

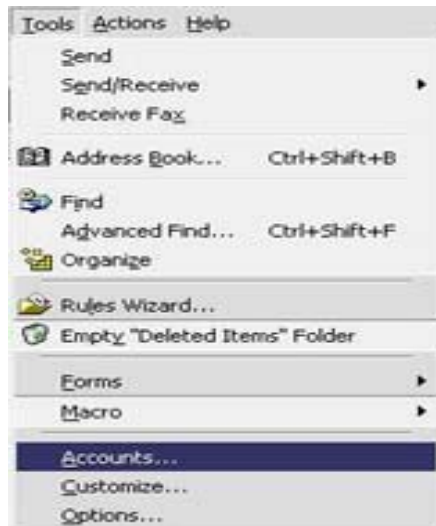
How to set up your email

Outlook 2000

How to manually configure your Outlook 2000 to send and receive email.

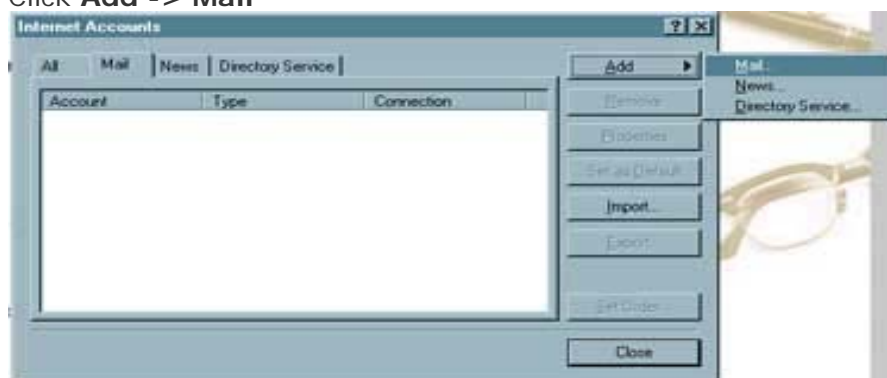
Step 1

Open Outlook 2000 and click on the word **Tools -> Accounts**



Step 2

Click **Add -> Mail**



Step 3

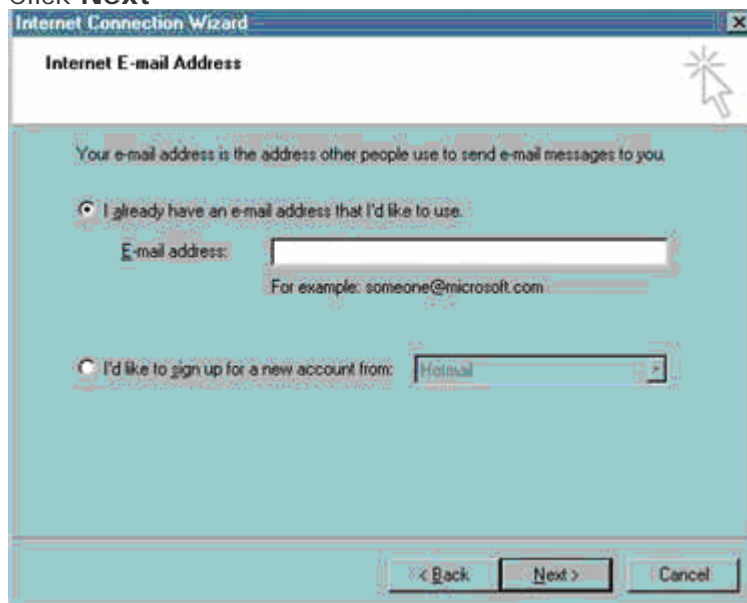
Enter your name or your company name in the first screen
Click **Next**



The screenshot shows the 'Your Name' screen of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Your Name'. Below the heading, there is a text box for entering the name. A mouse cursor is pointing at the top right corner of the window. Below the text box, there is a note: 'When you send e-mail, your name will appear in the From field of the outgoing message. Type your name as you would like it to appear.' Below this note, there is a label 'Display name:' followed by a text box. Below the text box, there is an example: 'For example: John Smith'. At the bottom of the window, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Step 4

Type in your email address
Click **Next**



The screenshot shows the 'Internet E-mail Address' screen of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box for entering the email address. A mouse cursor is pointing at the top right corner of the window. Below the text box, there is a note: 'Your e-mail address is the address other people use to send e-mail messages to you.' Below this note, there are two radio button options. The first option is 'I already have an e-mail address that I'd like to use.' Below this option, there is a label 'E-mail address:' followed by a text box. Below the text box, there is an example: 'For example: someone@microsoft.com'. The second option is 'I'd like to sign up for a new account from:' followed by a dropdown menu showing 'Hotmail'. At the bottom of the window, there are three buttons: '<< Back', 'Next >', and 'Cancel'.

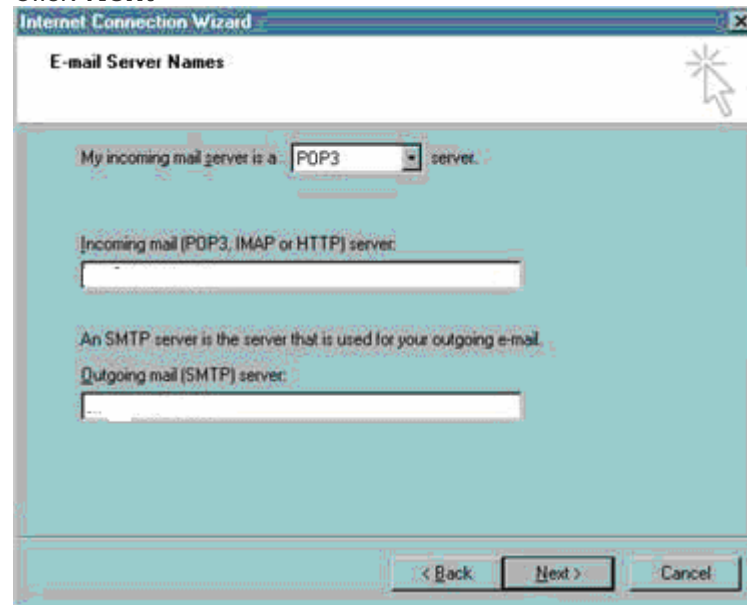
Step 5

For the type of mail server choose: **POP3**

On the Incoming Mail Server line type: **pop3.kinect.co.nz**

On the Outgoing Mail Server line type: **smtp.kinect.co.nz**

Click **Next**



The screenshot shows the 'E-mail Server Names' dialog box in the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main title is 'E-mail Server Names'. Below the title, there is a dropdown menu for 'My incoming mail server is a' set to 'POP3'. Below that is a text input field for the 'Incoming mail (POP3, IMAP or HTTP) server'. Below that is a text input field for the 'Outgoing mail (SMTP) server'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Step 6

On the Account Name line, type your Username

Type in your password

Do NOT tick Log on Using Secure Password Authentication

Click **Next**



The screenshot shows the 'Internet Mail Logon' dialog box in the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The main title is 'Internet Mail Logon'. Below the title, there is a text input field for 'Account name' containing 'bobpond'. Below that is a text input field for 'Password' containing several asterisks. Below the password field is a checked checkbox labeled 'Remember password'. Below that is a text input field for 'Log on using Secure Password Authentication (SPA)' which is unchecked. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Step 7

Click **Finish**

