

Guide to Email Setup using Microsoft Outlook 2000

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-: Prepared by :-

Cybersitesindia

INTRODUCTION

Email Setup Instructions for Microsoft Outlook 2000

These instructions will assist you in getting Cybersites India's email service configured under Microsoft Outlook 2000. Before you begin please make sure that you have your new email address, password, and server details ready with you. These details can be found in the welcome mail sent to you at the time of order processing and are required to complete the process.

If you encounter problems or have additional questions, you may please contact our support team at techsupport@cybersitesindia.com.

Configuring Microsoft Outlook 2000

Open Microsoft Outlook by following any of the below mentioned methods:

- Double-click the **Outlook icon** on the Windows desktop.



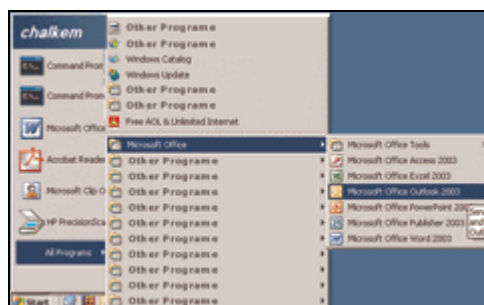
OR

- Single-click the **Outlook button** on the **Quick Launch bar** in the lower left corner of the Windows desktop.



OR

- Click the **Start** button in the lower left corner of the screen.
- Select **All Programs**. >> **Microsoft Office** >> **Microsoft Office Outlook 2000**.



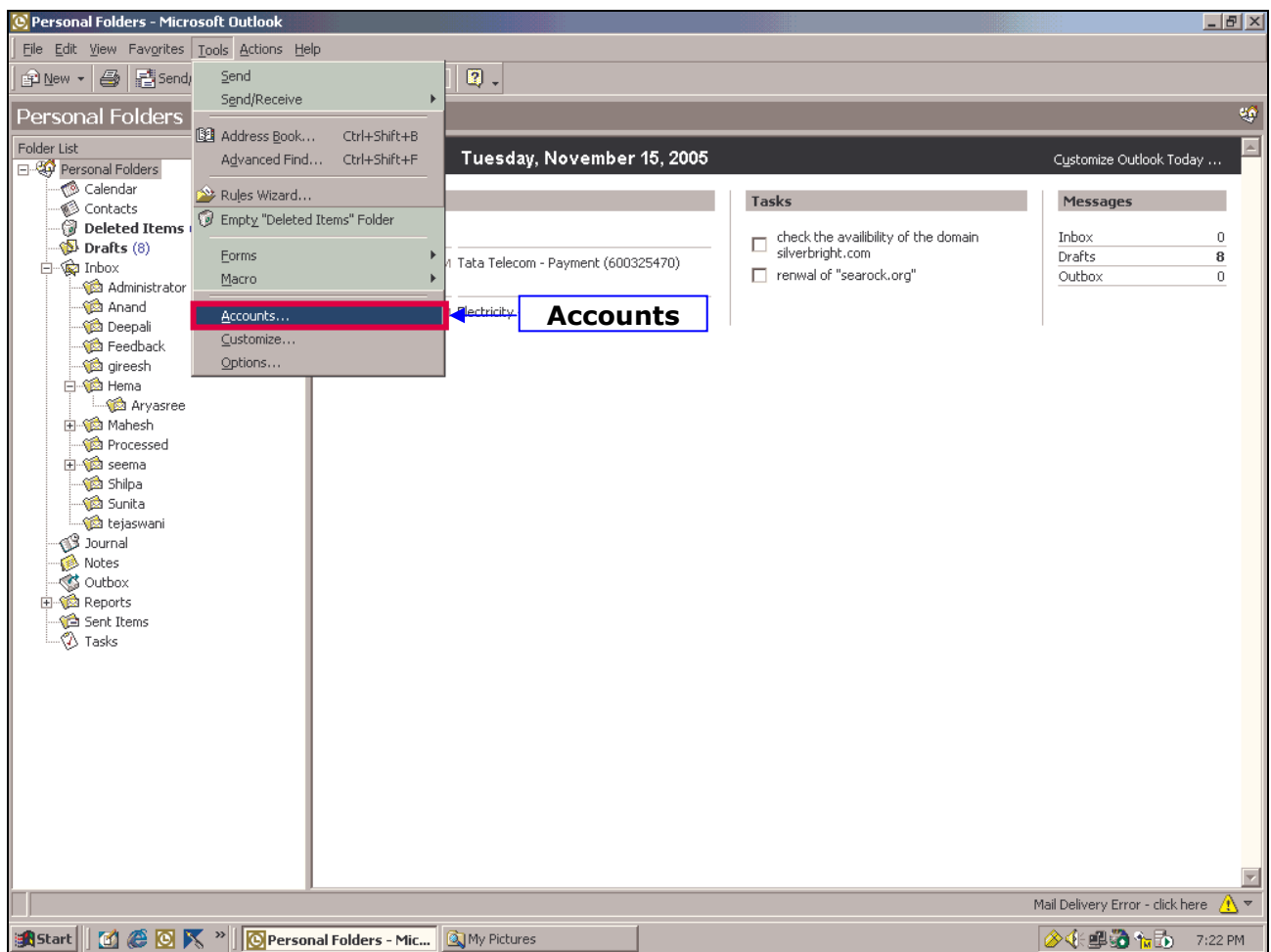
Configuring Microsoft Outlook 2000

Step 1

When you open Microsoft Outlook 2000 a screen similar to the one shown below should appear (your screen settings may differ depending on your settings).

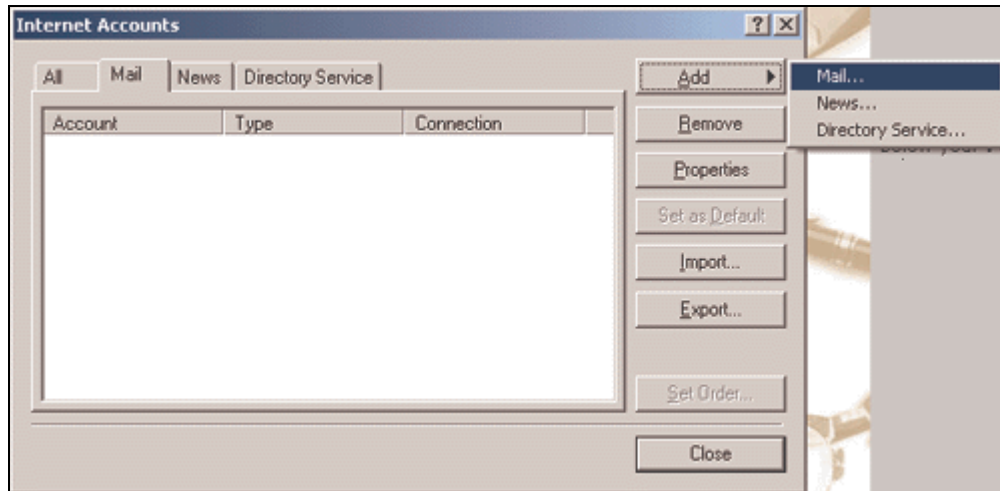
The main components / screen areas are marked below for your reference

After you have opened Outlook, click on the "**T**ools" menu and then click on "**A**ccounts..."



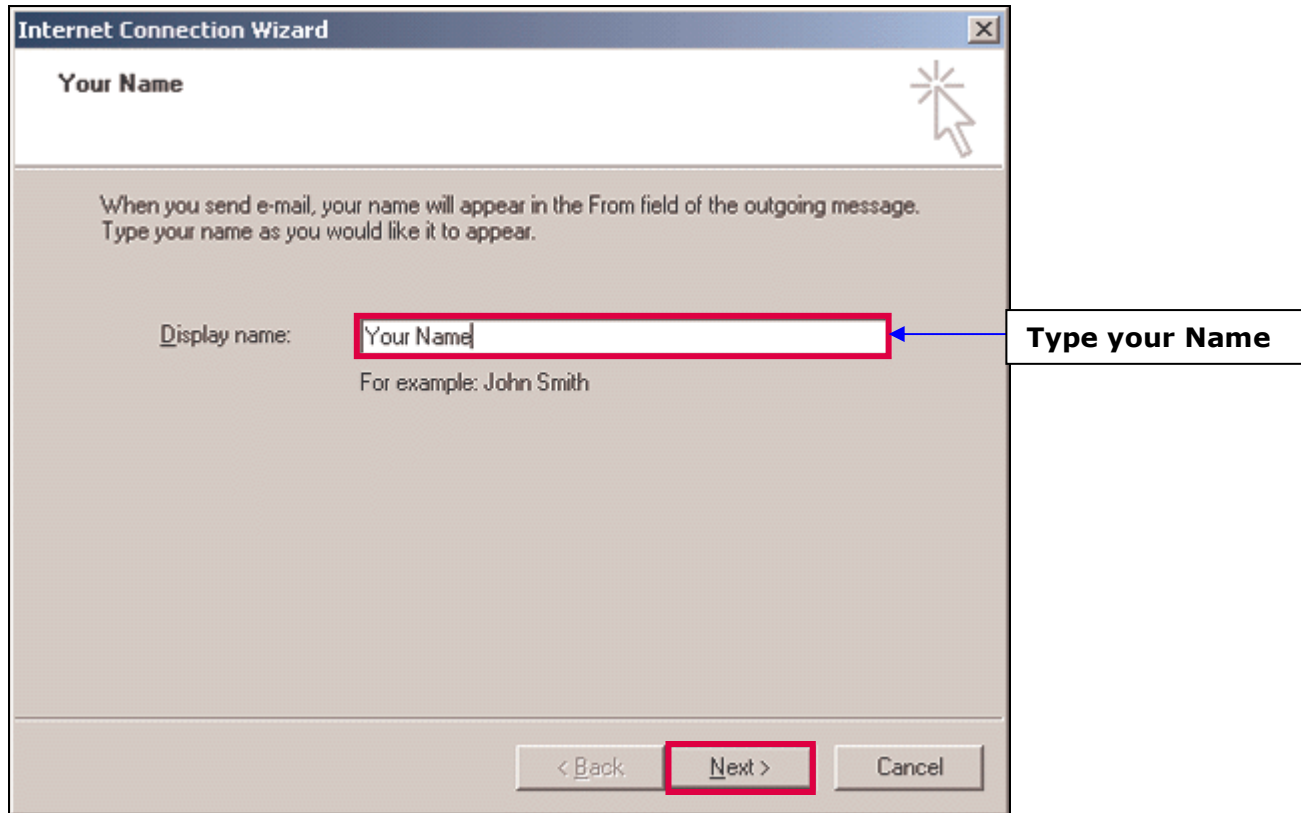
Step 2

The window that opens up is the “**Internet Accounts**” window. Click on the **Add** button and then click on **Mail**.



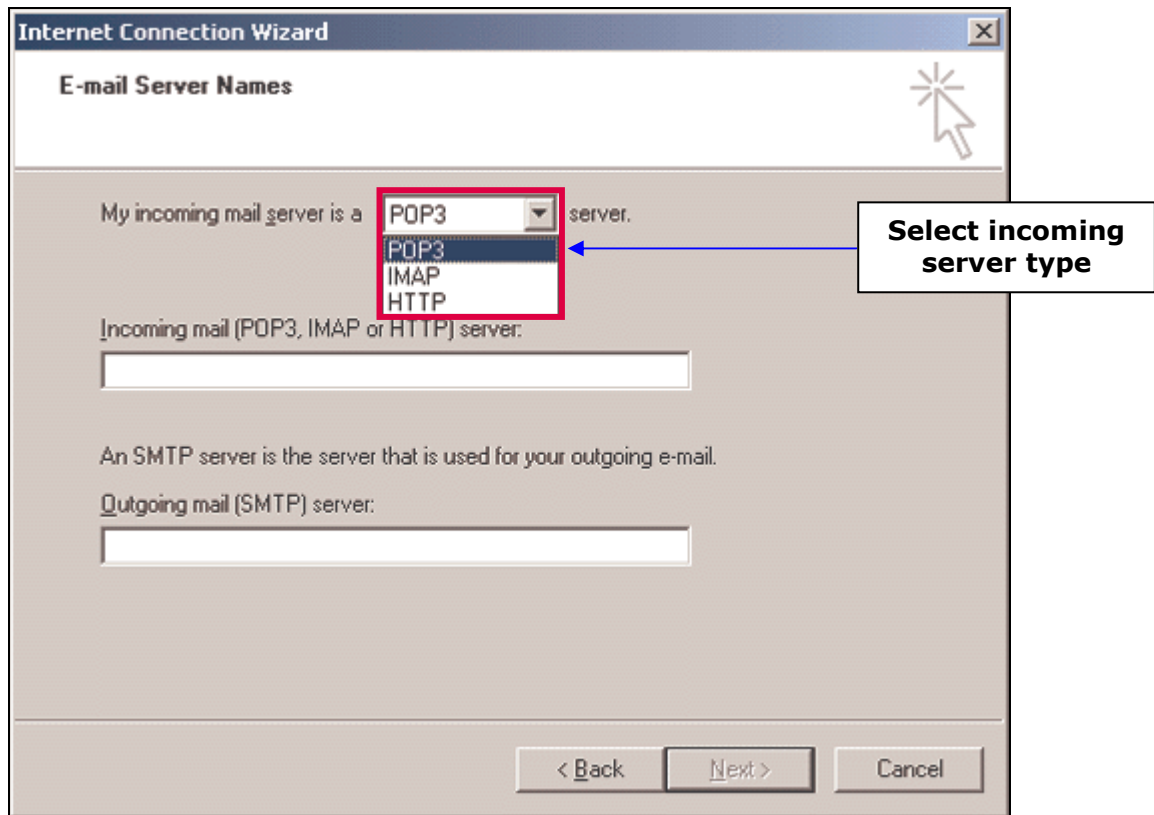
Step 3

The next window which opens up is the "**Internet Connection Wizard**" window. Click on the Display name text box and type your name here, then click on the **N**ext Button. (This name is displayed in the "from email address" when you send an email)



Step 4

In the E-mail Servers Names window select "**POP3**" as the incoming server type from the **Server List**.

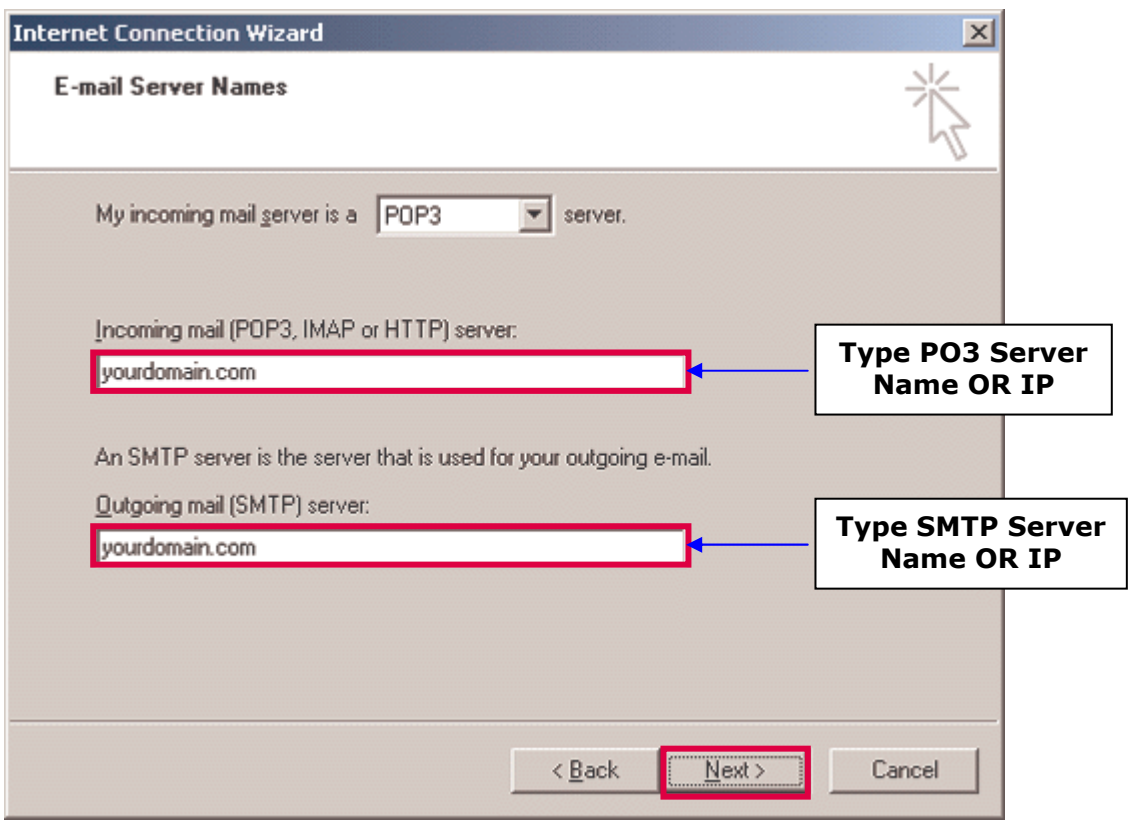


6 Configuring Microsoft Outlook 2000

Step 5

Type your web site domain name or IP address into the "**I**ncoming mail server" & "**O**utgoing mail server" textboxes and then click on **N**ext button.

(You have all this information available in the welcome email sent to you during order processing)



Step 6

Type your complete email address into **Account name** text box (eg. test@yourdomain.com) and enter your email account password into the **Password** text box. Click the **Next** button to proceed.

Internet Connection Wizard

Internet Mail Logon

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

Account name: yourname@yourdomain.com

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)

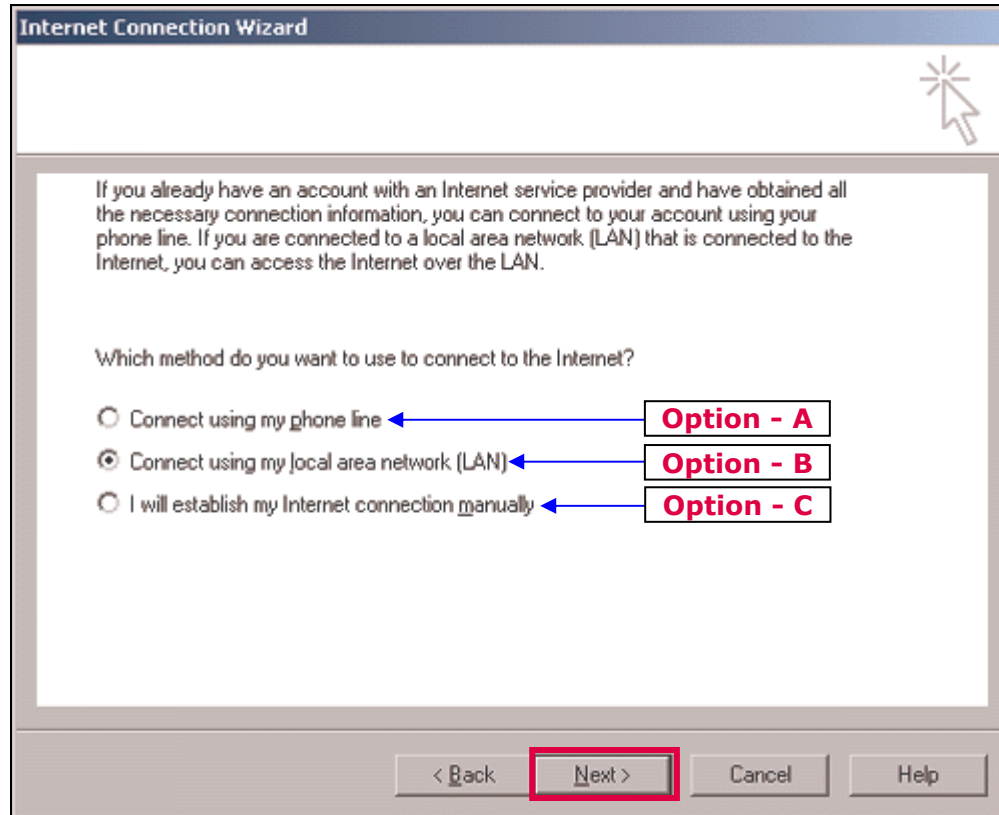
< Back Next > Cancel

Type Account Name

Type Password

Step 7

Please select the correct type for your Internet Connection in the following window.



Option - A: If you use an internet connection using a modem and telephone line then you should select this option.

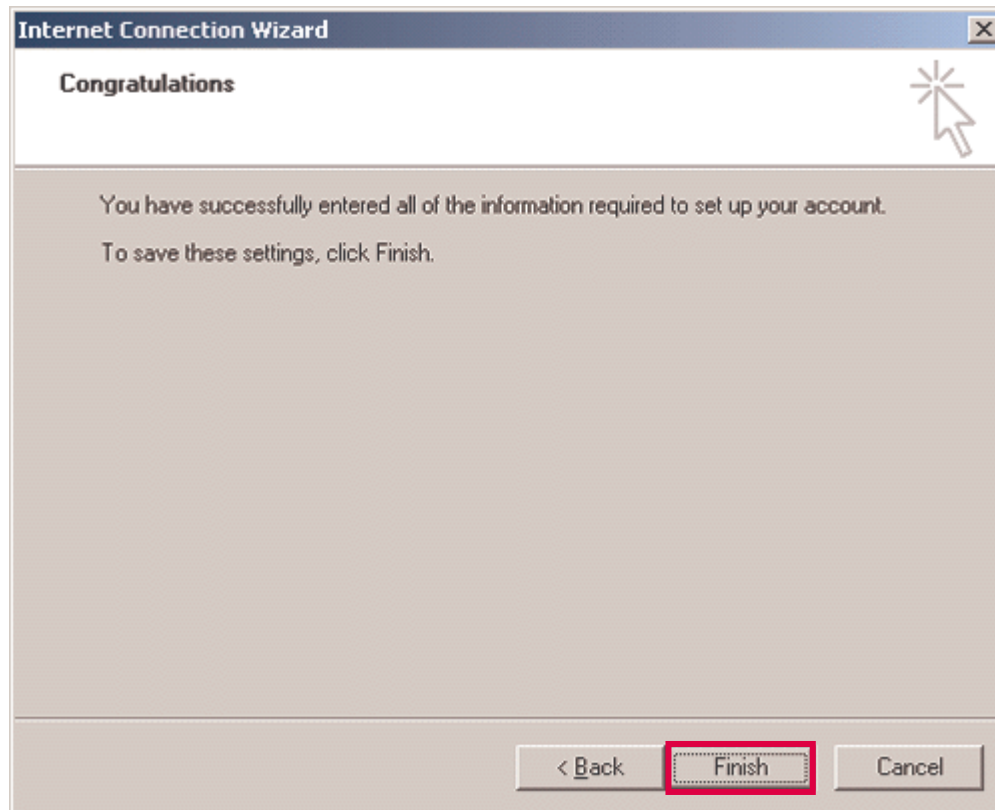
Option - B: Select this option if you access internet connection on a LAN

Option - C: To setup you Internet connection later select this option.

NOTE: You will be not able to connect to the mail server and access your email account without a properly configured Internet account

Step 8

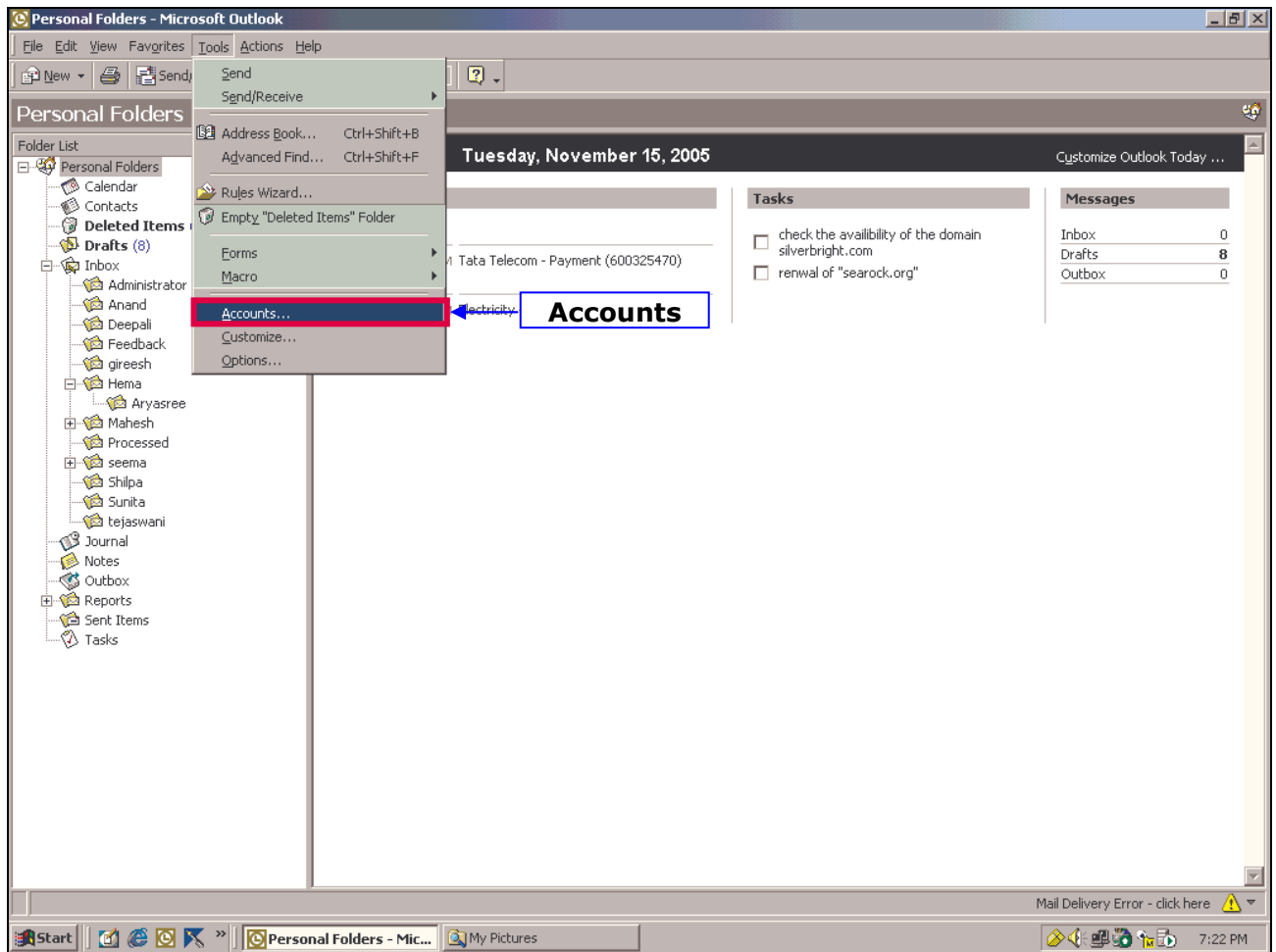
Click finish on the **Congratulations** window, to save your settings.



NOTE: We are not yet finished setting up the account, a small configuration still needs to be done.

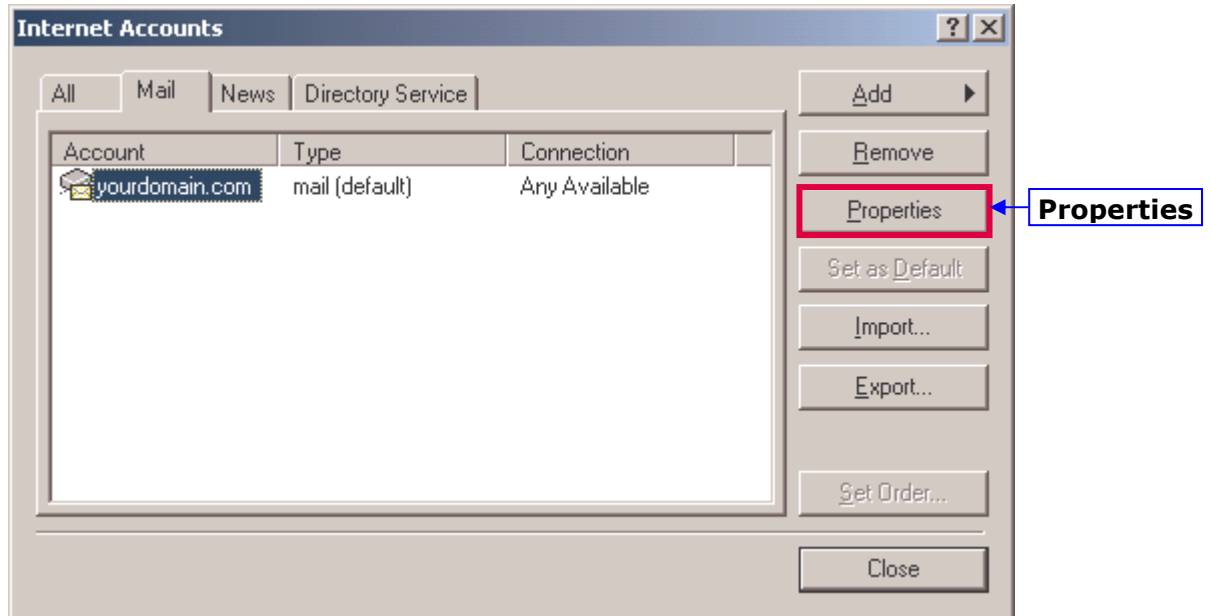
Step 9

Click on the **"Tools"** menu and then click on **"Accounts..."**



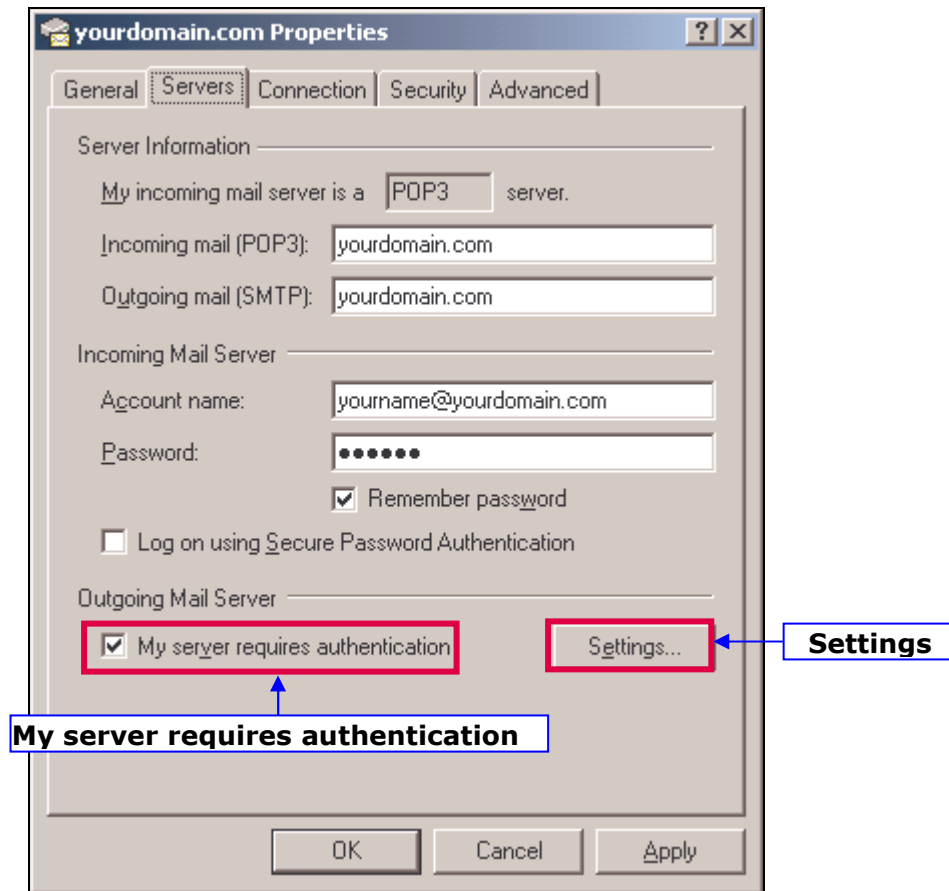
Step 10

Click on the Mail tab, you should be able to see your email account listed. Click the entry corresponding to your email account and then click the properties button.



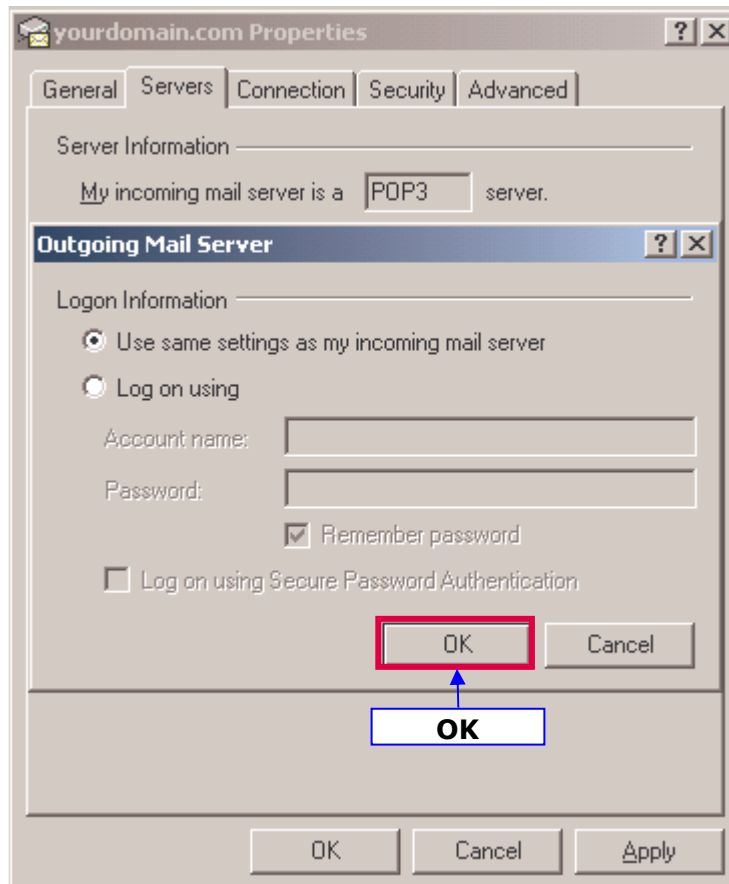
Step 11

Select the "**Servers**" tab by clicking on it. You should see your email account details on this tab. Now please ensure that the checkbox "**My server requires authentication**" is selected and then click on "**Setting**" tab.



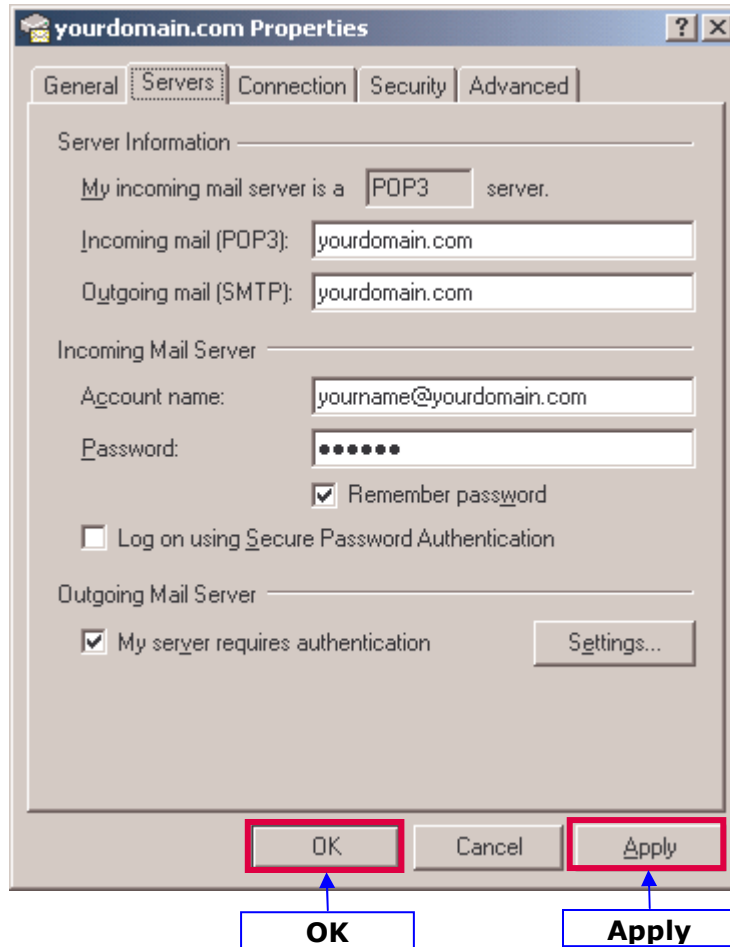
Step 12

In this window, ensure that the option **"Use same settings as my incoming mail server"** is selected, then click on the **"OK"** button.



Step 13

Click on the "**A**pply" button and then click on "**O**K" to save these settings.



Congratulations! Your email account with Cybersites India is now configured under Microsoft Outlook 2000.

Configuring Microsoft Outlook 2000

Outlook 2000 is now configured to access and download email onto your pc, you should now make sure you are connected to the internet and then click the send/Receive button or press the "F9" key on the keyboard to check your e-mail

New Email

