

Microsoft Outlook 2000 & Outlook Express Instructions

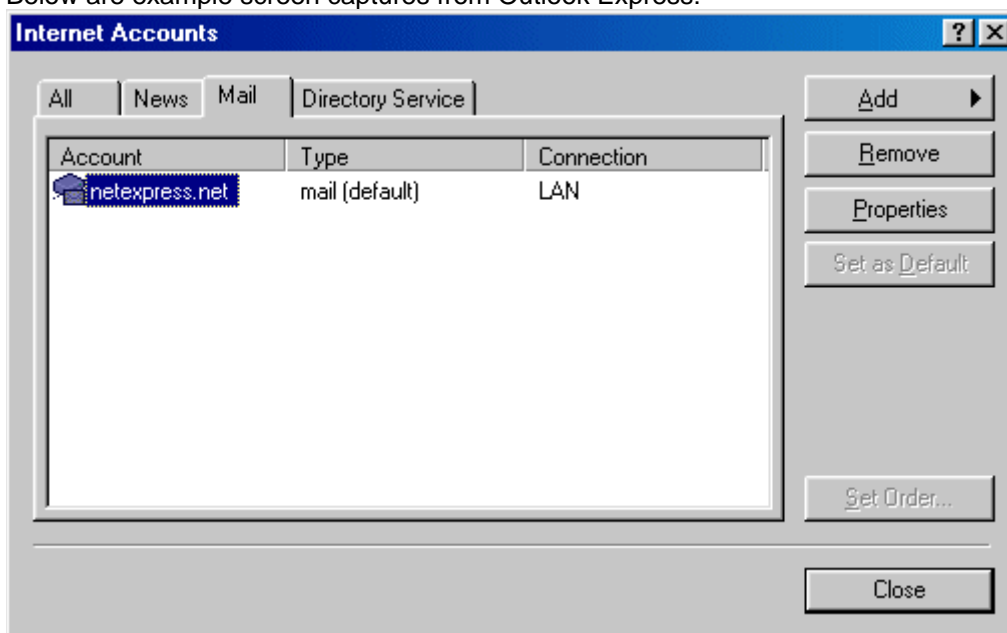
Configuring Outlook 2000 & Outlook Express

We will assume the Explorer 4.0 info is installed. Open up Outlook Express. Click "Tools", then click "Accounts", then click "New" on the "All" tab, then select "mail". Add account information. You may add multiple email accounts but they all drop into one box.

Configuring Outlook Express Multi-User Capabilities:

If you repeat the set-up procedure, you can add multiple email accounts that drop into one box. If you want multi-user capabilities click "Control Panel", click "Users", click "Add a User". Log off and then back in as the user you wish to be. This will set up a separate password file for each user. This also applies to dialup networking also. Each time a user logs in his Outlook Express settings will be different.


Below are example screen captures from Outlook Express:



netexpress.net Properties [?] [X]

General | Servers | Connection | Security | Advanced

Mail account

 Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".

netexpress.net

User information

Name: Julio Glazer

Organization:

E-mail address: wildman@netexpress.net

Reply address:

Include this account when doing a full Send and Receive

OK Cancel Apply

netexpress.net Properties

General Servers Connection Security Advanced

Server information

Outgoing mail (SMTP): mail.netexpress.net

Incoming mail (POP3): mail.netexpress.net

My incoming mail server is a POP3 server.

Incoming Mail Server

Log on using

Account name: wildman

Password: *****

Log on using Secure Password Authentication

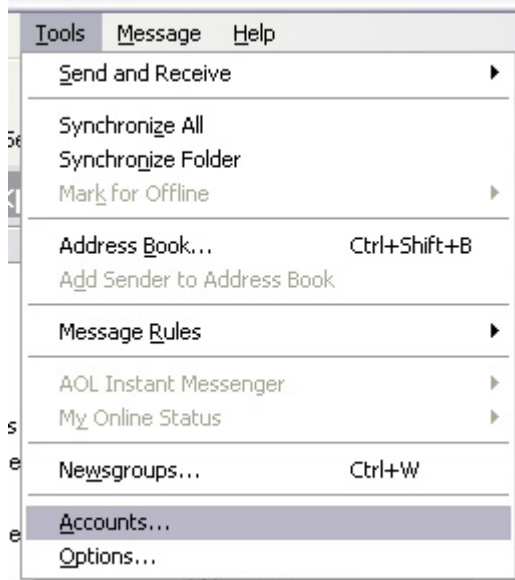
Outgoing Mail Server

My server requires authentication [Settings...](#)

OK Cancel Apply

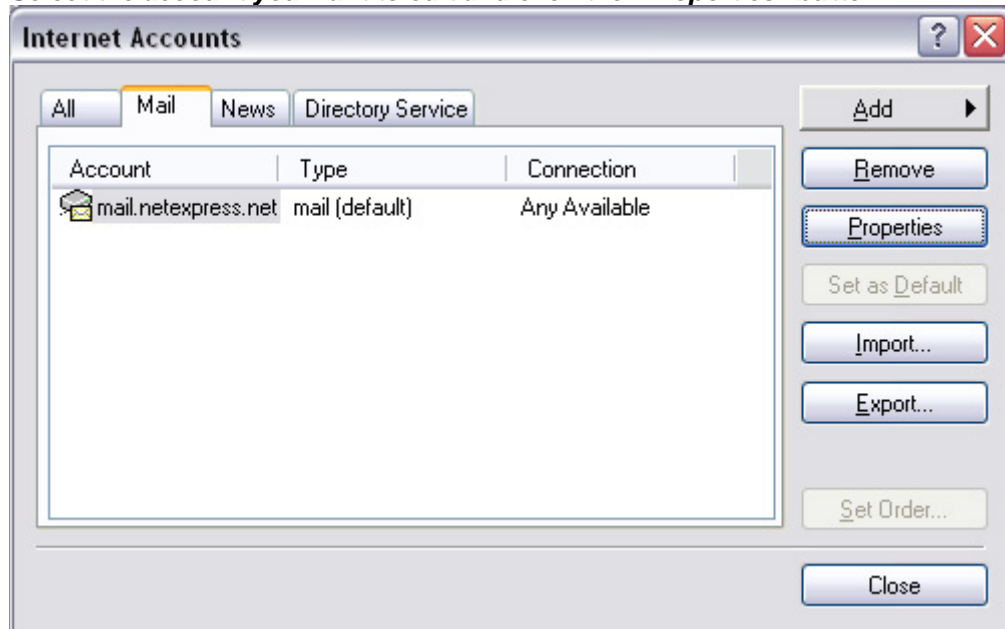
SMTP Authentication

Click the "Tools" menu, then click on "Accounts..."



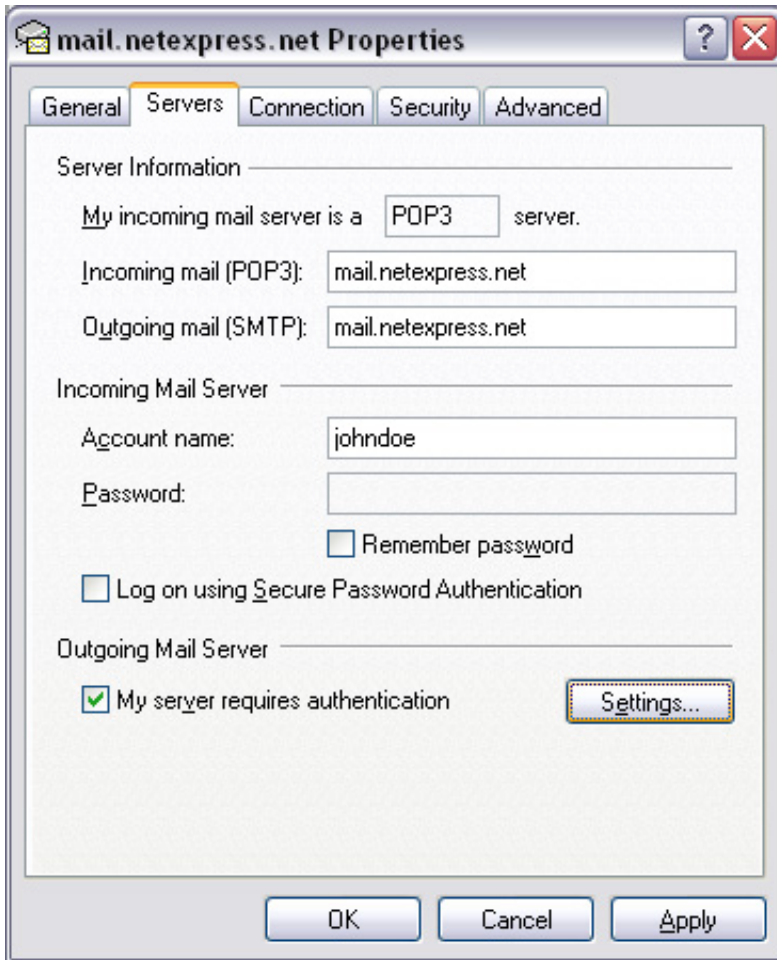
Click on the "Mail" tab

Select the account you want to edit and click the "Properties" button

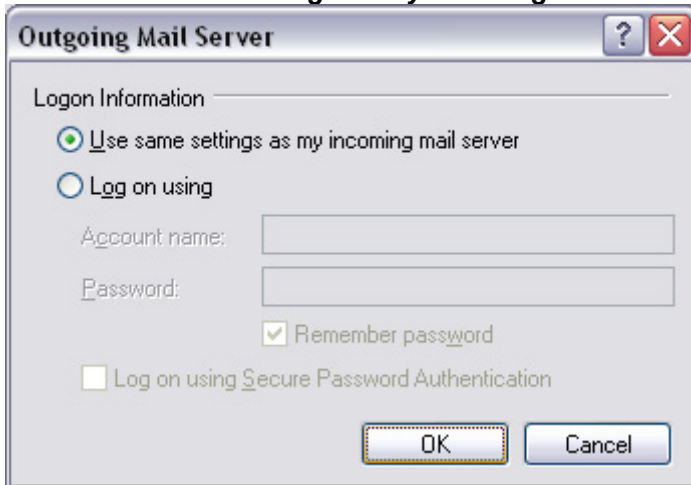


In the window that pops up, click the "Servers" tab

At the bottom of the window, check the "My server requires authentication" box, then click the "Settings..." button.



Select "Use same settings as my incoming mail server" and click "OK"



Click "OK" on the "Account Properties; window, then click "Close" on the Internet Accounts window.

Your email client is now configured to use SMTP Authentication.