

SETTING UP AN EMAIL ADDRESS USING MICROSOFT OUTLOOK 2000

1. Open MS Outlook 2000
2. Click Tools -> Accounts
3. Click Add
4. Select Mail
5. The Internet Connection Wizard opens up
 - a. In the 'Your Name' step, enter your email address (i.e. myname@mydomain.com)
 - b. Click next
 - c. In the 'Internet Email Address' step, enter your email address (i.e. myname@mydomain.com)
 - d. Click next
 - e. In the 'Email Server Names' step, enter the following (highlighted in bold):
 - i. My Incoming Mail Server is a **POP3** server.
 - ii. Incoming mail (POP3, IMAP or HTTP) server: **mail.mydomain.com**
(replace mydomain with your domain name)
 - iii. Outgoing mail (SMTP) server: mail.mydomain.com
(replace mydomain with your domain name)
If you have a COX Cable residential account the setting is: **smtp.west.cox.net**
If you have an Earthlink account the setting is: **mail.Earthlink.net**
 - f. Click next
 - g. In the 'Internet Mail Logon' step, enter the username & password you were provided
 - h. Click next
 - i. Click Finish
 - j. Click Close

Your Account is setup.

You can test it by sending an email to someone.

If you experience a problem, Double-check your settings. To check your settings:

1. Click Tools -> Accounts
2. Click Mail Tab
3. Double-Click on the account you created
4. The General Settings are under the General Tab
5. The Server Settings are under the Server Tab