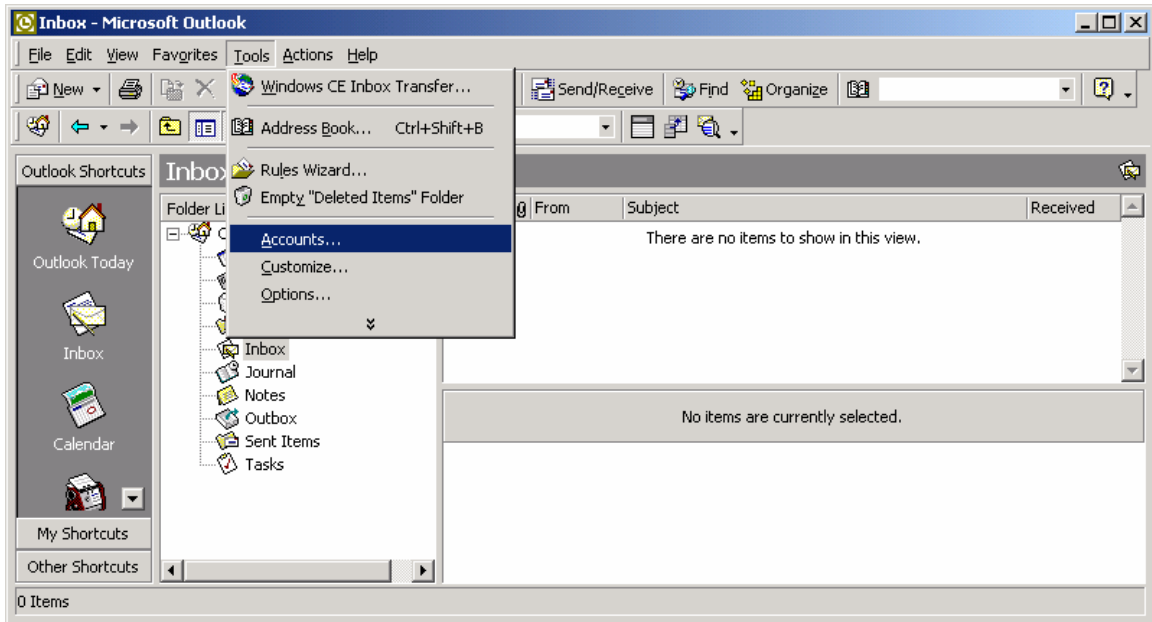


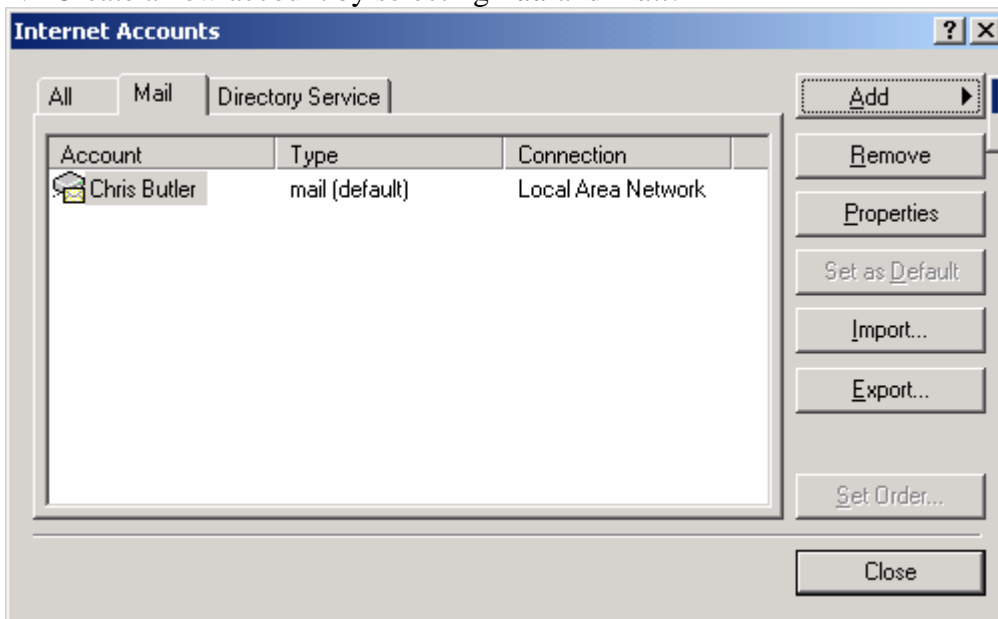
Outlook Email Settings from Home

MS Outlook 2000

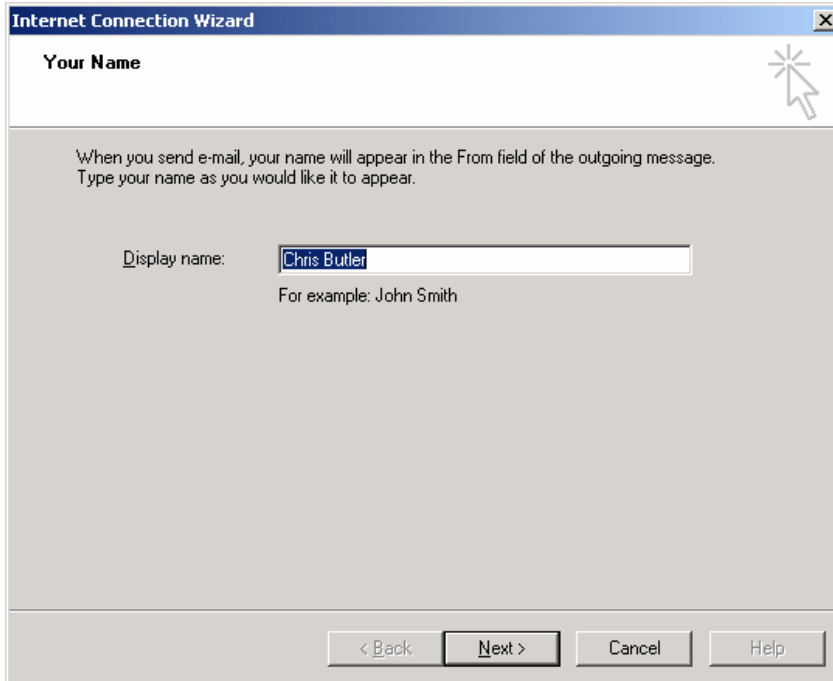
1. Select *Accounts* from the *Tools* menu



2. Create a new account by selecting *Add* and *Mail*.

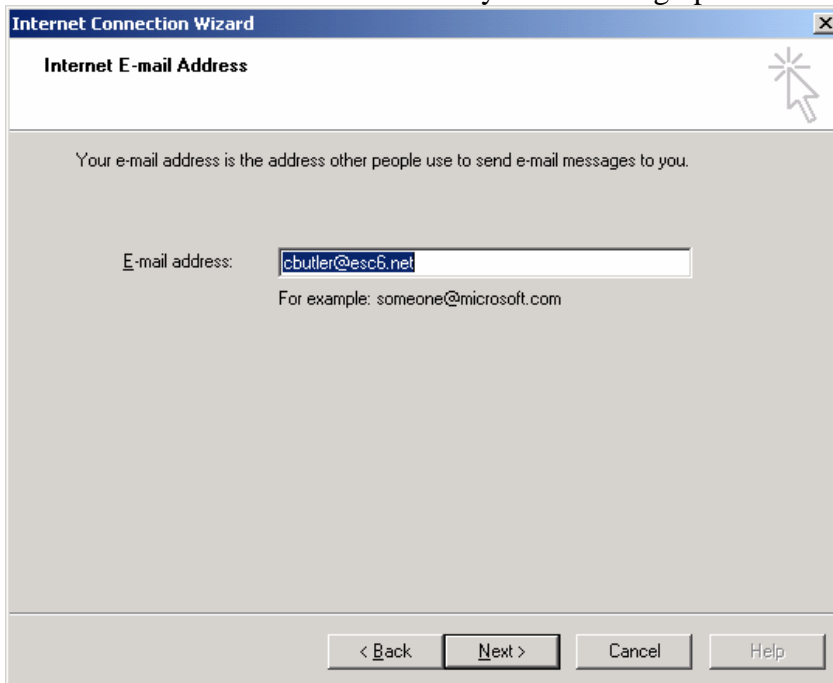


3. Enter the name of the email profile (this is just a description). Click *Next* when finished.



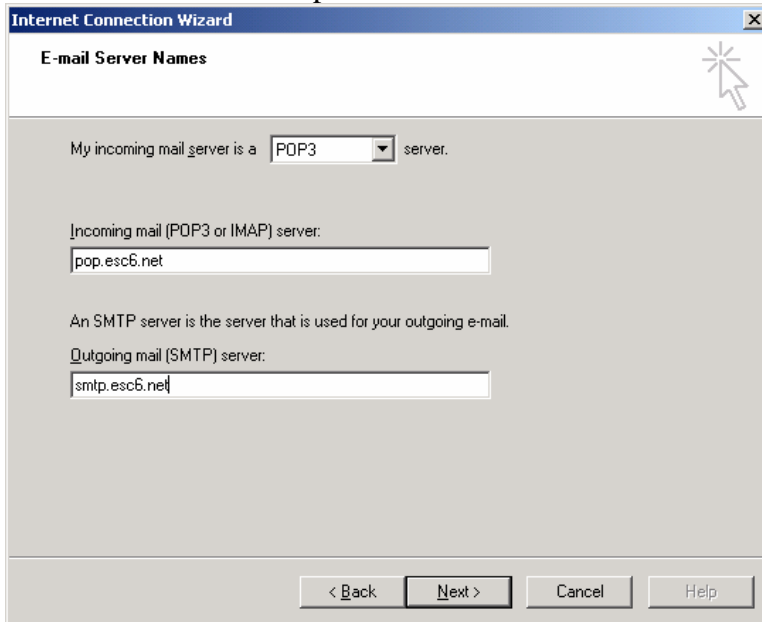
The screenshot shows the 'Your Name' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box containing 'Chris Butler'. To the left of the text box is the label 'Display name:'. Below the text box 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.

4. Enter the email address of which you are setting up.



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 'cbutler@esc6.net'. 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.

5. Enter the correct *Incoming mail (POP3) server* and *Outgoing mail (SMTP) server*.
 - a. POP3 = pop.esc6.net
 - b. SMTP = smtp.esc6.net

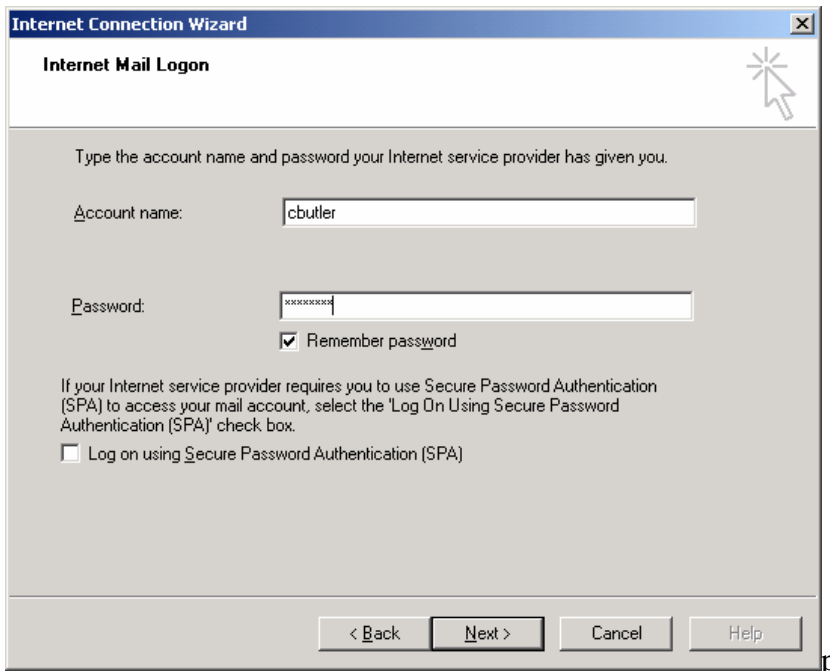


The screenshot shows the 'E-mail Server Names' dialog box in the Internet Connection Wizard. It has a title bar with 'Internet Connection Wizard' and a close button. The main area contains the following text and fields:

- 'My incoming mail server is a **POP3** server.' (The 'POP3' is in a dropdown menu.)
- 'Incoming mail (POP3 or IMAP) server:' followed by a text box containing 'pop.esc6.net'.
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by a text box containing 'smtp.esc6.net'.

At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

6. Enter the correct login information:
 - a. *Account name* for your email (ie this will be the first part of your email address - cbutler)
 - b. Enter the *Password* to download your email and check the *Remember password* option.Click *Next* to move on to the next window.



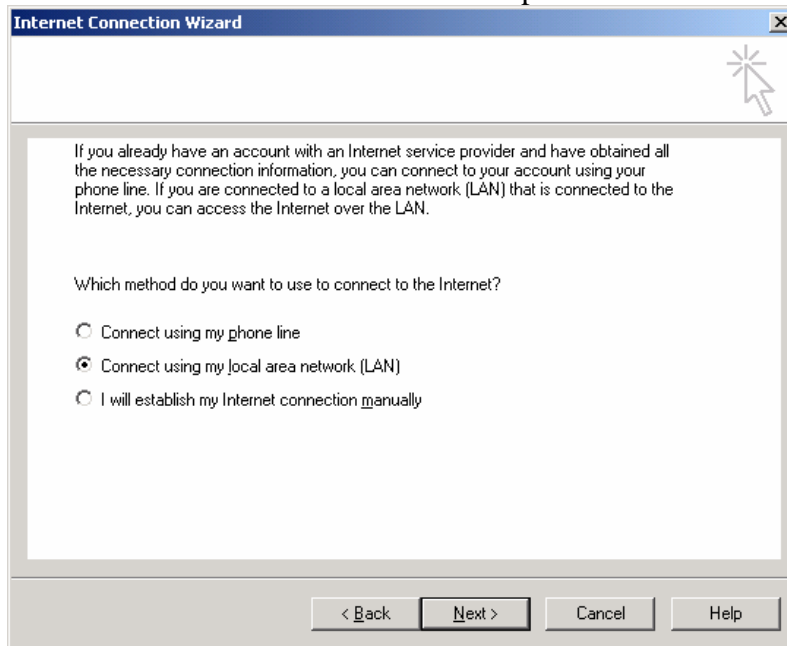
The screenshot shows the 'Internet Mail Logon' dialog box in the Internet Connection Wizard. It has a title bar with 'Internet Connection Wizard' and a close button. The main area contains the following text and fields:

- 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' followed by a text box containing 'cbutler'.
- 'Password:' followed by a text box containing 'xxxxxxxx'.
- A checked checkbox labeled 'Remember password'.
- 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.'
- An unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.

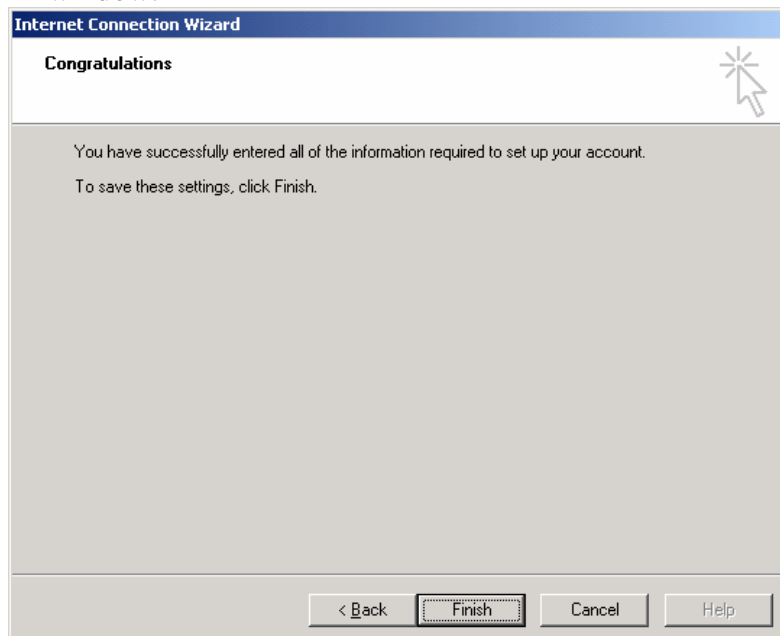
At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

7. At this point select how it is that you connect to your internet provider from home.
 - a. Select *connect using my local area network (LAN)* if you are using a DSL or Cable Modem provider.
 - b. Select *I will establish my Internet connection manually* if you will be connecting to your internet provider before you open your email client(Outlook).

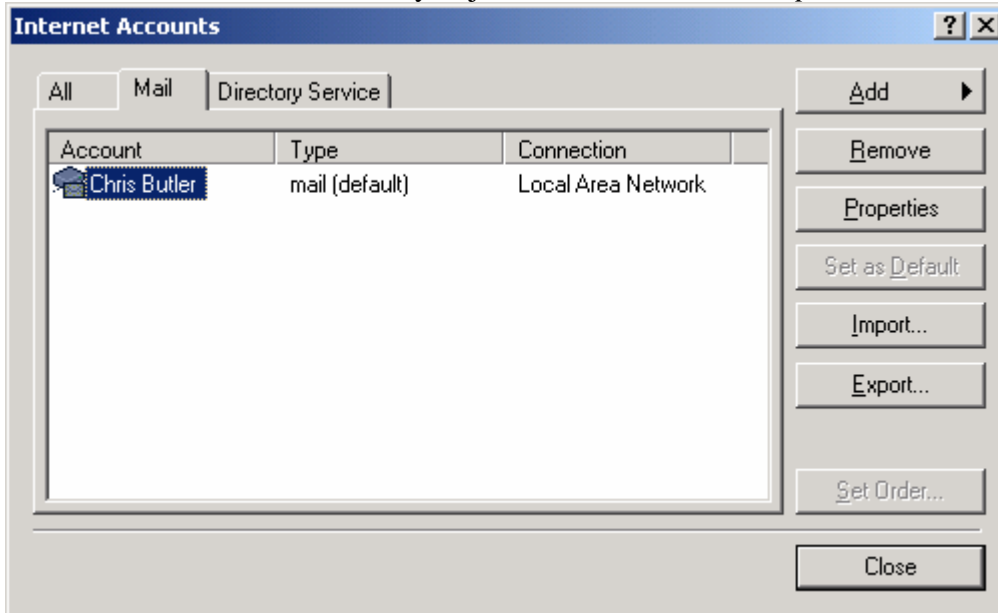
Click *Next* once selection is complete.



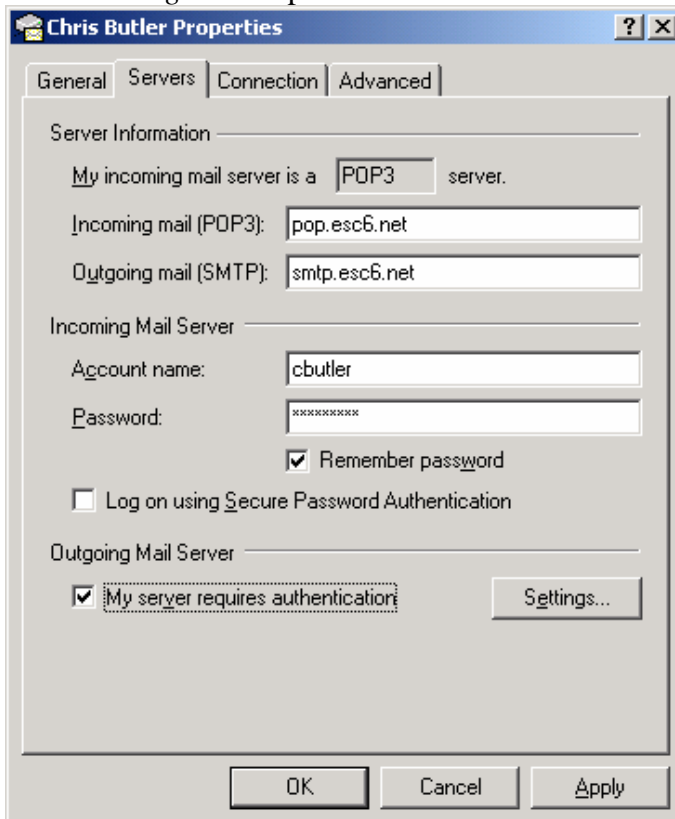
8. You have completed the first part of the set up. Click *Finish* to close this window.



9. You will have returned to this window once clicking *Finish* in the previous step..
Now select the account that you just created and click *Properties*.



10. Select the *Servers* tab and check *My server requires authentication*. Now to click on *Settings* at this point.



11. Select *Log on using* radio button and fill in the correct log in information for your email. This information will include your:

- a. *Account name:* (ie cbutler)
- b. *Password:* (whatever it is)

Once this is complete click *OK*, and then click OK again, and then *Close* to close out of the Internet Account settings window.



The screenshot shows a dialog box titled "Outgoing Mail Server". Under the "Logon Information" section, there are two radio buttons: "Use same settings as my incoming mail server" (unselected) and "Log on using" (selected). Below these are two text input fields: "Account name:" containing "cbutler" and "Password:" containing "*****". There is a checked checkbox for "Remember password" and an unchecked checkbox for "Log on using Secure Password Authentication". At the bottom are "OK" and "Cancel" buttons.

You have complete setting up your email from home! Please be reminded to always download your email before you try to send a message! This is required to properly authenticate you to send messages from home!