



Setting up a new e-mail account with Microsoft Outlook 2000

This fact sheet will take you through the steps required to set up a new e-mail account in Microsoft Outlook 2000. If you are using a different program for email please refer to the fact sheet for that program or contact Virtusoft Ltd if a fact sheet is not available.

Step 1:

From the menu in outlook select "Tools" then in the tools menu select "Accounts..."
(see Figure 1)

Step 2:

On the accounts screen click "Add " then click "Mail..."
(see Figure 2)

Step 3:

Enter the name you want all e-mails sent using this account to display in the "From" field into the "Display Name" field then click "Next >"

Step 4:

Enter the E-mail address people should use to reply to your messages into the "E-mail Address" field then click "Next >"

Step 5:

Set the "Incoming mail (POP3 or IMAP) server " address to the POP3 server given to you with your email account. For Virtusoft Ltd / Web Drive customers this will be in the format "pop.yourdomain.tld". Set the "Outgoing mail (SMTP) server" to your ISPs SMTP server. Click "Next >"
(see Figure 3)

Step 6:

Set the "User Name" field to the user name supplied for your email account. Set the "Password" field to the password supplied for your email account. Tick "Remember Password", un-tick "Log on using Secure Password Authentication (SPA)" then click "Next >"
(see Figure 4)

Step 7:

Select the method you use to connect to the internet then click "Next >"
(see Figure 5)

Step 8:

Click "Finish"

You have now completed setting up your new e-mail account.

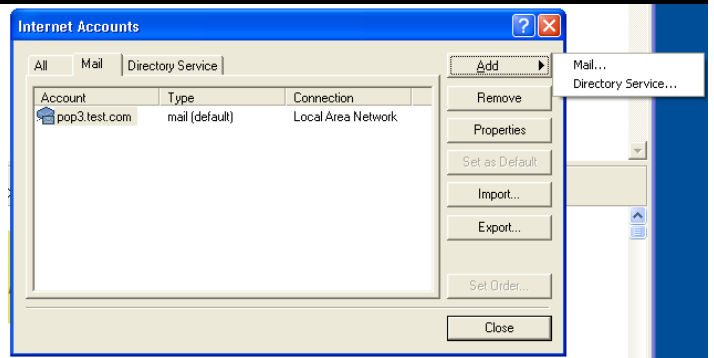


Figure 2

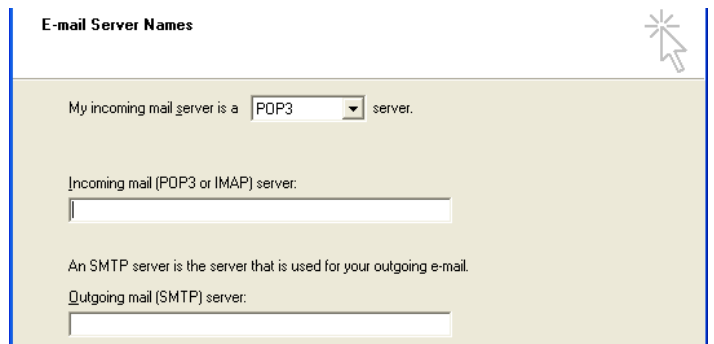


Figure 3

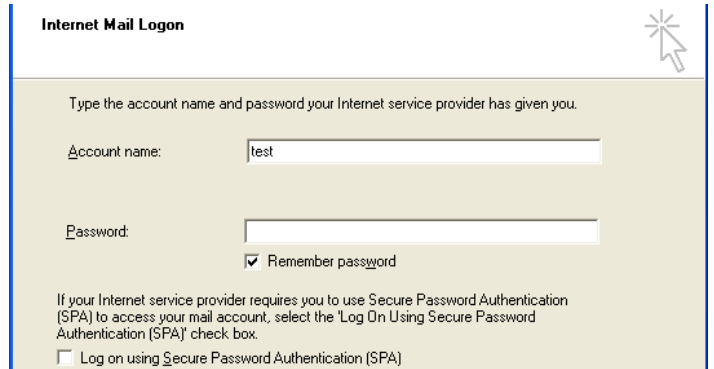


Figure 4

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

Figure 5

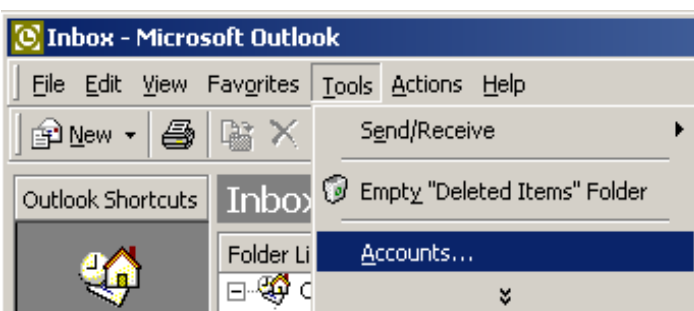


Figure 1





Changing an e-mail account with Microsoft Outlook 2000

This fact sheet will take you through the steps required to change an existing e-mail account in Microsoft Outlook 2000. If you are using a different program for email please refer to the fact sheet for that program or contact Virtusoft Ltd if a fact sheet is not available.

Step 1:

From the menu in outlook select "Tools" then in the tools menu select "Accounts..."
(see Figure 1)

Step 2:

On the accounts screen select the account you wish to change then click "Properties"
(see Figure 2)

Step 3:

The "General" tab allow you to change the name of the account and the User Information that is used when sending e-mail. You can also choose whether to include this account when "Send/Receive" is clicked
(see Figure 3)

Step 4:

The "Servers" tab allows you to change which servers outlook should use for sending and receiving e-mail and the account details used to receive e-mail
(see Figure 4)

Step 5:

Click "Ok" to save your settings and return to the account list

Step 6:

Click "Close" to return to Outlook 2000

You have now changed your e-mail account.



Figure 3

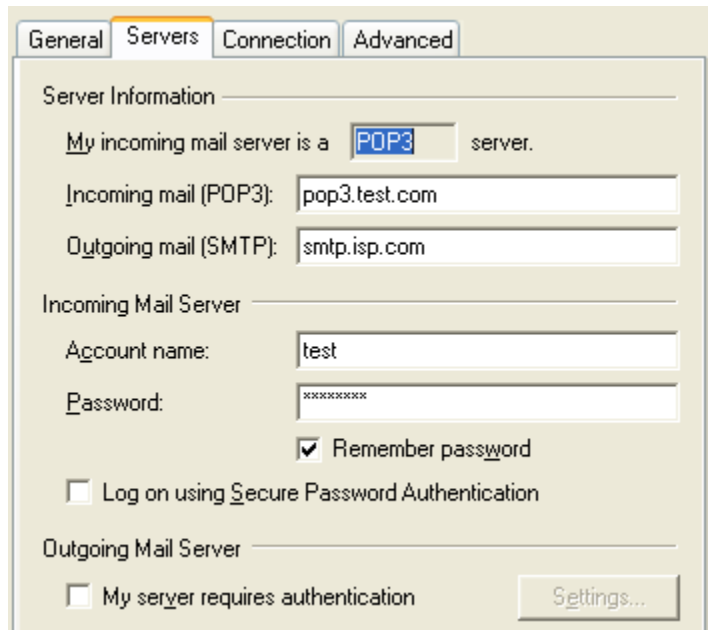


Figure 4

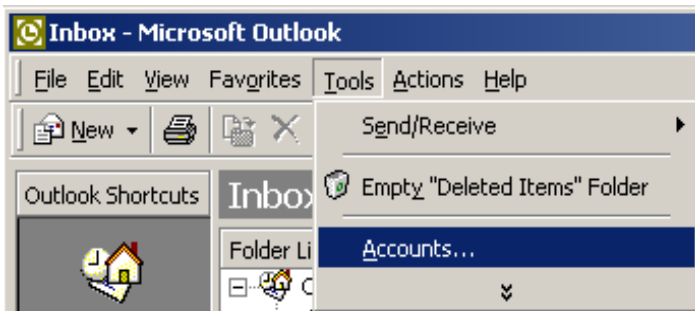


Figure 1

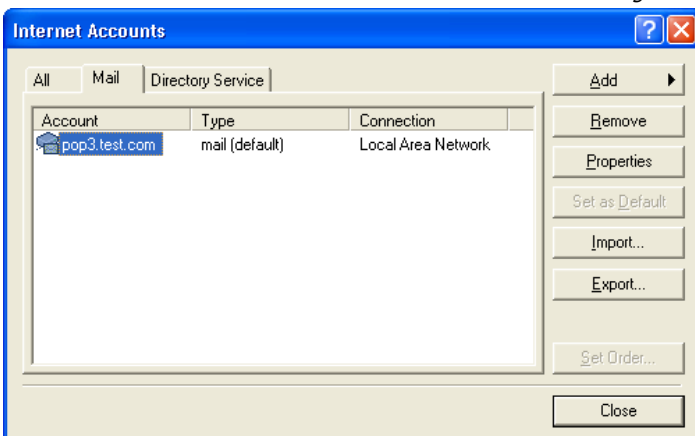


Figure 2

