

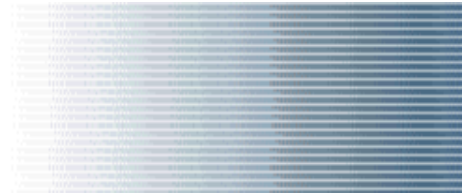


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Configuring Email in Outlook 2000

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 windows 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.

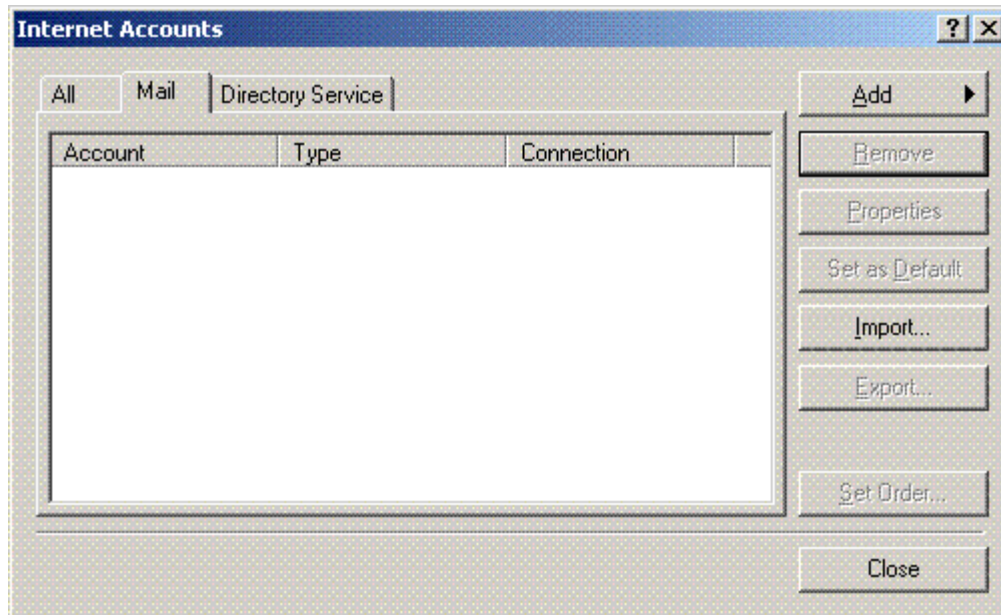


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2. On the E-Mail Service Options screen, select the [Internet Only] option is selected and click on Next.



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

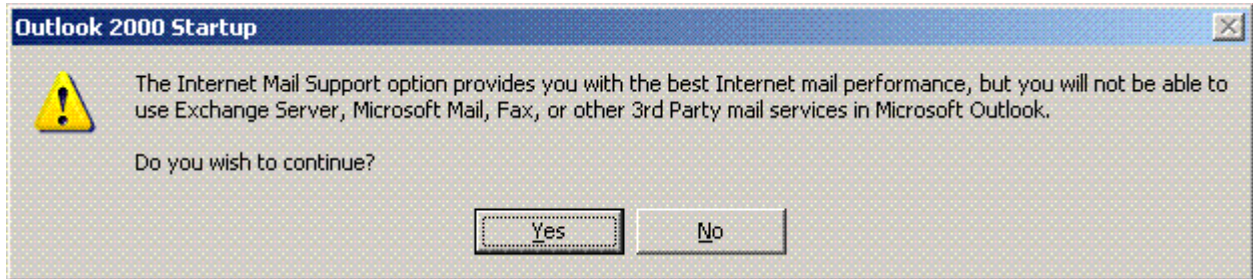
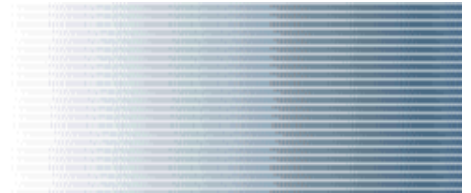


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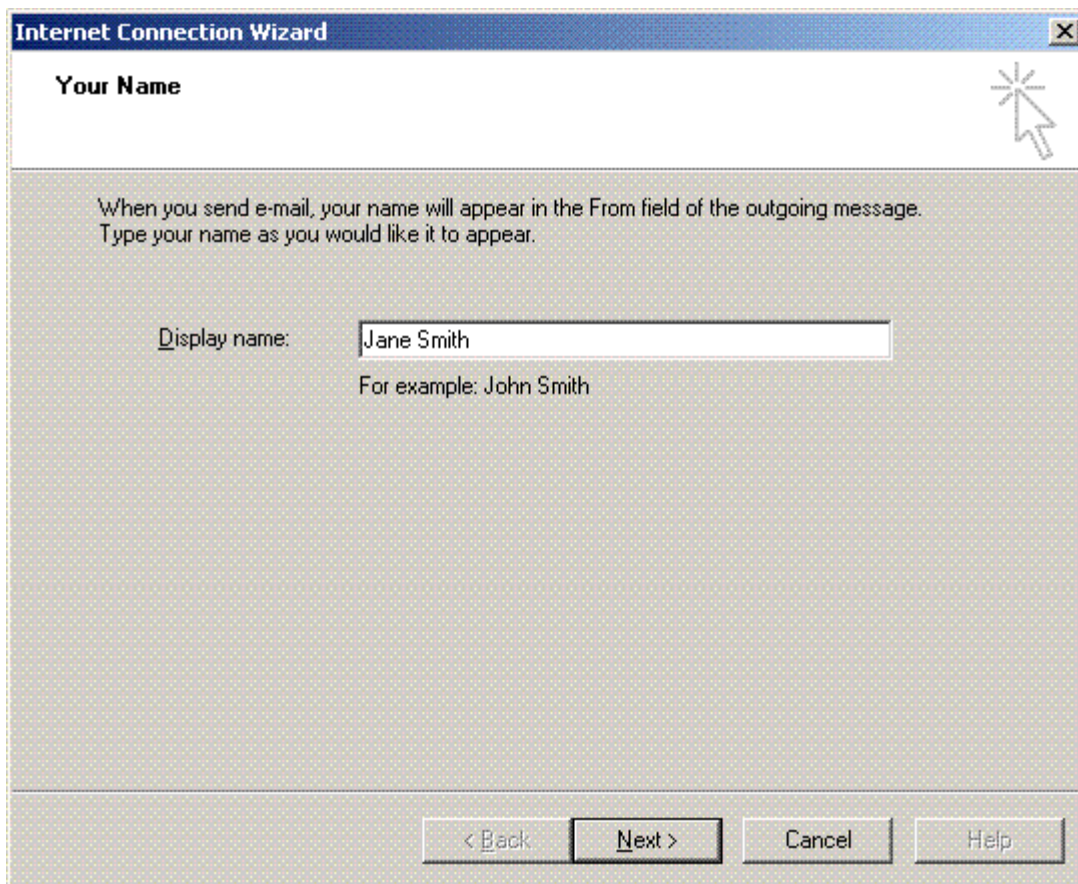
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3. Enter your name as you would like it to appear in any messages you send, and click on Next.



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

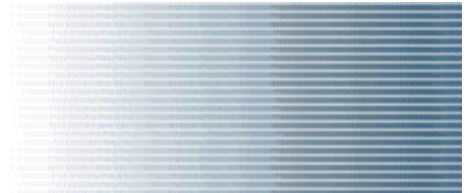


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The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard". The current step is "Internet E-mail Address". The text inside says: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a text input field with the value "jane.smith@chemistry.oxford.ac.uk". Underneath the field is the text "For example: someone@microsoft.com". At the bottom of the dialog are four buttons: "< Back", "Next >", "Cancel", and "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.

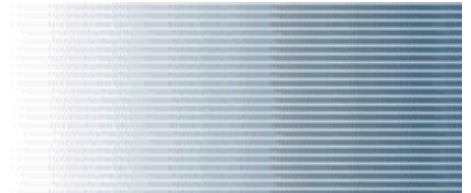


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The screenshot shows the 'Internet Connection Wizard' window, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard' and it has a close button (X) in the top right corner. The main title of the dialog is 'E-mail Server Names'. Below the title, there is a text field that says 'My incoming mail server is a' followed by a dropdown menu set to 'IMAP' and the word 'server.'. Below this, there is a label 'Incoming mail (POP3 or IMAP) server:' followed by a text box containing 'abcd0123.herald.ox.ac.uk'. Further down, there is a label 'An SMTP server is the server that is used for your outgoing e-mail.' followed by a label 'Outgoing mail (SMTP) server:' and a text box containing 'smtp.ox.ac.uk'. At the bottom of the dialog, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

6. Enter your email account logon 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`.

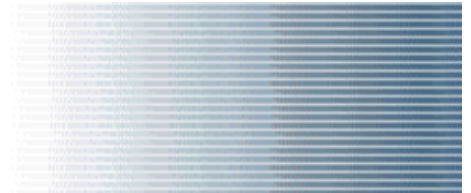


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The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-title "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." There are two input fields: "Account name:" containing "abcd0123" and "Password:" which is empty. Below the password field is a checkbox labeled "Remember password" which is unchecked. Further down, there is a paragraph: "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 is another checkbox labeled "Log on using Secure Password Authentication (SPA)" which is also unchecked. At the bottom, there 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 [X]

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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A screenshot of the 'Internet Connection Wizard' dialog box. The title bar reads 'Internet Connection Wizard'. The main text says: '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.' Below this, it asks 'Which method do you want to use to connect to the Internet?' and provides three radio button options: 'Connect using my phone line' (selected), 'Connect using my local area network (LAN)', and 'I will establish my Internet connection manually'. At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. A mouse cursor is pointing at the 'Next >' button.

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.

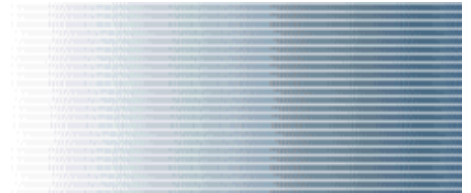


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Internet Connection Wizard

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.

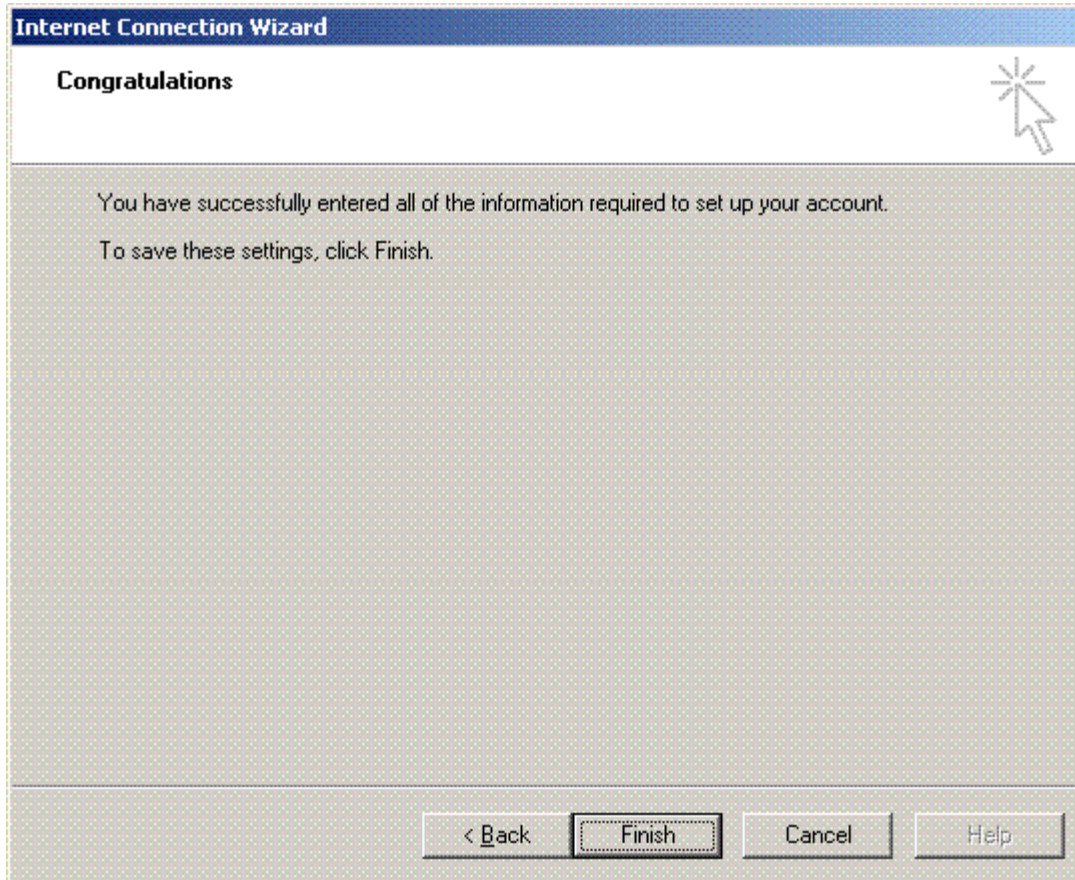


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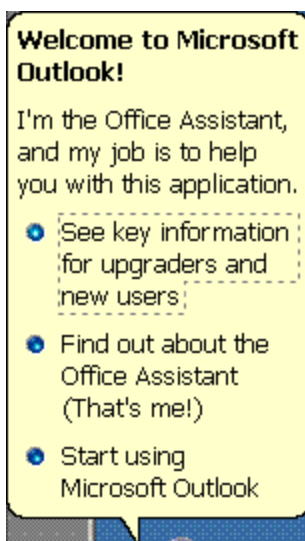
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10. If necessary, get rid of the Office Assistant (paperclip) by clicking on the [Start using Microsoft Outlook] option (you may not need to do this step.)





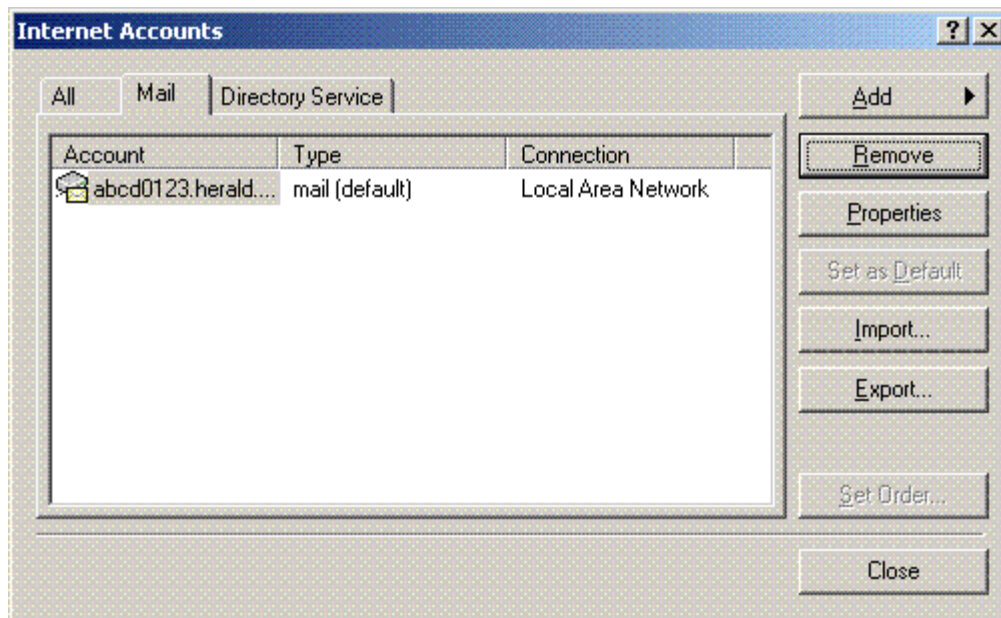
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11. If the Internet Accounts window isn't visible (see below), select [Accounts] from the [Tools] menu and if necessary click on the Mail tab.



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.

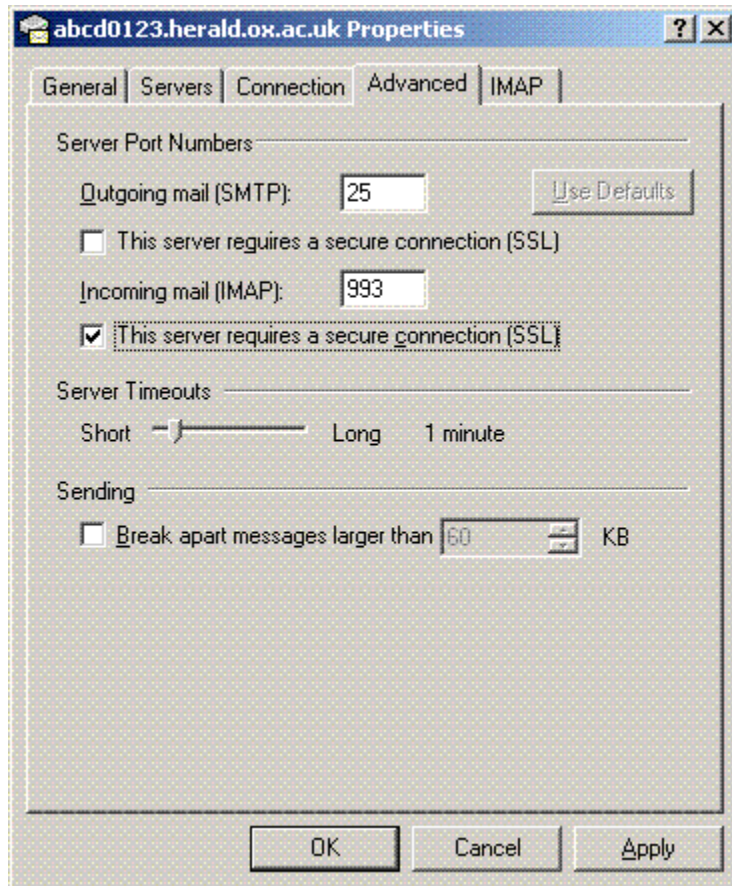


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13. Your email account is now set up. In order to view the folders for your email account you may need to click on the [View] menu and choose [Folders]. You will see your new email account either above or below the Outlook Today - [Personal Folders] 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.)

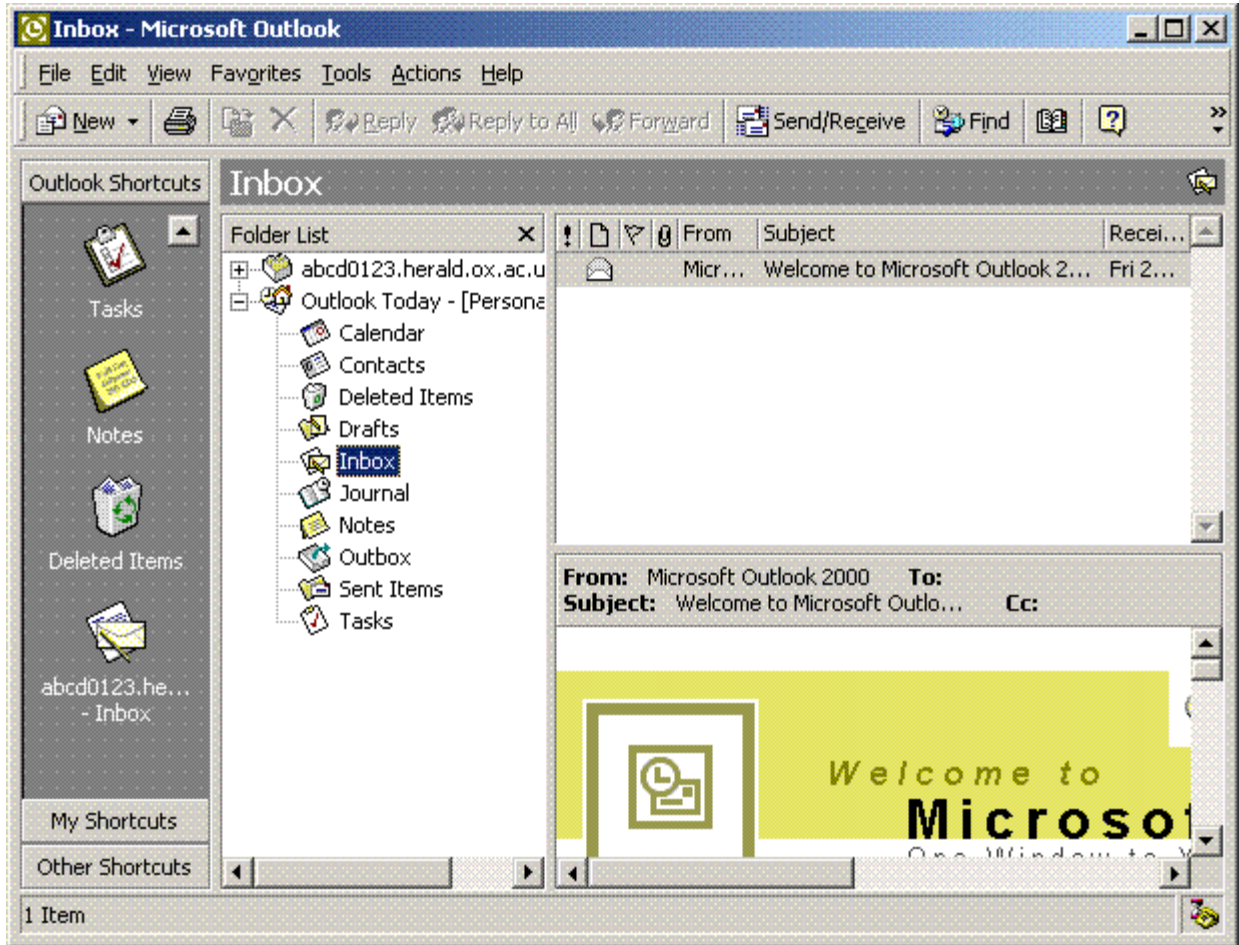
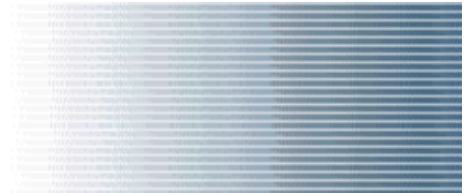


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14. In order to check your email, click on *Send/Receive* below the menus at the top of the Outlook screen. You will probably be prompted to enter your email account password. Do this and click on OK.