

# Setting Up Microsoft® Outlook 98

## Setting Up a POP3 or IMAP Email Account

1. In Outlook, select **Tools / Accounts**.
2. Click the **Mail** tab.
3. Click the **Add** button.
4. Select **Mail** from the resulting menu. (Note: Outlook's Test Account Settings tool will often indicate that the connection was not successful, though your settings are correct.)

### 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.

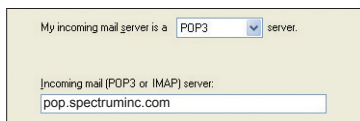
### Internet E-mail Address Window

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:

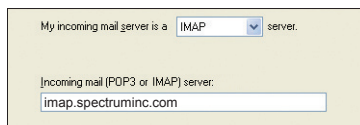
1. Click the drop-down menu and select **POP3**.
2. In the **Incoming mail (POP3 or IMAP) server** box, enter the name of the POP server:  
*pop.spectruminc.com*



The screenshot shows a window titled "My incoming mail server is a [POP3] server." Below this, there is a text box labeled "Incoming mail (POP3 or IMAP) server:" containing the text "pop.spectruminc.com".

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*



The screenshot shows a window titled "My incoming mail server is a [IMAP] server." Below this, there is a text box labeled "Incoming mail (POP3 or IMAP) server:" containing the text "imap.spectruminc.com".

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



The screenshot shows a text box labeled "Outgoing mail (SMTP) server:" containing the text "smtp.spectruminc.com".

### 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.