

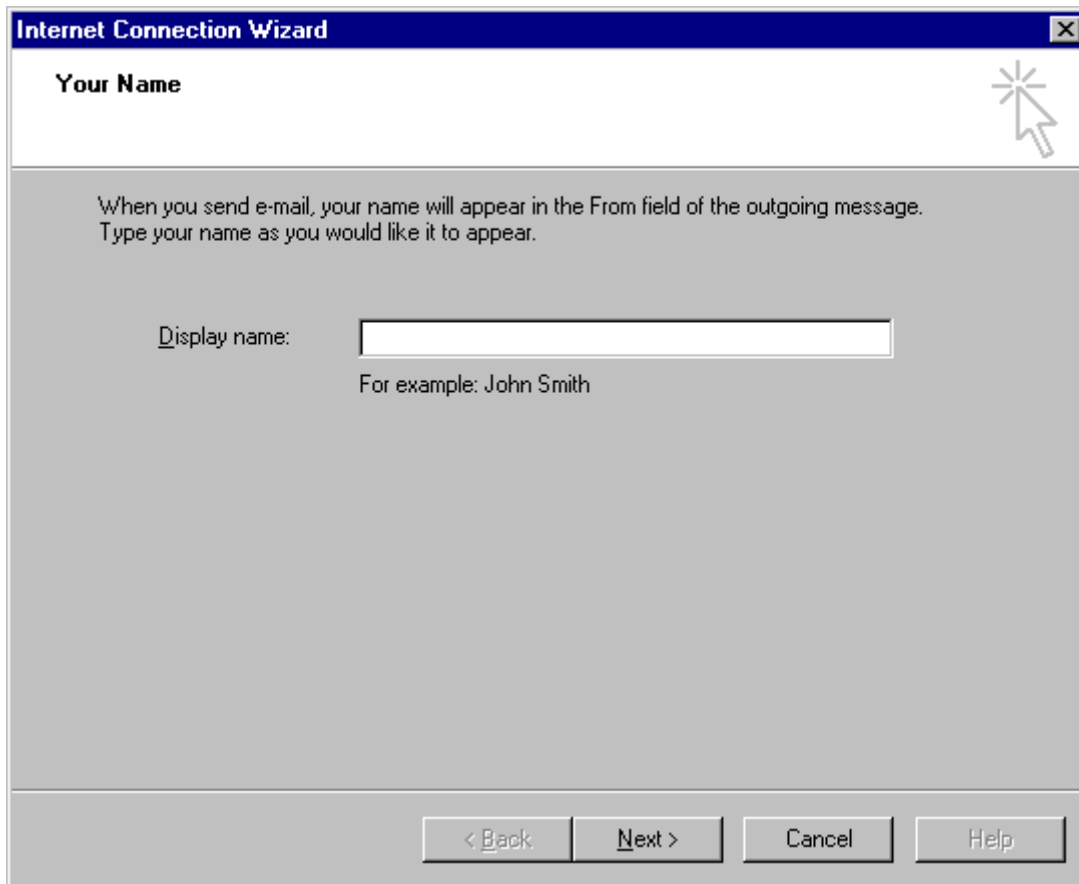
Outlook 2000 Setup

Configure Microsoft Outlook 2000 to receive email.

Open Outlook 2000, click on **Tools** and then choose **Accounts**. The following box will appear:

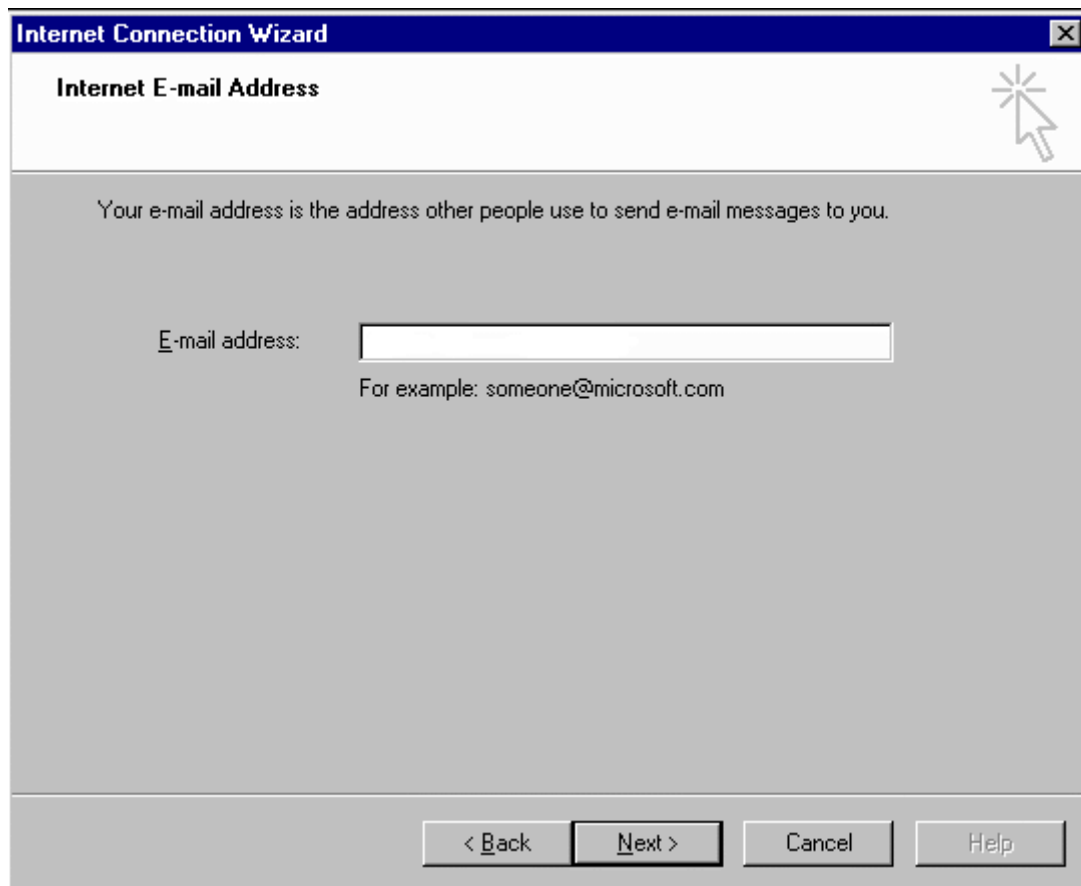


Click on the **Mail** tab and then click on **Add --> Mail**. The following box appears:



Under Display name, type in the name that you would like to appear in the from field of your outgoing messages.

Click **Next**. The following box appears:



Enter the full address of your email account. For example, user@nlu.org

Click **Next**. The following box appears:

The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a sub-header "E-mail Server Names". The main content area contains the following text and controls:

- "My incoming mail server is a server." (The dropdown menu is currently set to "POP3")
- "Incoming mail (POP3 or IMAP) server:" followed by an empty text input field.
- "An SMTP server is the server that is used for your outgoing e-mail."
- "Outgoing mail (SMTP) server:" followed by an empty text input field.

At the bottom of the dialog box, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

In "My incoming mail server is a" field, leave POP3. In the "Incoming mail (POP3 or IMAP) server" field enter: nlu.org

In the "Outgoing mail (SMTP) server" field enter: nlu.org

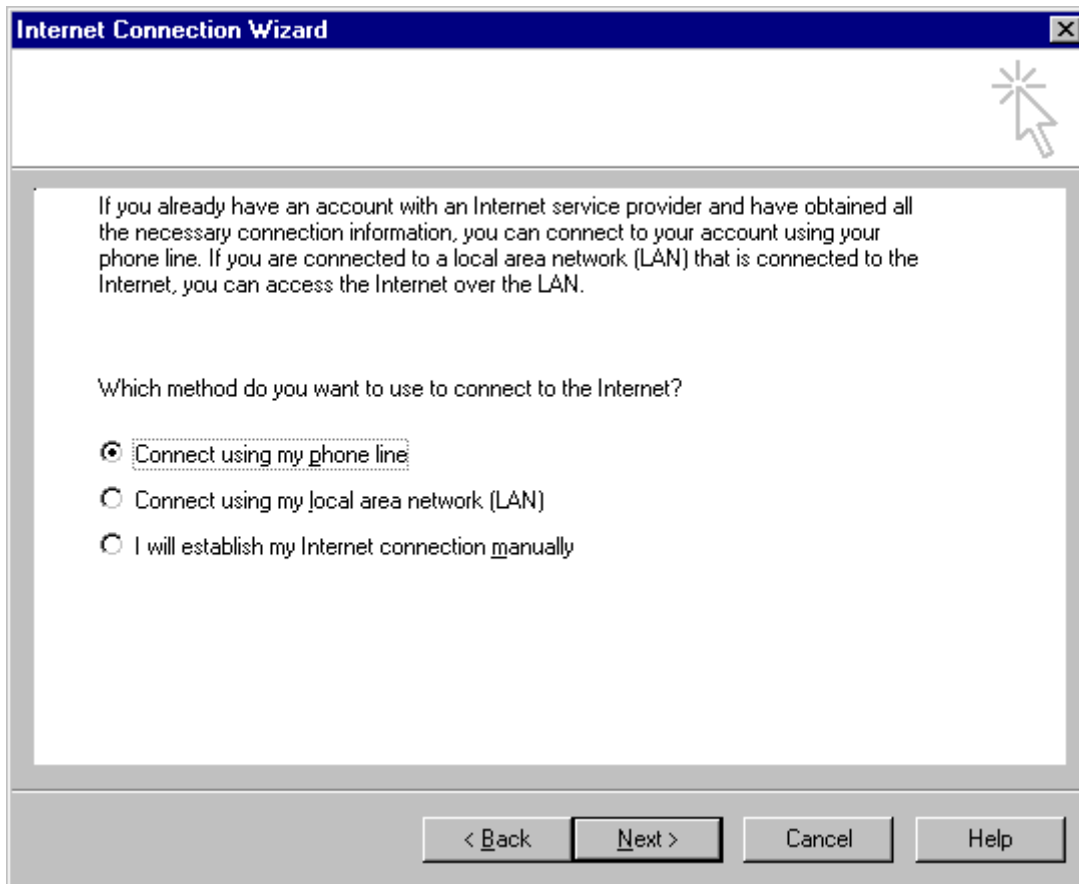
Click **Next**. The following box appears:

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

In the "Account name" field enter the full email address of your email account: user@nlu.org

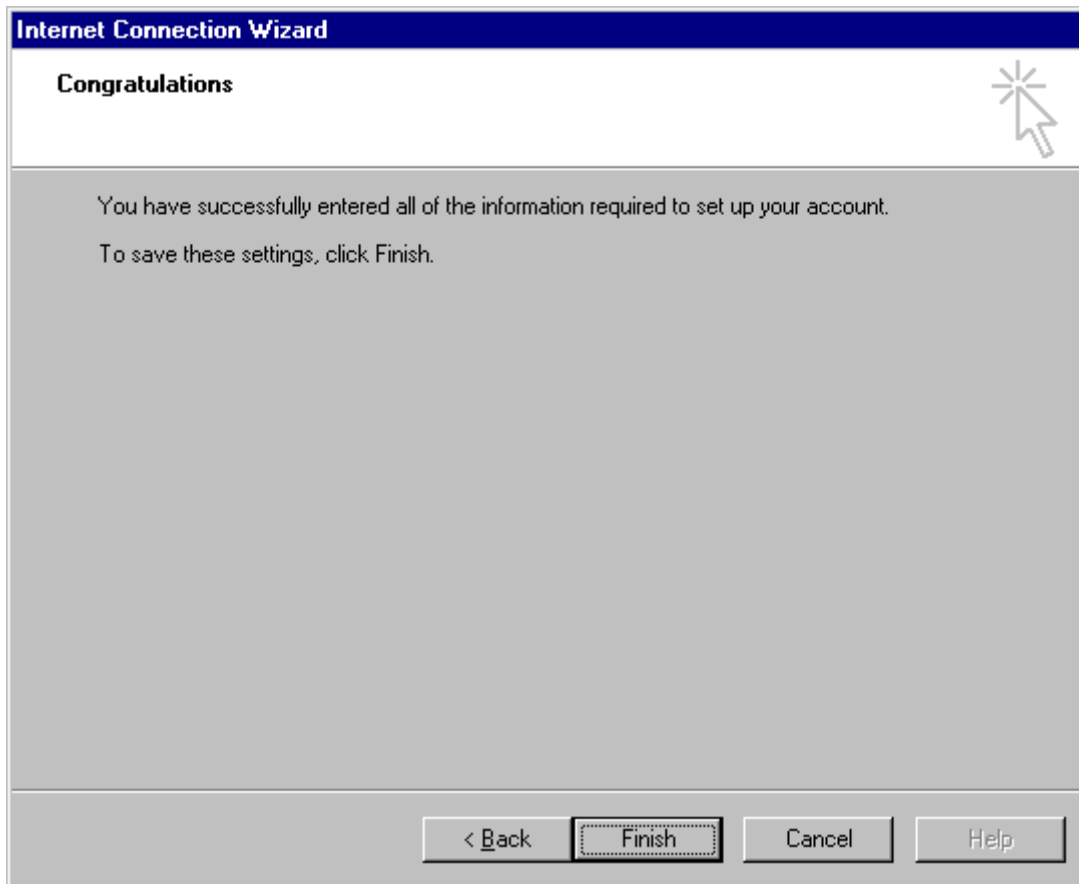
In the "Password" field enter the password.

Click **Next**. The following box appears:



Choose the connection type to the Internet.
Select "Connect using my local area network (LAN)"

Click **Next**. The following box appears:



Click **Finish**.

Your Outlook 2000 email configuration is now complete.

You will need to restart Outlook 2000 before you can start sending and receiving email.