



B2B Web Consultants

THE CENTRAL BUSINESS CENTRE, 54 CONDUIT STREET, LEICESTER, LE2 0JN

Phone: 07970 680 987 • www.b2bwebconsultants.co.uk

CONFIGURING OUTLOOK 2000

Setting up accounts

Go to the TOOLS menu and select ACCOUNTS

If setting up a new account click ADD .. MAIL

This takes you into the Internet Connection Wizard

For Display Name type in your own name

Next >

Type in the e-mail address you will use, e.g. myname@myaddress.co.uk

Next>

In the box for incoming mail (POP3) type in your POP box host name*

In the box for outgoing mail (SMTP) type in the details provided to you by your Internet Service Provider*

* If you are not sure what these should be contact B2b Web support desk.

Next >

In the box for Account Name type the user name for the person whose account this is for

In the box for Password type in the appropriate password for this account

Tick the box for remember password

Next >

Which method do you want to use to connect to the Internet

You will probably want to select Connect using my phone line

Next >

In the Dial-up connection box select the name of the dial up you wish to use - this should be your main Internet Service Provider (unless that is AOL, in which case contact B2b Web support for help.)

Next >

FINISH

Your box headed Internet Account should now show an entry with the name you typed in at the beginning of the procedure.

You can now amend some of the properties on this account if you wish.

To do this click on the PROPERTIES tab.

On the GENERAL tab you can add in the Organization name, e-mail address (this should already be there), and the reply to address (which can be different if you need it to be, otherwise use your own email address.

Do not change anything on the SERVERS tab.

On the CONNECTION TAB make sure that Connect using my phone line is selected.

And under MODEM you have select the DSVR account.

OK

CLOSE

Once you have made a connection to the Internet you are now ready to send and receive e-mails.