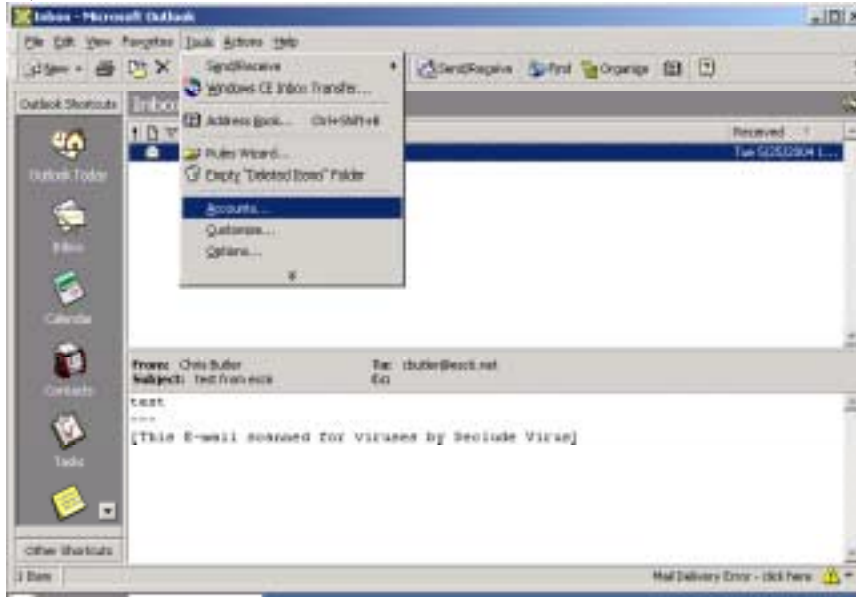
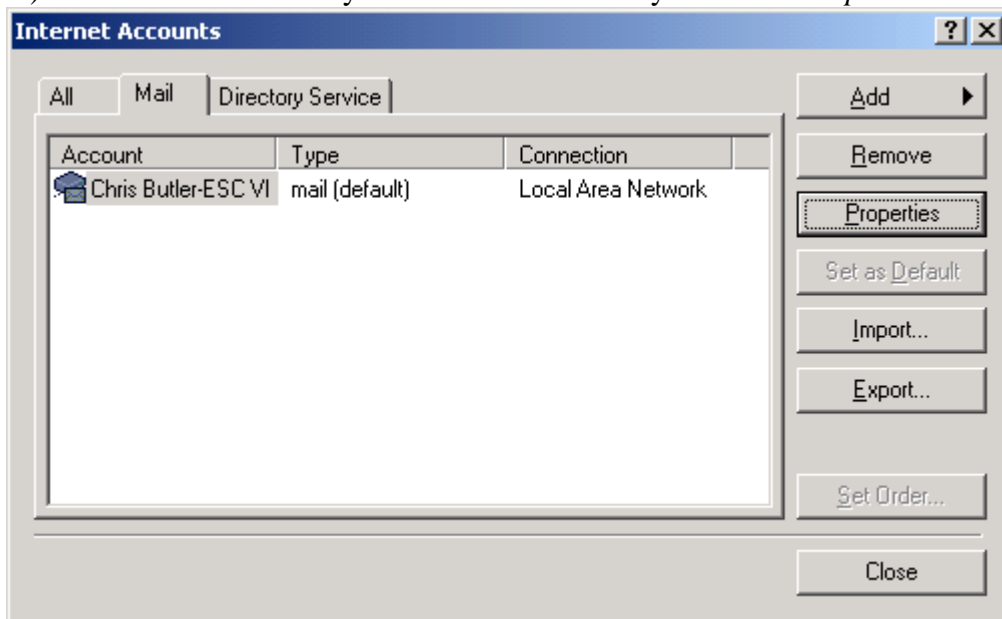


Outlook Email Settings for CommNet MS Outlook 2000

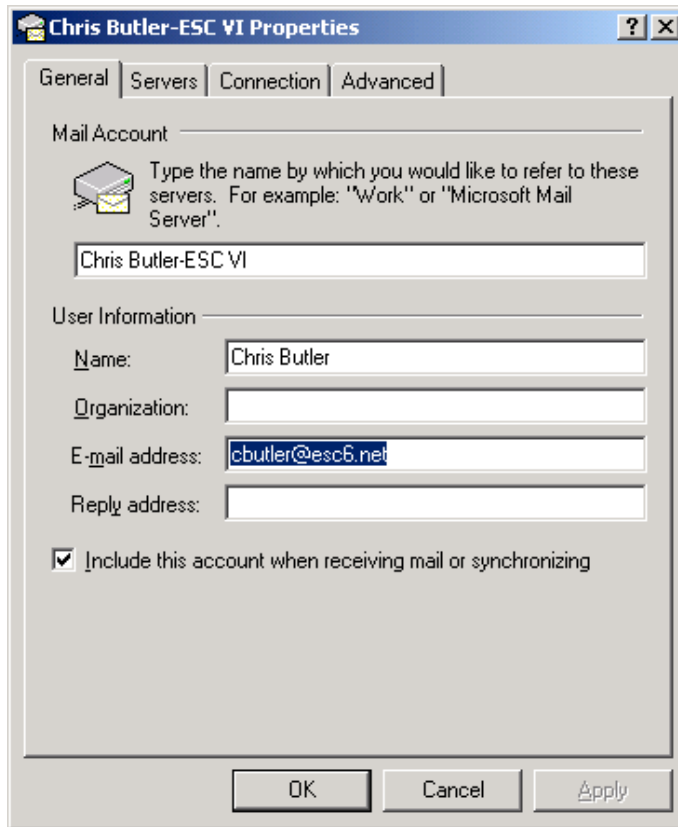
1.) Select *Accounts* from the *Tools* menu



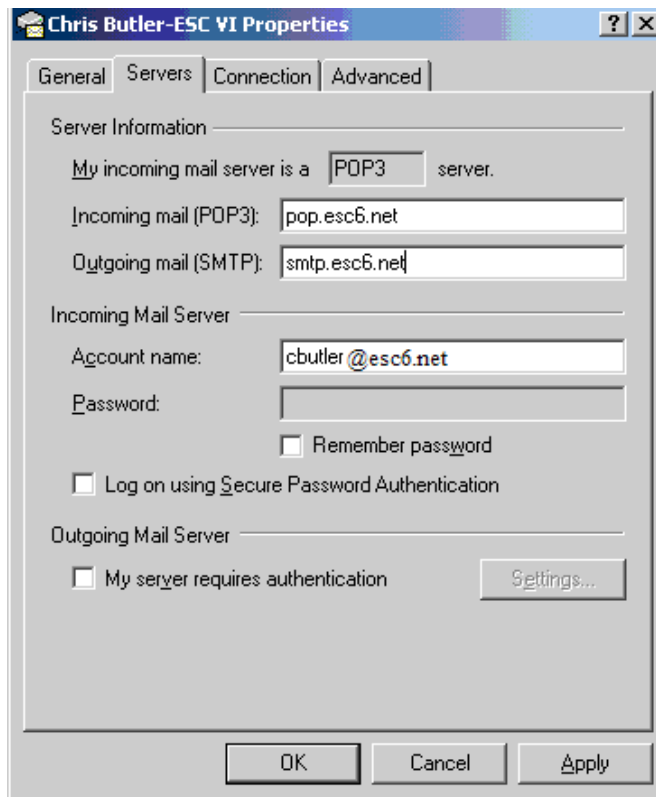
2.) Select the account you would like to modify and click *Properties*



- 3.) Complete the following changes on each tab specified.
- a. *General Tab*
 - i. *Email Address* to new email address



- b. *Servers Tab*
 - i. Under *Server Information*
 - 1. *Incoming mail (POP3)* to pop.esc6.net
 - 2. *Outgoing mail (SMTP)* to smtp.esc6.net
 - ii. Under *Incoming Mail Server*
 - 1. *Account Name* to new email account (ie cbutler@esc6.net)
 - 2. *Password* can be set and stored if so desired by checking the *Remember Password* check box.
 - iii. Leave remainder of tabs set with default settings and click *OK*.



3.) Click *Close* to finish the process.

