

Setting Up Microsoft® Outlook 2000

Setting Up a POP3 or IMAP Email Account

In Outlook, select [Tools / E-mail Accounts](#). The Internet Connection Wizard will appear. (Note: Outlook's Test Account Settings tool will often indicate that the connection was not successful, though your settings are correct. Please disregard the Test Account Settings tool.)

Your Name Window

Enter your name in the [Display name](#) box. This is the name that will appear in the [From](#) field of messages you send.

Internet E-mail Address Window

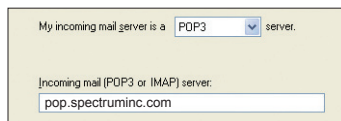
In the [E-mail address](#) box, enter your *entire* email address (e.g., *myname@mydomain.com*), using all lowercase letters.

E-mail Server Names Window

To use a POP server:

1. Click the drop-down menu and select [POP3](#).

2. In the [Incoming mail \(POP3 or IMAP\) server](#) box, enter the name of the POP server: *pop.spectruminc.com*



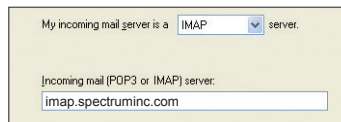
My incoming mail server is a [POP3](#) server.

Incoming mail (POP3 or IMAP) server:

Or, to use an IMAP server:

1. Click the drop-down menu and select [IMAP](#).

2. In the [Incoming mail \(POP3 or IMAP\) server](#) box, enter the name of the IMAP server: *imap.spectruminc.com*



My incoming mail server is a [IMAP](#) server.

Incoming mail (POP3 or IMAP) server:

In the [Outgoing mail \(SMTP\) server](#) box, enter the name of the SMTP server: *smtp.spectruminc.com*



Outgoing mail (SMTP) server:

Internet Mail Logon Window

1. In the [Account name](#) box, enter your *entire* email address (e.g., *myname@mydomain.com*), using all lowercase letters.
2. In the [Password](#) box, enter your password.

Internet Connection Wizard

Indicate how you connect to the Internet.

Congratulations Window

Click the [Finish](#) button. The Internet Account window will appear. *You must complete the steps below to configure your account.*

Turning On Server Authentication (Important!)

1. In the Internet Accounts window, click once on your account.
2. Click the [Properties](#) button.
3. Click the [Servers](#) tab.
4. Be sure that the [Log on using Secure Password Authentication](#) box is not checked
5. Check the [My server requires authentication](#) box.
6. Click the [Advanced](#) tab.
7. In the [Outgoing mail \(SMTP\)](#) box, enter the default outgoing port *587* or the alternate port *8025*.
8. Click the [OK](#) button.
9. Click the [Close](#) button.