

Setting up Email Account in Outlook 2000

Open Outlook

Tools

Services

Add

Internet Email

Ok

Enter Mail Account Name (suggest putting in email address)

User Information

- Name
- Organization
- Email Address
- Reply Address - only if using different one from Email Address specified

Apply

Click on Servers Tab

- Incoming mail (POP3): mail.excell.net
- Outgoing mail (SMTP): mail.excell.net

Incoming Mail Server

- Account Name: full email address - all lower case
- Password: enter password - all lower case
- Check Remember Password
- **DO NOT** check box for: Log on using Secure Password Authentication

Outgoing Mail Server

- Check box for: My server requires authentication
- Settings
- Choose: Use same settings as my incoming server

Ok

Apply

Ok

Ok