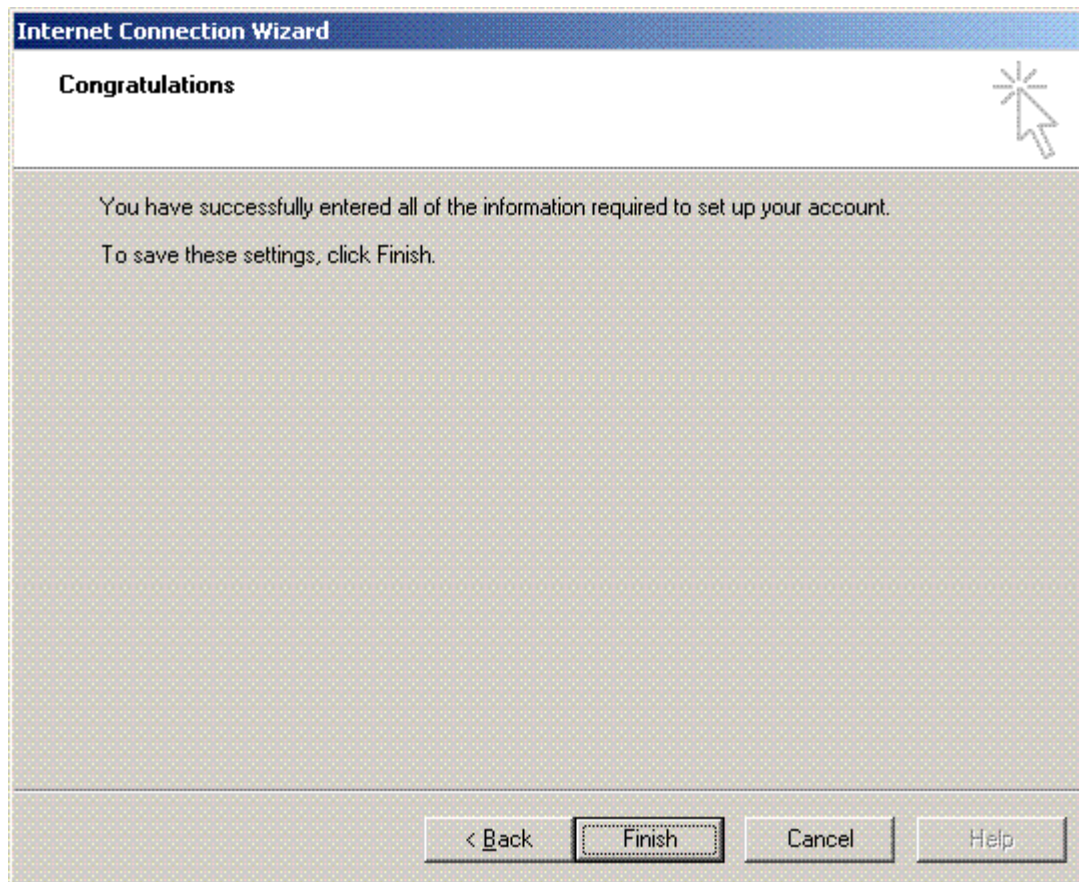
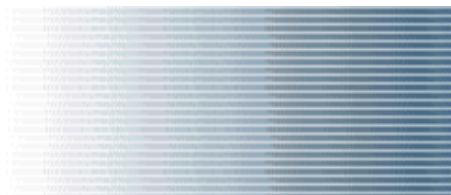


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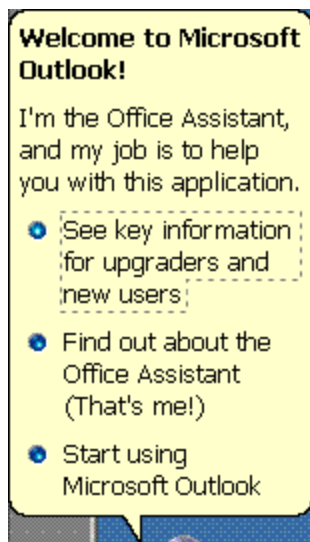
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10. If necessary, get rid of the Office Assistant (paperclip) by clicking on the [Start using Microsoft Outlook] option (you may not need to do this step.)



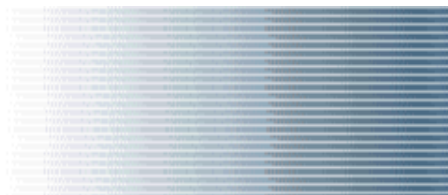


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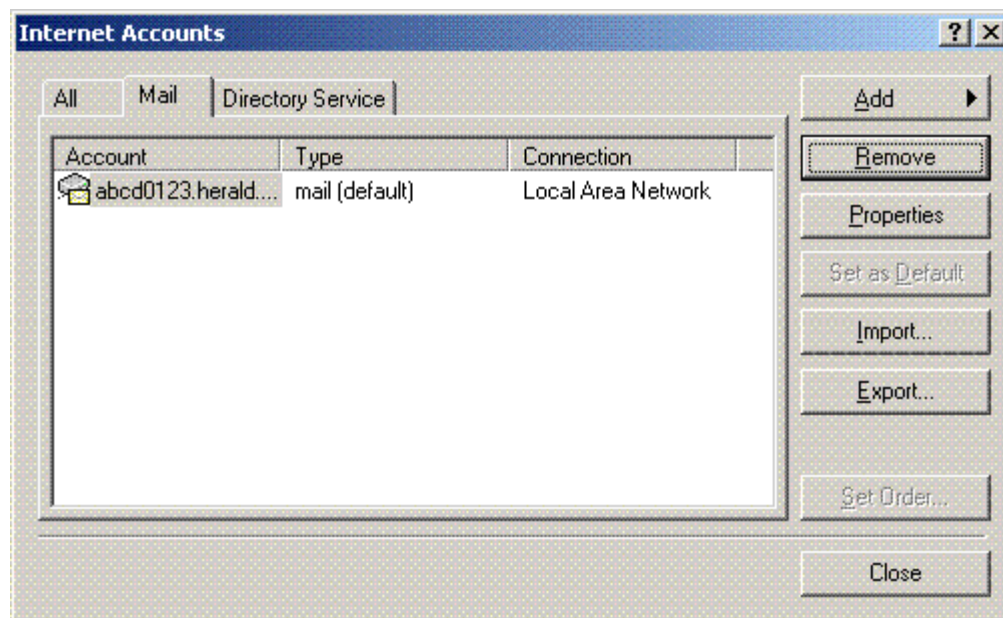
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11. If the Internet Accounts window isn't visible (see below), select [Accounts] from the [Tools] menu and if necessary click on the Mail tab.



12. Select the account that you have created from the list and click on Properties. When the Properties window appears, click on the Advanced tab. Change the “Outgoing Mail” from 25 to 26. click on OK to close the account properties box, and then on Close to exit from the Internet Accounts window.

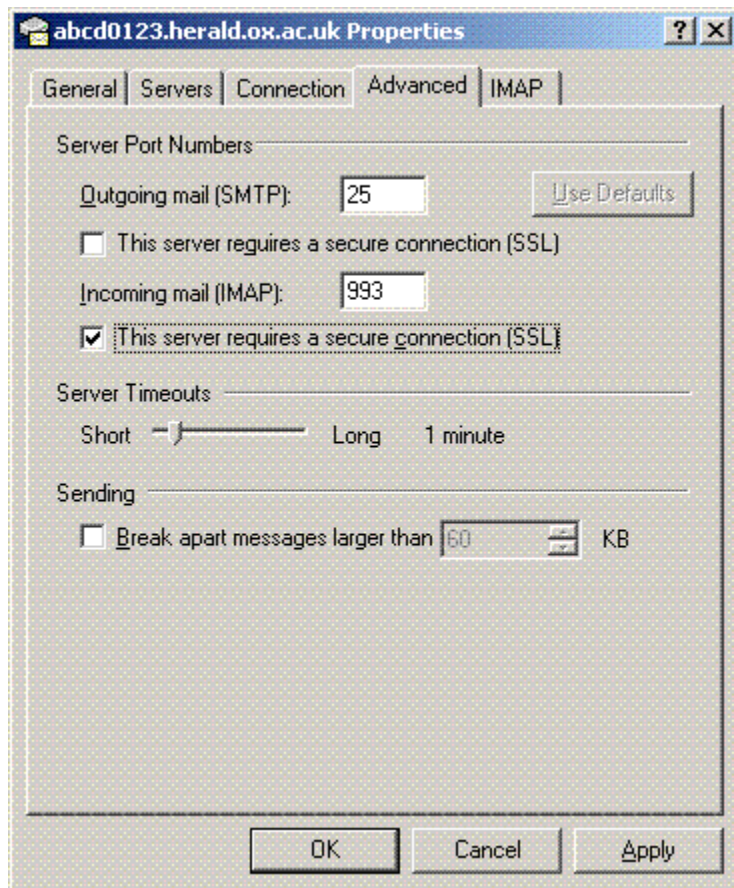
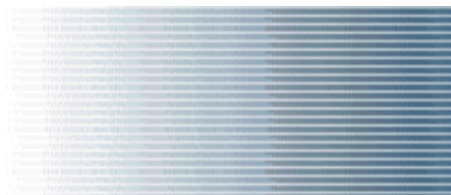


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13. Your email account is now set up. In order to view the folders for your email account you may need to click on the [View] menu and choose [Folders]. You will see your new email account either above or below the Outlook Today - [Personal Folders] entry. Alternatively you should have a new shortcut to the Inbox of your email account in the list under Outlook shortcuts on the left-hand side of the screen (you may have to scroll down to see it.)

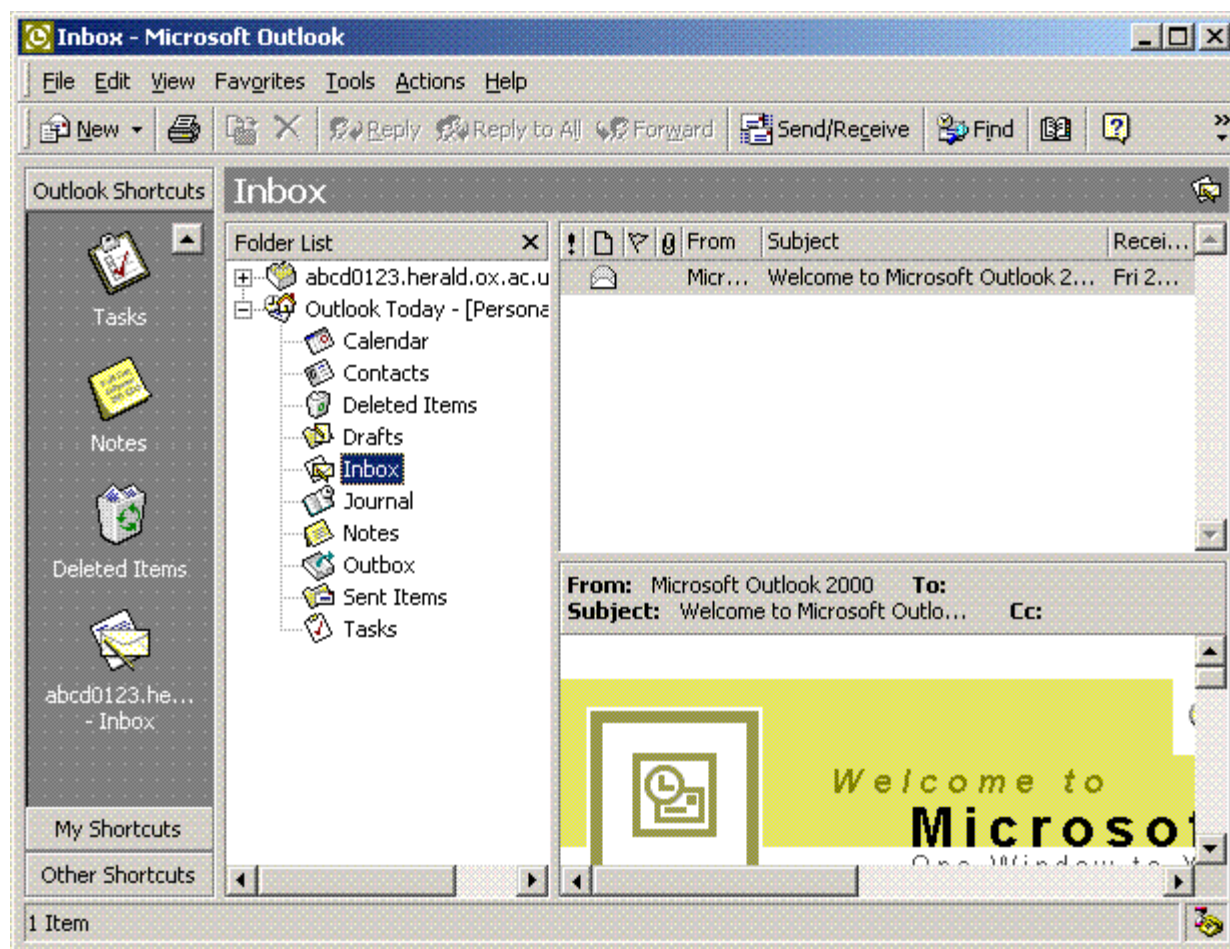


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14. In order to check your email, click on Send/Receive below the menus at the top of the Outlook screen. You will probably be prompted to enter your email account password. Do this and click on OK.