## How do I setup Outlook 2000 for E-mail?

1. Open Outlook 2000 by double-clicking the **Outlook** icon on your desktop



2. The first time you start Outlook the **Outlook 2000 Startup wizard** will run. Click **Next** to continue



3. On the E-mail Upgrade Options screen, select None of the above and click Next



4. On the E-mail Service Options screen, select Internet Only and click next



5. You may receive a warning message similar to the one below. If you do, click **Yes** 



6. In the space provided next to **Display Name:**, type in your name and then click **Next** 

Internet Connection Wizard				×
Your Name				×
When you send e-mail, yo Type your name as you w	our name will appear in the Fro ould like it to appear.	m field of the c	utgoing message.	
Display name:	Enter Your Name For example: John Smith			
	< Back	Next>	Cancel	Help

7. In the space provided next to **E-mail Address:**, type in your <u>name@urladdress.com</u> (Example brady@vihn.net) and click **Next** 

Internet Connection Wizard	×
Internet E-mail Address	×
Your e-mail address is the address other people use to send e-mail messages to you.	
E-mail address: Name@yourdomainname.com For example: someone@microsoft.com	
< Back Next > Cancel	Help

8. On the E-mail Server Names screen make sure you select POP3 from the dropdown list. Type in IP Address Vihn sent you as your Incoming mail (POP3 or IMAP) server: and IP Address Vihn sent you as your Outgoing mail (SMTP) server. Click Next to continue

Internet Connection Wizard		×
E-mail Server Names		×
My incoming mail server is a POP3 server.		
Incoming mail (POP3 or IMAP) server: IP Address Vihn Sent		
An SMTP server is the server that is used for your outgoing e-mail.		
IP Address Vihn Sent		
< Back Next >	Cancel	Help

9. In the Account name field, enter your Comcast user name. If you had an e-mail address of name@urladdress.net or com, you would enter Your Account name was sent to you from Vihn. Type your password in the space provided, and put a check in the box labeled Remember password if you don't want to enter your password every time you check your mail. Click Next to continue

Internet Connection Wizar	d	×
Internet Mail Logon		× ×
Type the account nam	e and password your Internet service provider has given you	
Account name:	Your email address	
Password:	Remember password	
If your Internet service p (SPA) to access your ma Authentication (SPA)' ch ☐ Log on using Secure	ovider requires you to use Secure Password Authentication il account, select the "Log On Using Secure Password eck box. Password Authentication (SPA)	
	< Back Next > Cancel	Help

10. On the Internet Connection Wizard screen, select Connect using my local area network (LAN) and click Next

Internet Connection Wizard	×
	ž
If you already have an account with an Internet service provider and have obtained all the necessary connection information, you can connect to your account using your phone line. If you are connected to a local area network (LAN) that is connected to the Internet, you can access the Internet over the LAN.	
Which method do you want to use to connect to the Internet?	
C Connect using my phone line	
Connect using my local area network (LAN)	
O I will establish my Internet connection manually	
	_
< Back Next > Cancel	Help

 You have now finished setting up Outlook 2000 as your Comcast e-mail client. Click Finish to start using Outlook

Internet Connection Wizard				
Congratulations				×
You have successfully entered a	II of the informa	ation required to set	up your account.	
To save these settings, click Fin	ish.			
	< Back	Finish	Cancel	Help