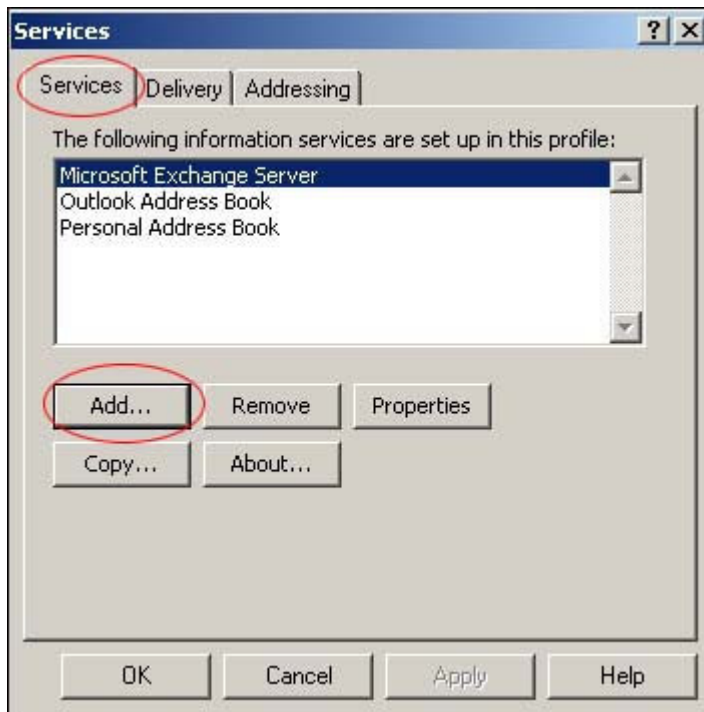# Content Is Queen Productions: Client Tutorials

Configuring E-mail: Microsoft Outlook 2000

• You can open **Microsoft Outlook** on your computer by going to **Start -> Programs -> Microsoft Outlook**.

• Once in Microsoft Outlook, select first the **Tools** menu, then **Services** and click the **Add** button.

• A smaller window will open called **Add Service to Profile**. Select **Internet E-mail** from the **Available information services** menu and click **OK**.
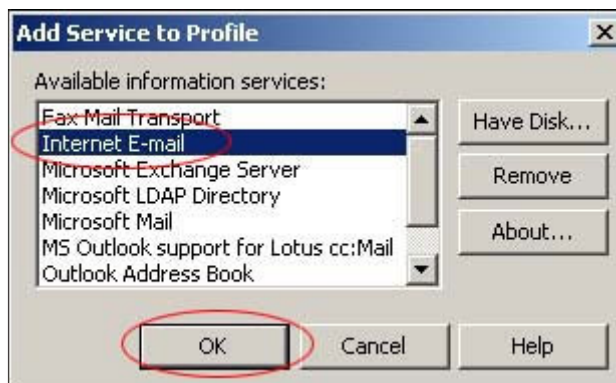
• Another window will open called **Mail Account Properties**. Click on the **General** tab and give your **Mail Account** a name. If you would like, you can give it the same name as the mailbox that you are setting up.

Then, enter the **User Information** by filling out your first and last **Name**, your **Organization** (your company, association, etc.), your **E-mail address** (the address you would like to set up on Microsoft Outlook) and **Reply address**. Your reply address is the address to which messages will be sent when people reply to your e-mail messages. It is usually the same as your e-mail address.
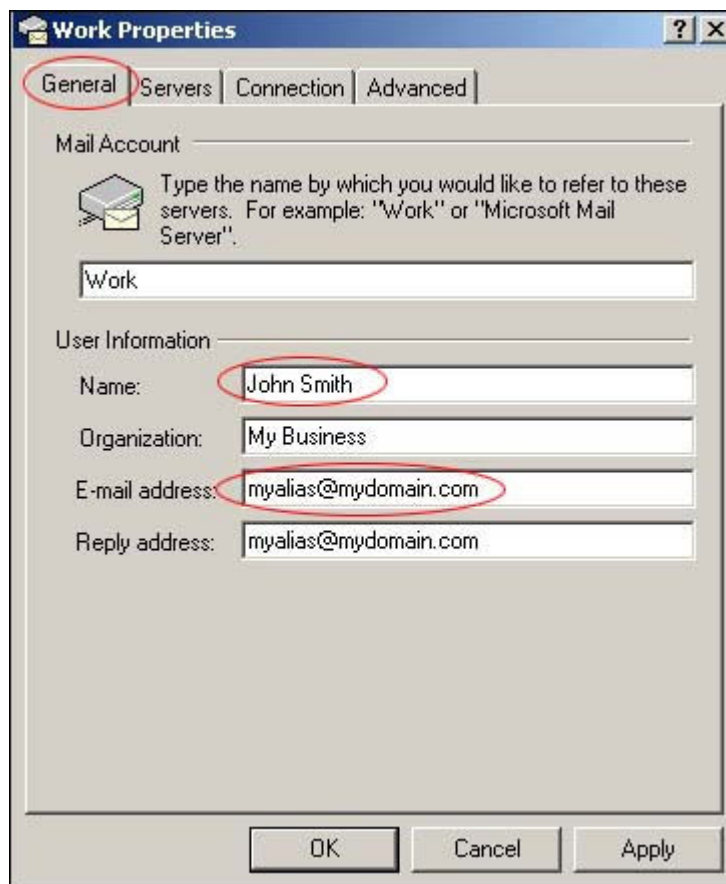
• When you have finished entering the **User Information**, click on the **Servers** tab. First, enter the **POP Incoming Mail Server** as *mail.yourdomain.com* and the **SMTP Outgoing Mail Server** as *mail.yourdomain.com*.

• On the **Internet Mail Logon** screen, enter your e-mail address as the **Account name**. Then enter the **password** that corresponds to that mailbox.

NOTE: Enter the e-mail address of your actual mailbox, NOT a forwarding address. Once you have configured Outlook to this mailbox, Outlook will receive mail sent to all forwarding addresses associated with this mailbox.

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If you have previously configured e-mail programs to your mailbox using only the name of the mailbox ("mailbox_name" with no "@domain.com"), continue to use that mailbox name.

NOTE: If you are updating a previously created e-mail account that has a '%' in the username please change the '%' to an '@' so that it looks like an e-mail address.

Finally, select the **My server requires authentication** check box under the **Outgoing Mail Server** heading.

• Click on the **Advanced** tab and make sure that nothing is checked in the **Server Port Numbers** section. Your **Outgoing Mail (SMTP) Server Port Number** should be changed from 25 to 587 and your **Incoming Mail (POP3) Server Port Number** should be set to 110. Click **Apply**; then click **OK**.

NOTE: If you have previously sent messages with a different SMTP port number, that number will still work.

• Microsoft Outlook has now been configured your mailbox! Click on the **Inbox** icon in the left navigation menu of Microsoft Outlook to see the inbox of the e-mail account you just set up.

Testing Your Account

• Send yourself a message from an external e-mail address to make sure that you are properly set up to receive mail. Click on the **Send/Receive** button to receive your incoming e-mail, and you should see a window box like the one below.

Next, send a message using Outlook to an external e-mail address to make sure that you can send mail.

If you do not receive an error message when you receive or send mail, you can begin using Microsoft Outlook.

• If your account is not working properly, an error message window will open, similar to the one below:

Add Another Mailbox

If you would like Microsoft Outlook to receive mail from more than one mailbox, select first the **Tools** menu and then **Services** again and continue along with the steps outlined in this tutorial.