

Configuring MS Outlook 2000 with an IMAIL account

(on a user's computer that is already running Outlook)

1. Open **MS Outlook** by clicking on the Microsoft Outlook icon on the desktop or by clicking on the **Start** button, clicking **Programs**, and clicking on **Microsoft Outlook**.
2. Click on **Tools** and then click **Accounts**.
3. Click the **Add** button.
4. Click on the and follow the instructions from **Configuring MS Outlook With an Imail Account (if MS Outlook has never been run on the user's computer)** starting with STEP # 4.

Configuring MS Outlook With an Imail Account

(if MS Outlook has never been run on the user's computer)

Open Microsoft Outlook

Open **Microsoft Outlook** by clicking the **Outlook** icon on your desktop (alternatively, you can click the **Start** button, click on **Programs** (or All Programs) and click on **Microsoft Outlook**.

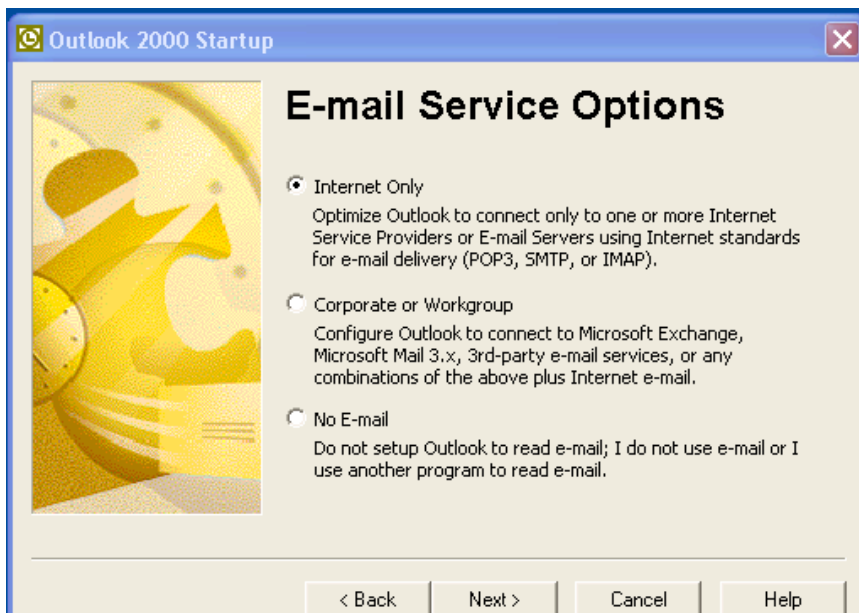


Outlook 2000 Startup Window

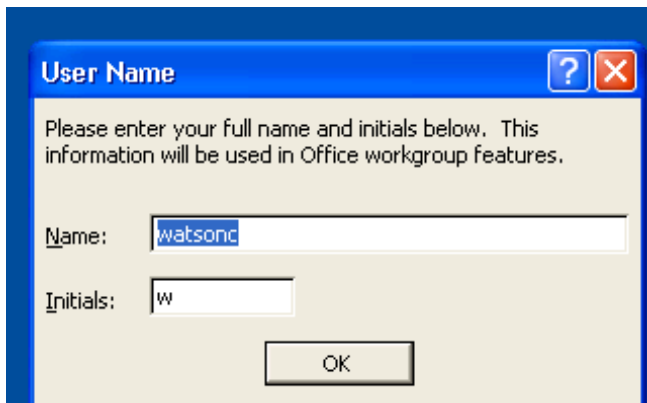
1. The **Outlook 2000 Startup** window will appear. Click **Next**.



2. **Email Service Options** – Choose the **Internet Only** option and click **Next**.

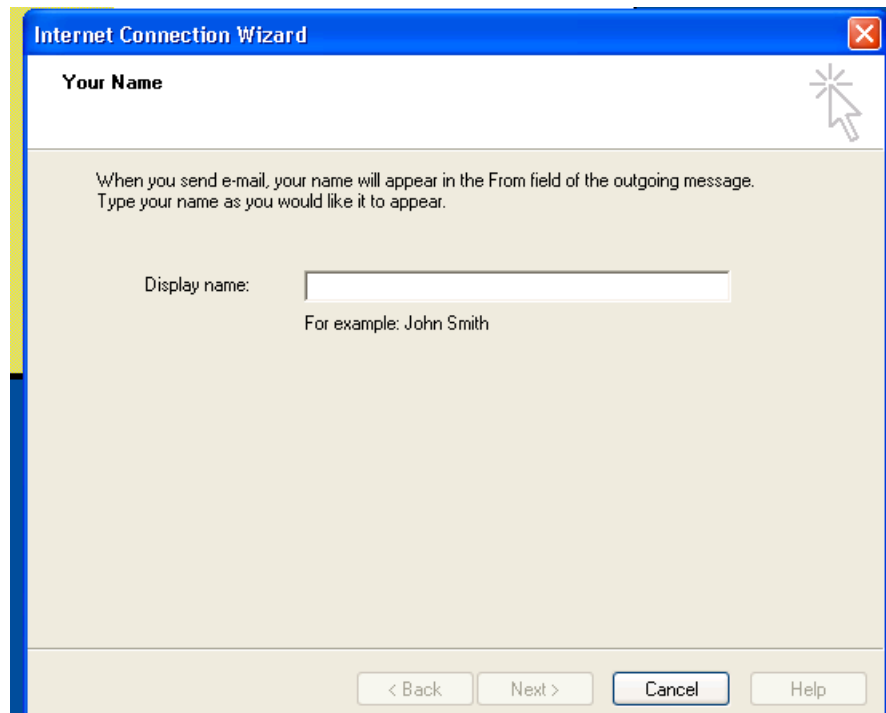


3. Verify your username and click **OK**.



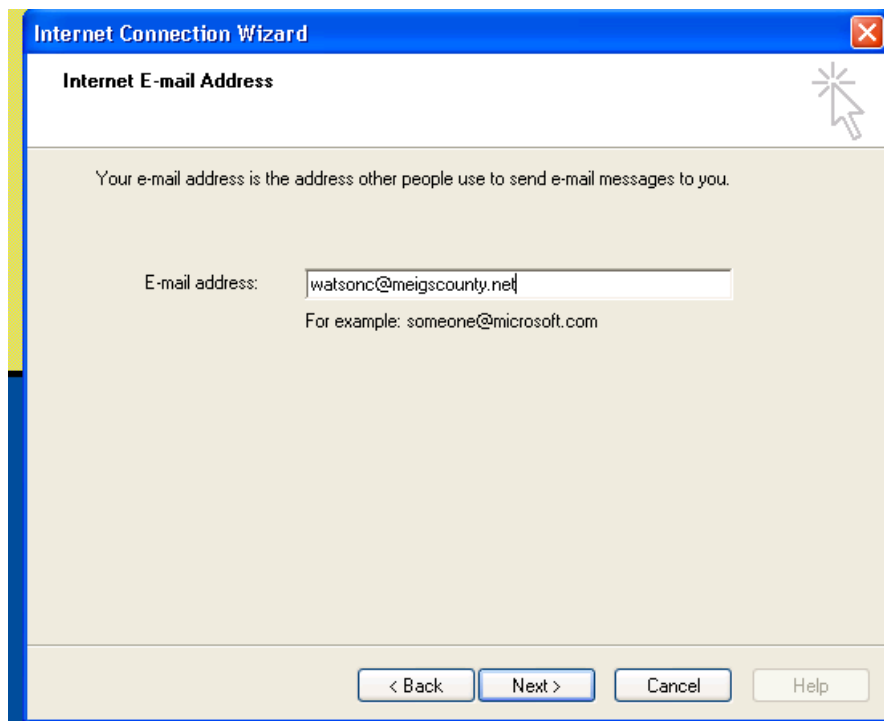
The image shows a Windows dialog box titled "User Name". The title bar is blue and contains a question mark icon and a close button. The main area has a light beige background. It contains the following text: "Please enter your full name and initials below. This information will be used in Office workgroup features." Below this text are two input fields. The first is labeled "Name:" and contains the text "watsonc". The second is labeled "Initials:" and contains the text "W". At the bottom center of the dialog is an "OK" button.

4. Type in your display name as you want it to appear and click **Next**.



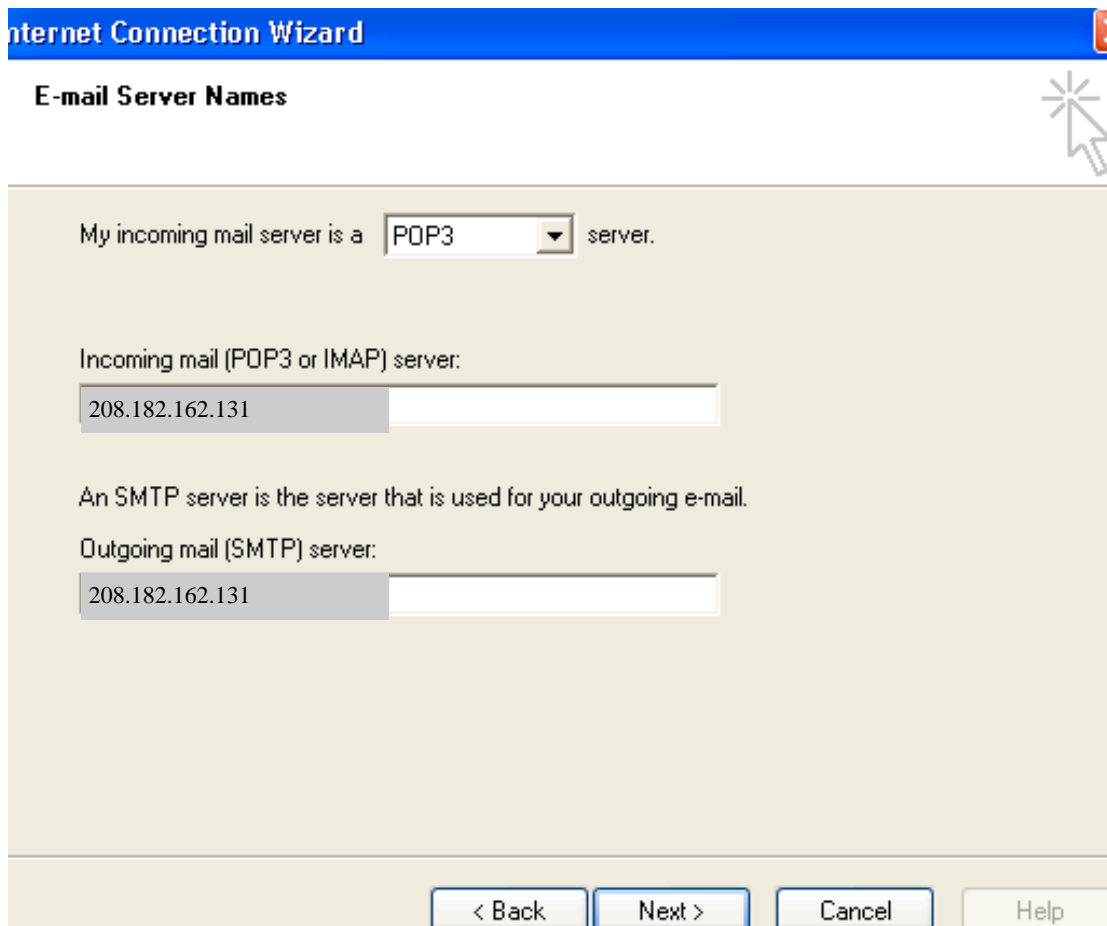
The image shows a Windows wizard window titled "Internet Connection Wizard". The title bar is blue and contains a close button. The main area has a light beige background. It contains the following text: "Your Name" (in bold), "When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear." Below this text is a text input field labeled "Display name:". Below the input field is the text "For example: John Smith". At the bottom of the wizard are four buttons: "< Back", "Next >", "Cancel", and "Help". A mouse cursor is pointing at the top right corner of the main area.

5. Type in your IMAIL address (for example watsonc@meigscounty.net) and click **Next**.



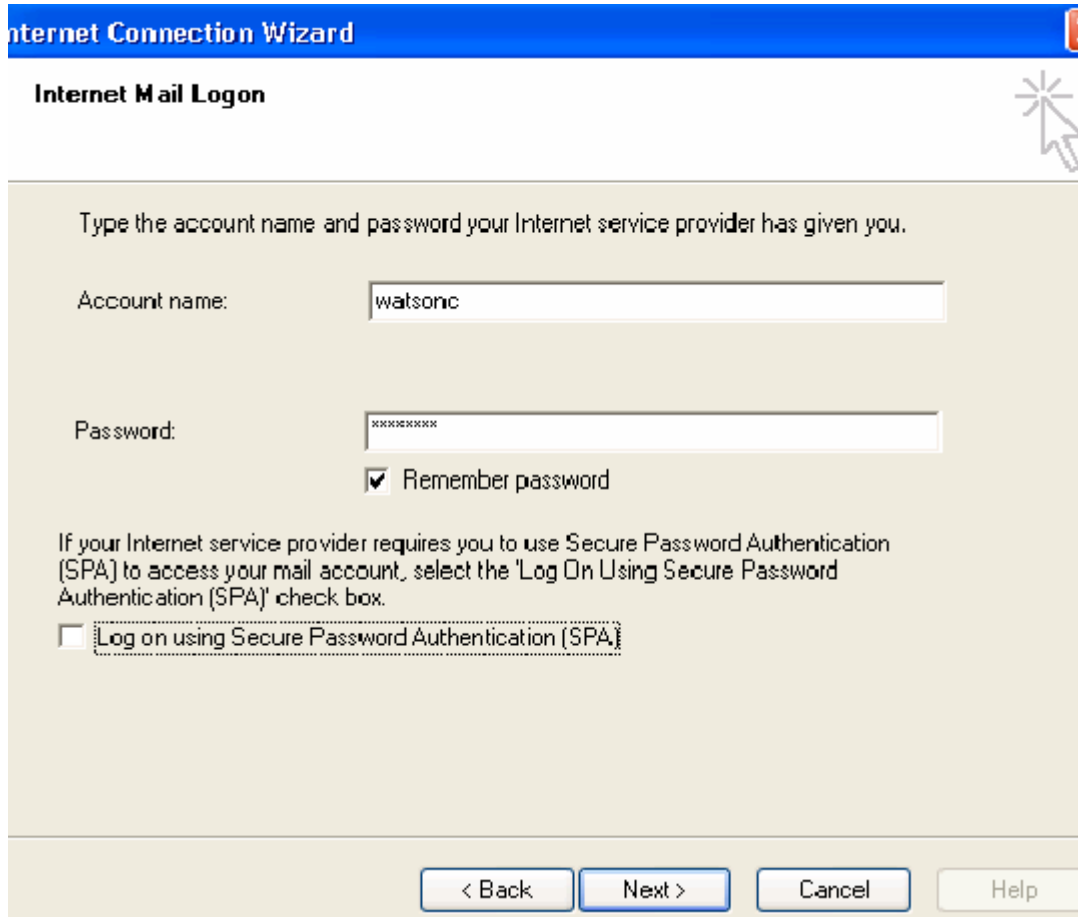
The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "Internet E-mail Address". Below the sub-header is a text box containing "watsonc@meigscounty.net". Above the text box is the instruction: "Your e-mail address is the address other people use to send e-mail messages to you." Below the text box is the example: "For example: someone@microsoft.com". At the bottom of the window are four buttons: "< Back", "Next >", "Cancel", and "Help".

6. Enter **mail.meigscounty.net** as the incoming and outgoing mail servers in the two field boxes. Click **Next**.



The screenshot shows a window titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". Below the sub-header is a text box containing "208.182.162.131". Above the text box is the instruction: "My incoming mail server is a POP3 server." Below the text box is the label: "Incoming mail (POP3 or IMAP) server:". Below the label is another text box containing "208.182.162.131". Above the second text box is the instruction: "An SMTP server is the server that is used for your outgoing e-mail." Below the instruction is the label: "Outgoing mail (SMTP) server:". Below the label is a third text box containing "208.182.162.131". At the bottom of the window are four buttons: "< Back", "Next >", "Cancel", and "Help".

7. In the **Account Name** field box type in your IMAIL userid (username). Type your password in the **Password** field box. Make sure there is no check mark in the checkbox beside **Log in using Secure Password Authentication(SA)** by clicking on the checkbox. Click **Next**.



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main area contains instructions: "Type the account name and password your Internet service provider has given you." Below this are two input fields: "Account name:" with the text "watsonc" and "Password:" with masked characters "*****". A checked checkbox labeled "Remember password" is positioned below the password field. A paragraph of text explains that if the ISP requires Secure Password Authentication (SPA), the user should select the "Log On Using Secure Password Authentication (SPA)" checkbox. This checkbox is currently unchecked. At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help". A mouse cursor is visible in the top right corner of the dialog box.

Internet Connection Wizard

Internet Mail Logon

Type the account name and password your Internet service provider has given you.

Account name:

Password:

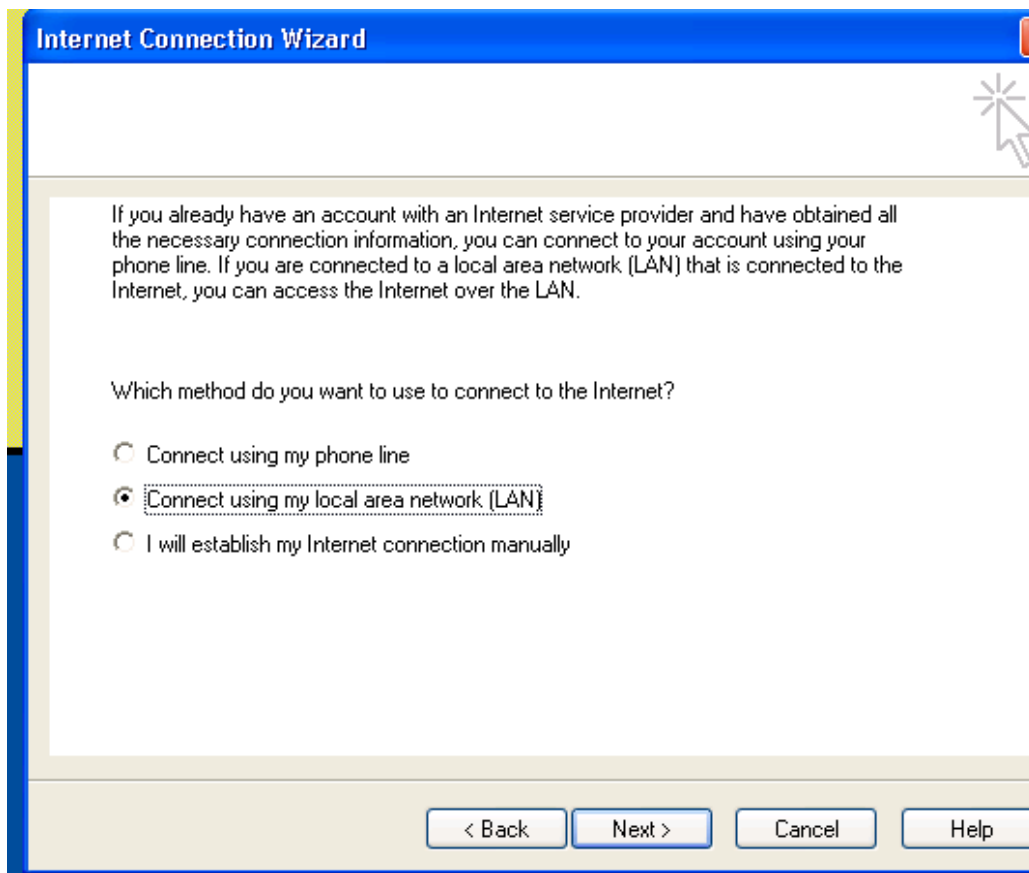
Remember password

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.

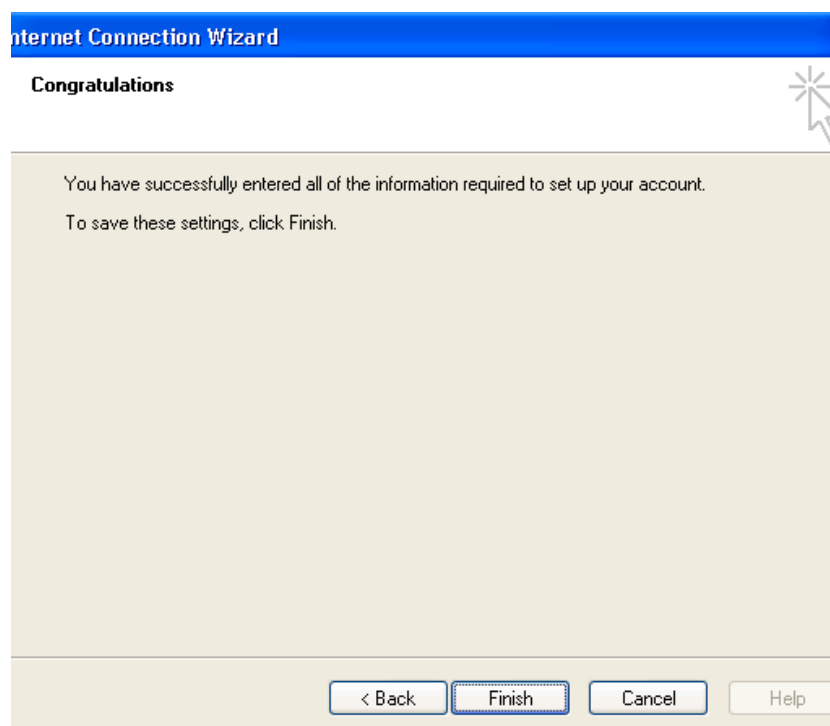
Log on using Secure Password Authentication (SPA)

< Back Next > Cancel Help

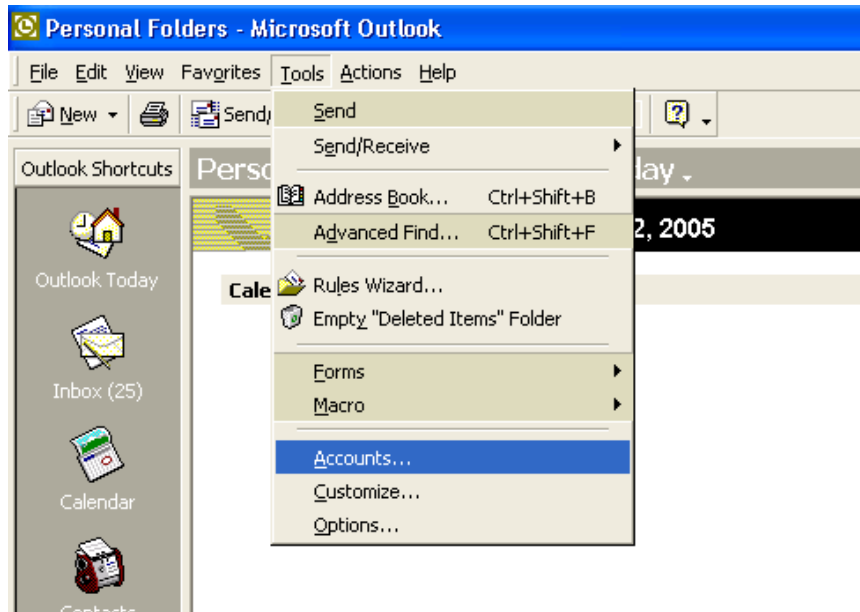
8. Click on the Connect by using my local area network connection (LAN) and click **Next**.



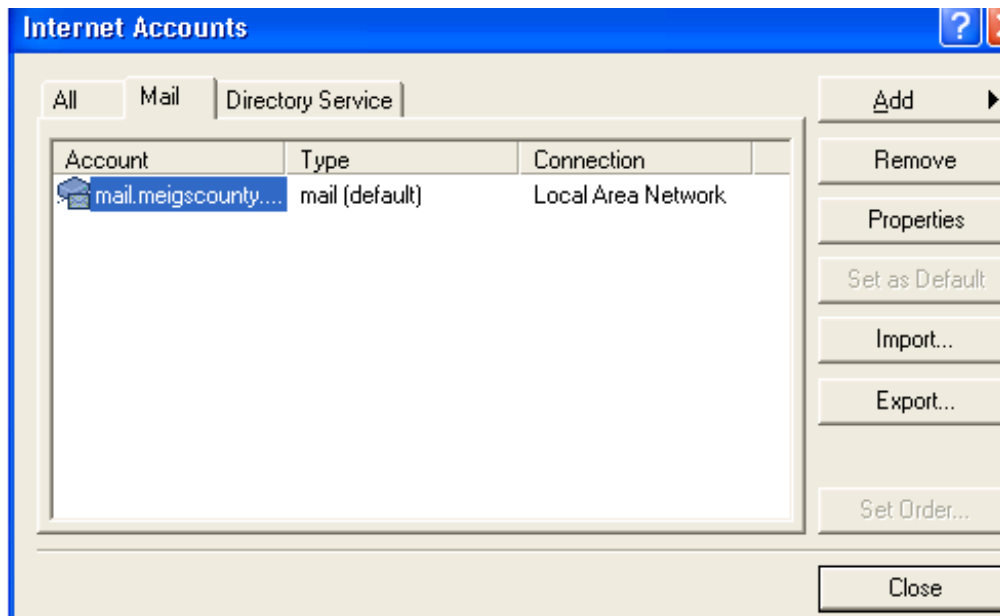
9. Click on **Finish** to close the **Outlook Startup Wizard**.



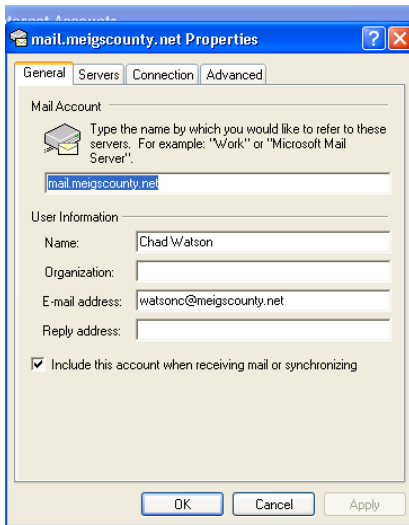
10. Once the MS Outlook program starts running you will have to change one setting on your account. Click on the **Tools** menu and click on **Accounts**.



11. Click on the **mail.meigscounty.net** account and click **Properties**.



12. Click on the **Servers** tab.



13. Under the **Outgoing Mail Server**, place a check mark in the box beside **My server requires authentication**. Click **OK**.

