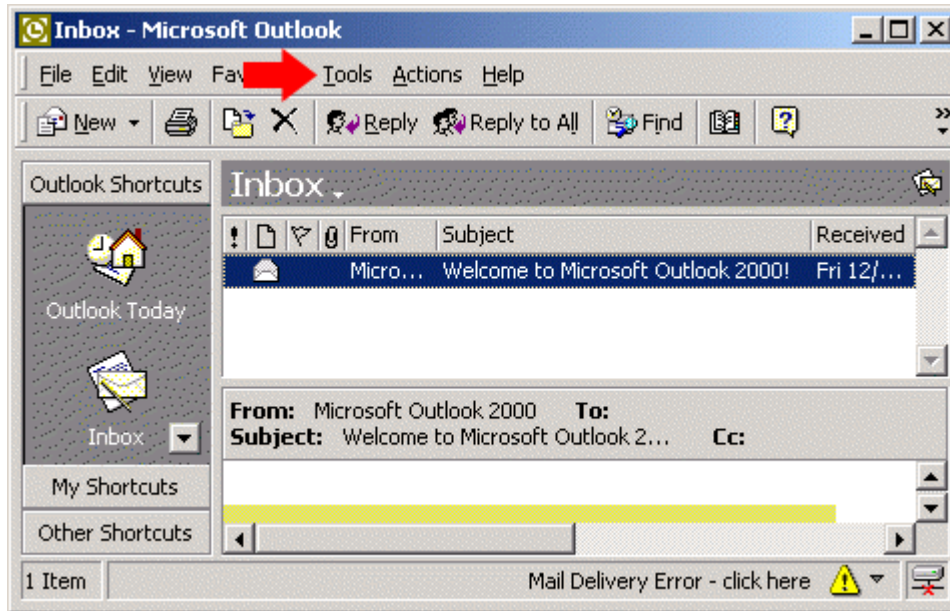




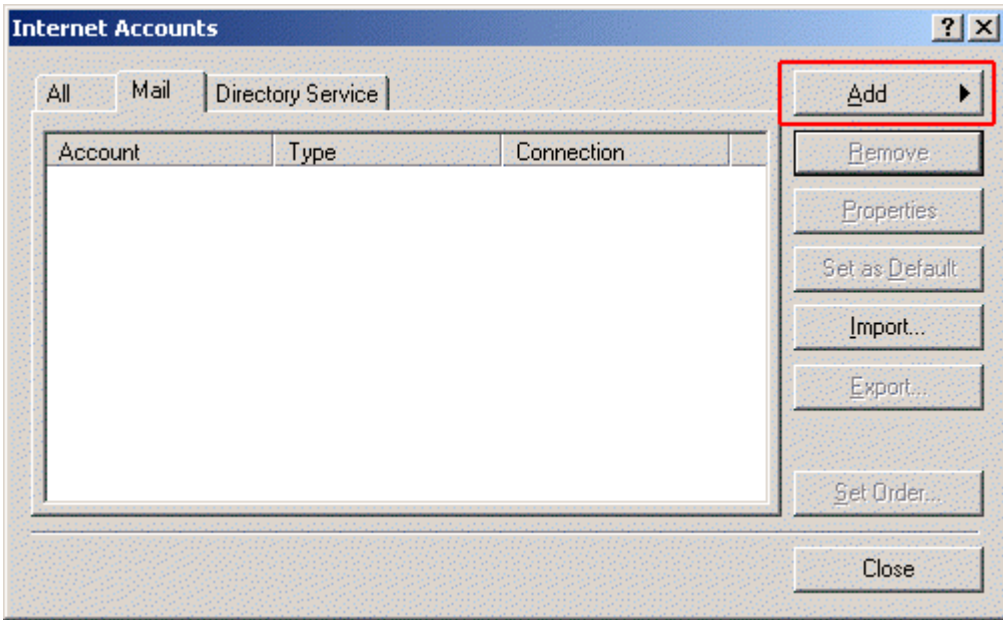
Configuring Microsoft Outlook 2000

To configure a new Outlook 2000 email account, follow the instructions below.

1. Launch Microsoft Outlook 2000.



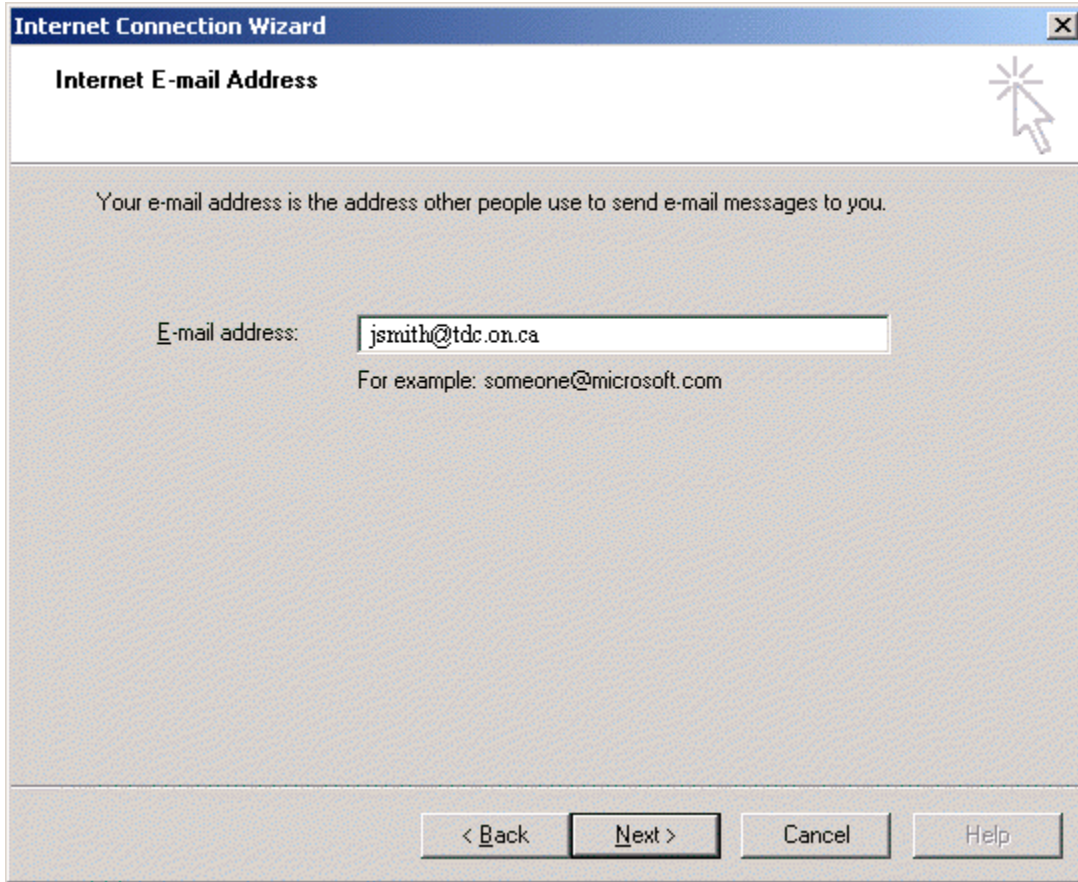
2. Click **Tools** --> **Accounts** , The Accounts window appears
3. Click the **Add** button then choose **Mail** , the Internet Connection Wizard appears



4. As your **Display Name** , enter the name you want others to see in the **from:** field when you send Email, then click **Next**



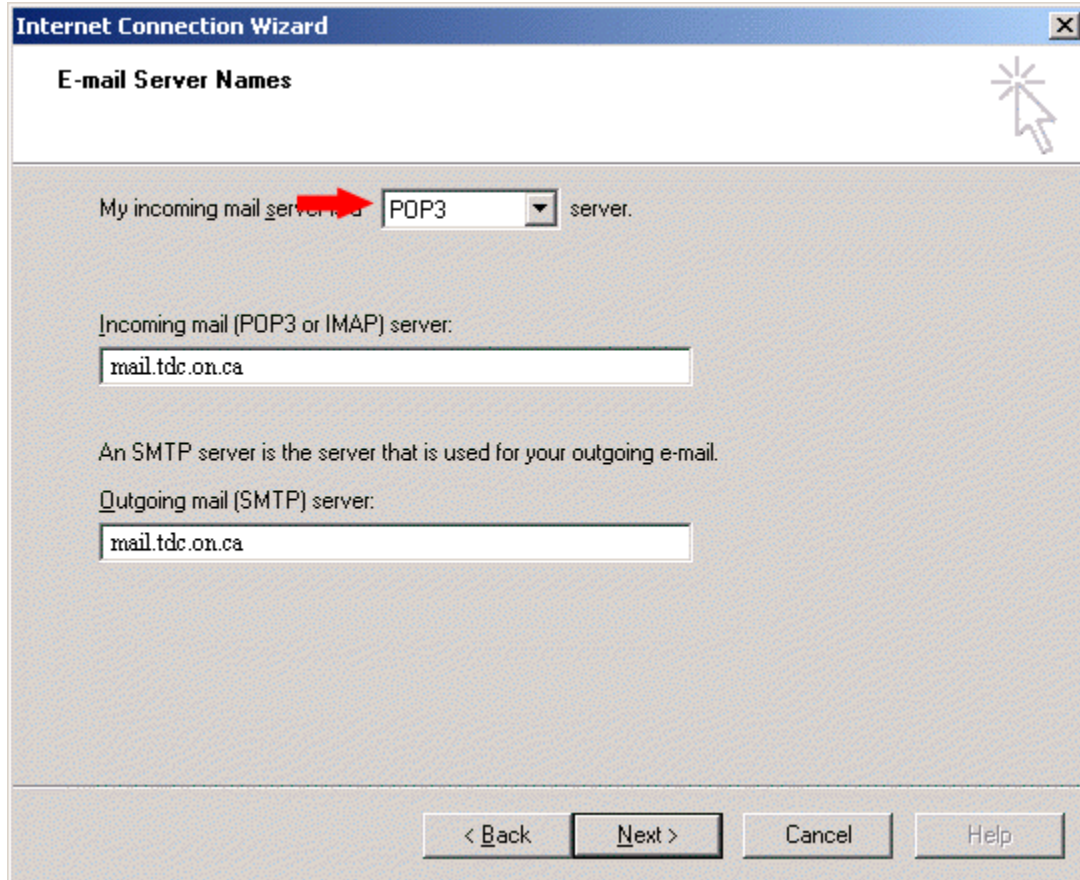
5. Enter your Email address (username@tdc.on.ca), then click **Next**



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. The main title of the dialog is "Internet E-mail Address". Below the title, there is a help icon (a starburst with a mouse cursor) and a line of text: "Your e-mail address is the address other people use to send e-mail messages to you." Below this text is a label "E-mail address:" followed by a text input field containing "jsmith@tdc.on.ca". Underneath the input field is a small example text: "For example: someone@microsoft.com". At the bottom of the dialog, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

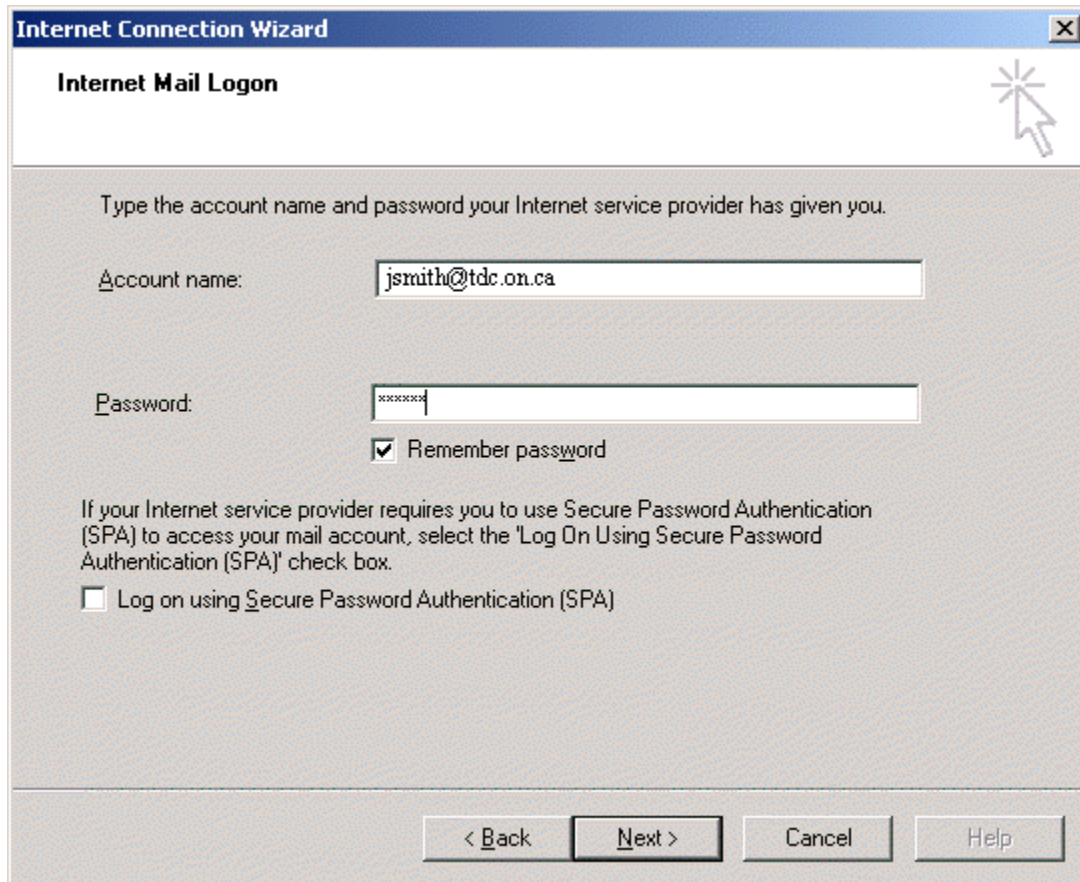
6. Do not change the value beside **My incoming mail server**. It should remain set to **POP3**.
7. Input **mail.tdc.on.ca** into Incoming mail / Outgoing Mail servers.

8. Click **Next**



9. Enter your **Email ID** in the **Account Name** field. In this case, the Email address is "jsmith@tdc.on.ca".
10. Make sure to include **@tdc.on.ca** after your account name.
11. Enter your email account password (which is cAsE sEnSiTiVe). When entered, the password is displayed as a series of asterisks (****), and you can set Outlook Express to remember your password if you don't want to type it in every time you check for new messages)

12. Click **Next**



The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog box has a close button (X) in the top right corner. The main content area contains the following text and controls:

Type the account name and password your Internet service provider has given you.

Account name:

Password:

Remember password

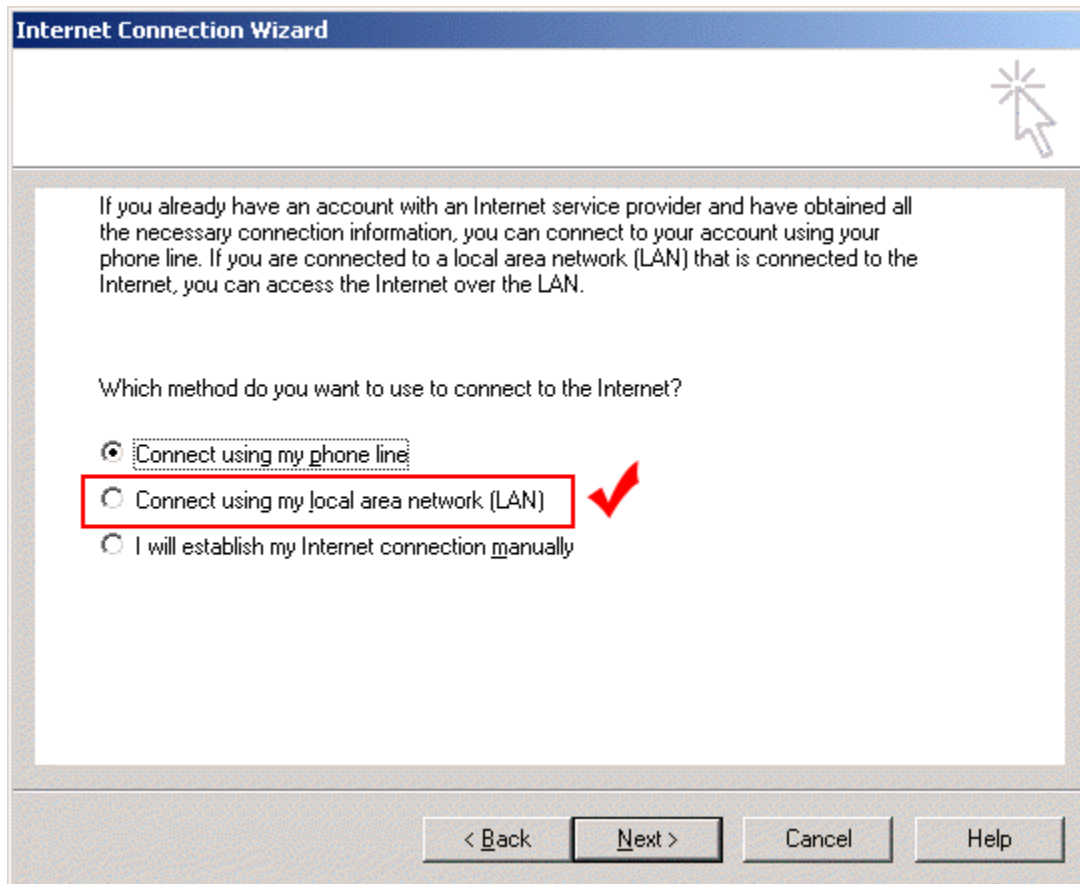
If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.

Log on using Secure Password Authentication (SPA)

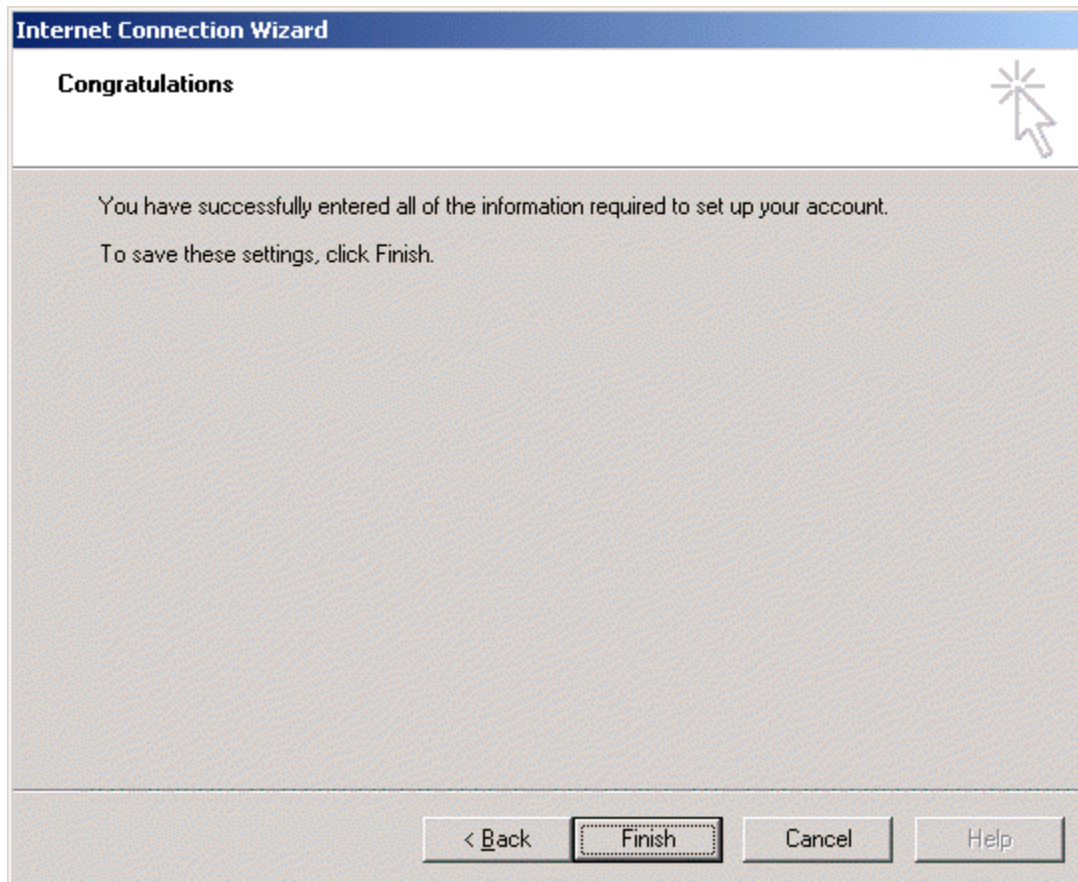
At the bottom of the dialog box, there are four buttons: "< Back", "Next >", "Cancel", and "Help". A mouse cursor is pointing at the "Next >" button.

13. Select **Connect using my local are network (LAN)**

14. Click **Next**



15. Click **Finish** , the *Internet Connection Wizard* will close



Note: To add additional accounts, [repeat 1-23](#).