



Net Specialists FAQ: How Do I Set Up Microsoft Outlook to Use My New E-Mail Address?

This document assumes you are using Microsoft Outlook 2000. If you are using a previous version of Outlook, it is recommended that you upgrade to Outlook 2000.

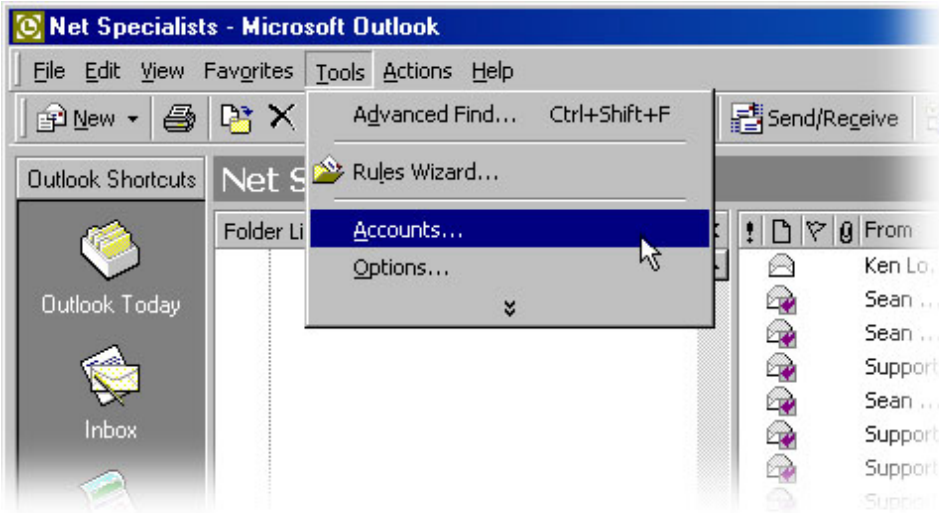
Security Advisory: As many people are aware, there are certain security risks associated with e-mail. By following the guidelines below, you can virtually eliminate the need to worry about being infected by a virus through e-mail.

- Do not open attachments in e-mail messages from people you don't know.
- Do not open attachments with the following extensions: vbs, js, jsp, asp, com, bat. It is likely that these attachments are actually scripts designed to load a Trojan Horse-type virus onto your computer. Even if the message is from somebody you know and trust, do NOT open script attachments with those extensions!
- Do not run attachments you receive with an exe extension. Files with an exe extension are programs that could contain viruses.
- Net Specialists strongly recommends against downloading and running novelty programs or programs from small vendors whose backgrounds are uncertain.
- Generally you can feel safe opening attachments with extensions such as jpg, gif and bmp. These are image files and cannot transfer viruses to your computer the way script files or programs can.
- Use common sense while online. The internet is a wonderful resource, but many people are struck by viruses when they download and run shareware or freeware files from small vendors. If a program is useful, buy it from the manufacturer. If you receive an attachment in an e-mail message and you don't know what it is, delete it.

Please proceed to the next page to read the Microsoft Outlook Setup instructions...

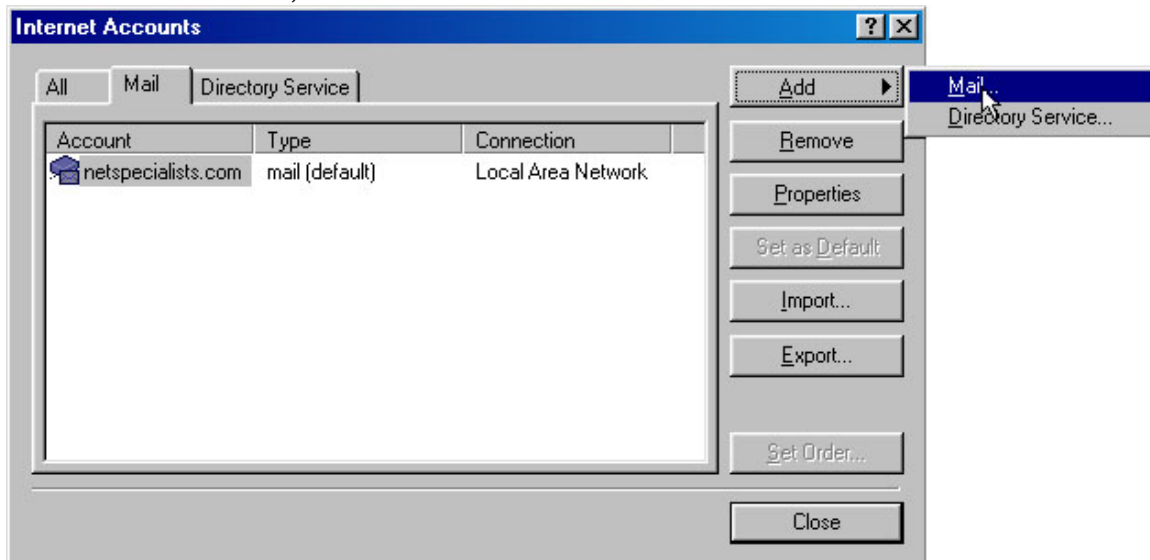
Setting Up Microsoft Outlook to Use Your New E-Mail Address - Step 1

In Microsoft Outlook 2000, click on the Tools menu, then click on Accounts as shown:



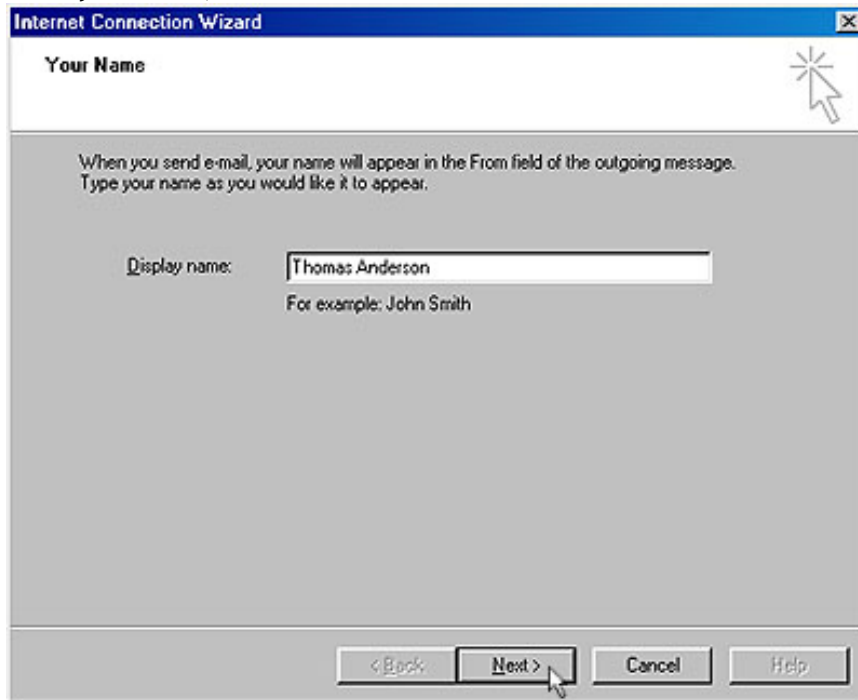
Setting Up Microsoft Outlook to Use Your New E-Mail Address - Step 2

Click on the Add button, then click on Mail...



Setting Up Microsoft Outlook to Use Your New E-Mail Address - Step 3

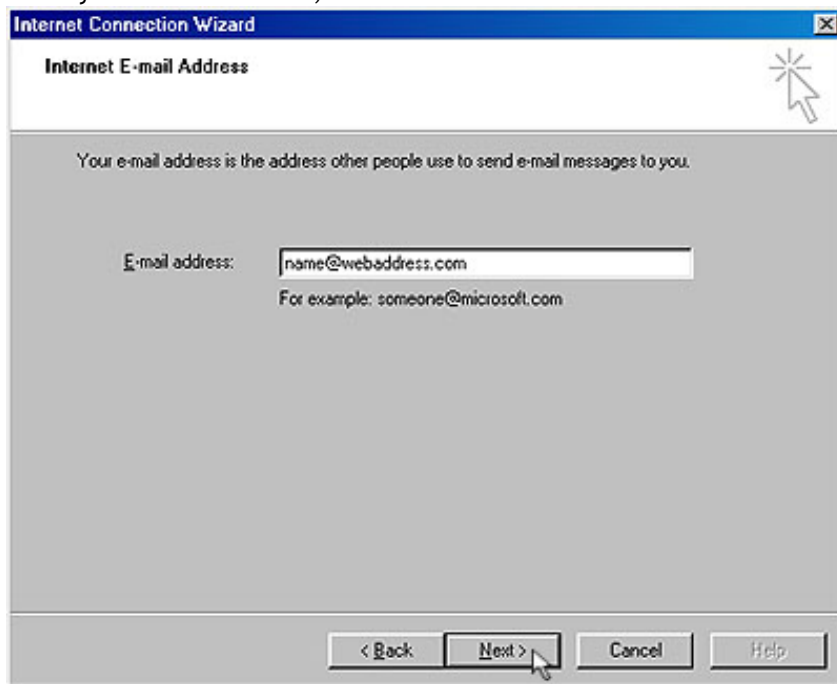
Enter your name, then click the Next > button...



The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box containing 'Thomas Anderson'. To the left of the text box is the label 'Display name:'. Below the text box is the text 'For example: John Smith'. At the bottom of the window, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. A mouse cursor is pointing at the 'Next >' button.

Setting Up Microsoft Outlook to Use Your New E-Mail Address - Step 4

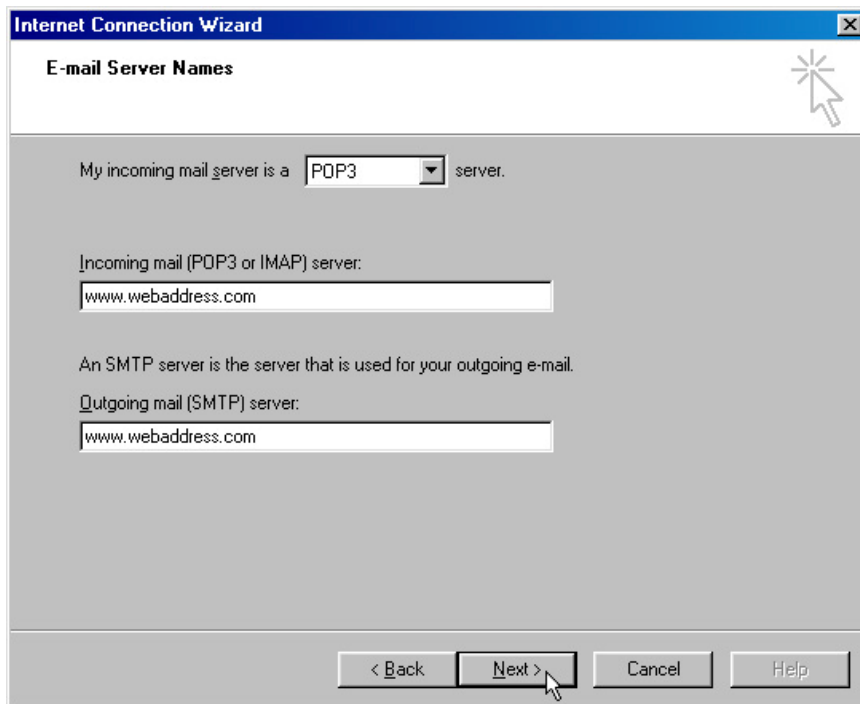
Enter your e-mail address, then click the Next > button...



The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box containing 'name@webaddress.com'. To the left of the text box is the label 'E-mail address:'. Below the text box is the text 'For example: someone@microsoft.com'. At the bottom of the window, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. A mouse cursor is pointing at the 'Next >' button.

Setting Up Microsoft Outlook to Use Your New E-Mail Address - Step 5

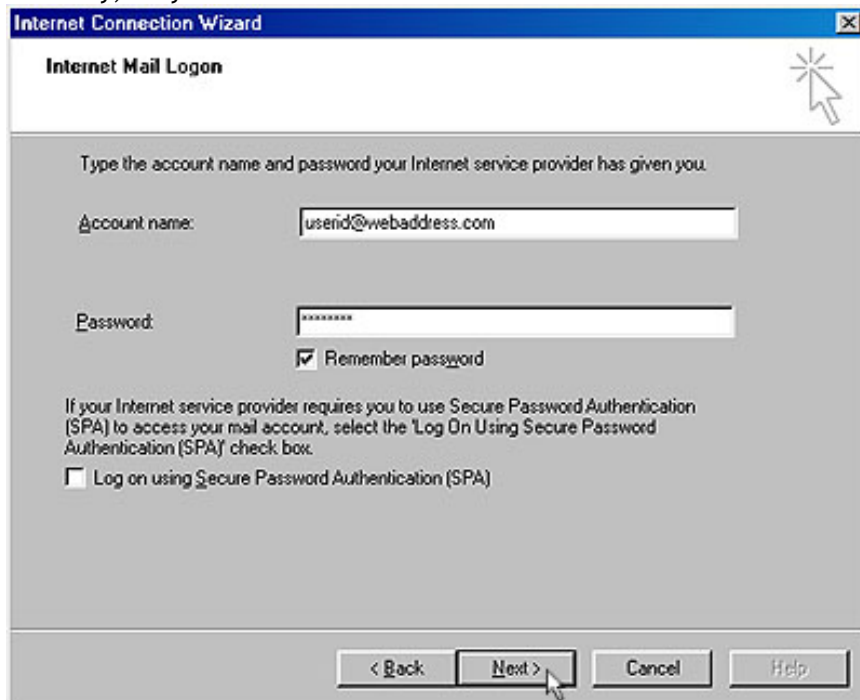
Enter your domain name, without the http:// part, into both fields here, then click the Next > button...



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'E-mail Server Names' step. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a dropdown menu for 'My incoming mail server is a' set to 'POP3', followed by the text 'server.'. There are two text input fields: the first is labeled 'Incoming mail (POP3 or IMAP) server:' and contains 'www.webaddress.com'; the second is labeled 'Outgoing mail (SMTP) server:' and also contains 'www.webaddress.com'. At the bottom of the dialog, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. A mouse cursor is pointing at the 'Next >' button.

Setting Up Microsoft Outlook to Use Your New E-Mail Address - Step 6

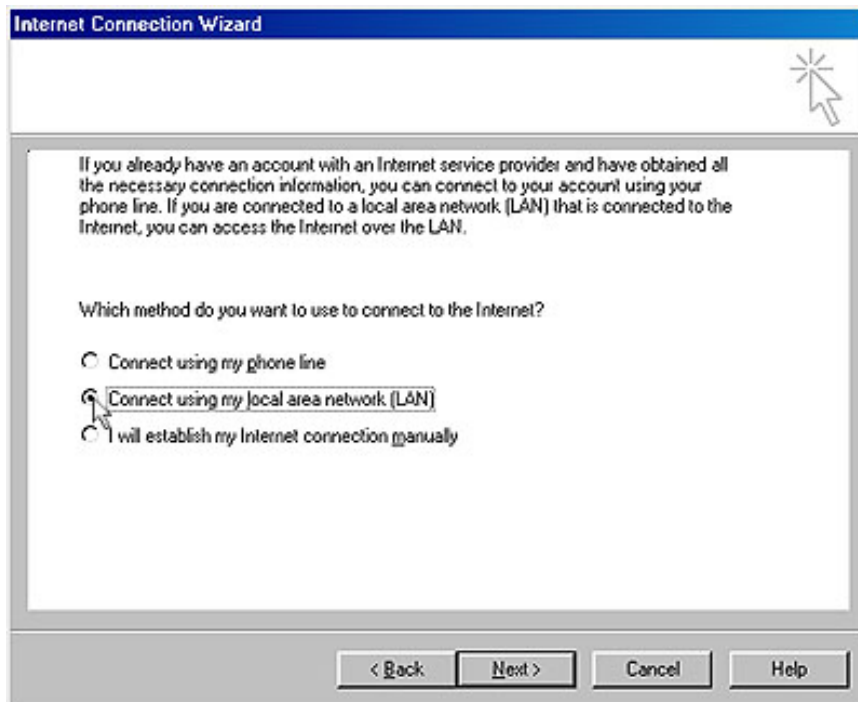
Enter your e-mail address into the Account name: field and enter your password into the Password: field. Remember that your e-mail address and password are case-sensitive. Normally, they are both all lower-case. Click the Next > button to continue...



The screenshot shows the 'Internet Connection Wizard' dialog box, specifically the 'Internet Mail Logon' step. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text input field for 'Account name:' containing 'userid@webaddress.com'. Below that is a text input field for 'Password:' containing '*****'. There is a checked checkbox labeled 'Remember password'. At the bottom, there is a checkbox labeled 'Log on using Secure Password Authentication (SPA)' which is currently unchecked. Below this checkbox is a small text block: '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.' At the bottom of the dialog, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. A mouse cursor is pointing at the 'Next >' button.

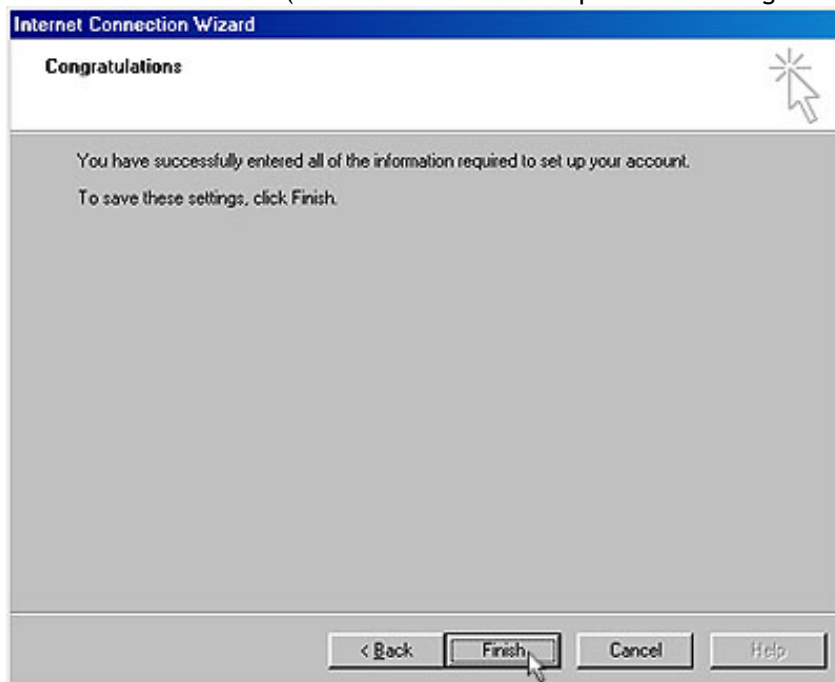
Setting Up Microsoft Outlook to Use Your New E-Mail Address - Step 7

If you connect to the Internet via modem, select the first option. If you connect via network, select the second item. If you do not want Outlook to determine how to connect, select the third item. Click the Next > button to continue...



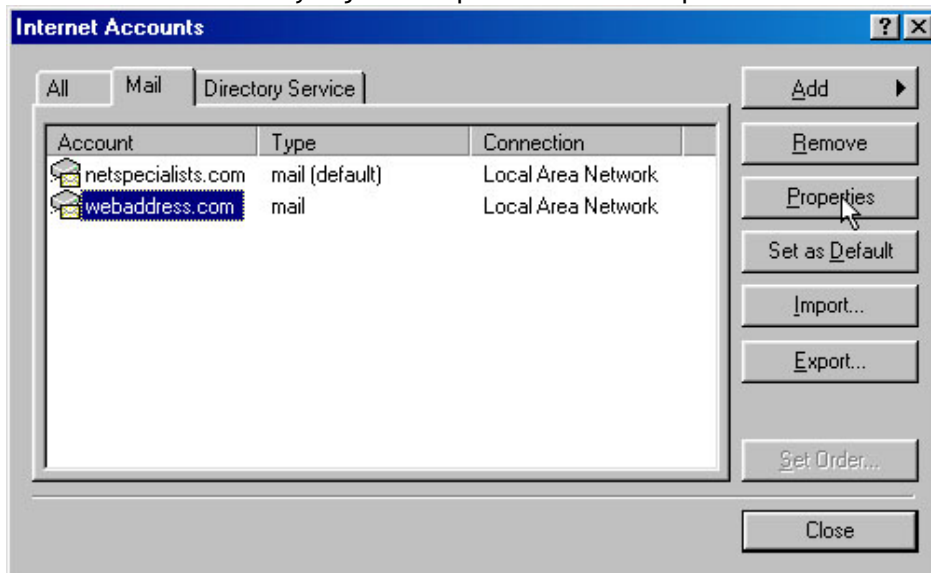
Setting Up Microsoft Outlook to Use Your New E-Mail Address - Step 8

Click the Finish button (but there are still a couple more settings...read on)...



Setting Up Microsoft Outlook to Use Your New E-Mail Address - Step 9

Select the new account you just set up and click the Properties button...



Setting Up Microsoft Outlook to Use Your New E-Mail Address - Step 10

Click on the Servers tab. Check the box that says My server requires authentication. Click OK, then click Close on the Accounts dialog. Outlook is now set up to use your new E-Mail address.

