

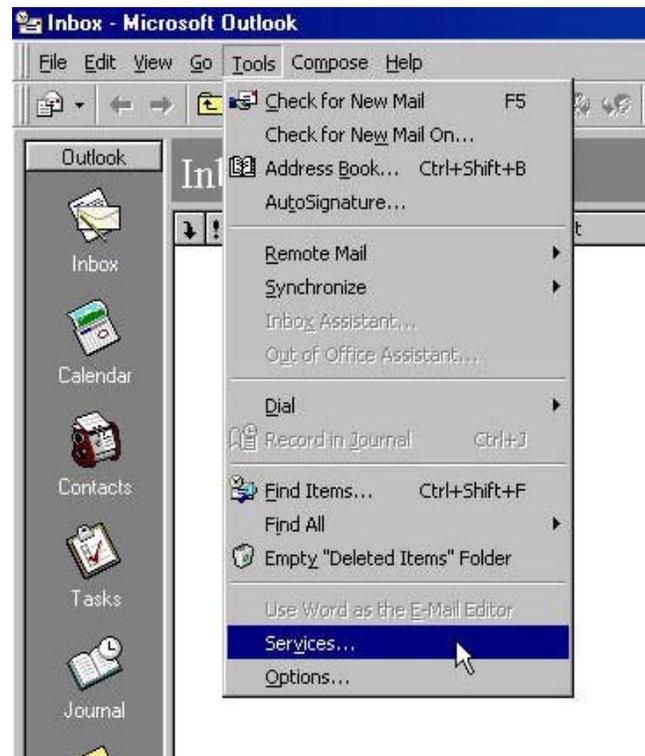


Setting up Outlook 97 for e-mail

Step 1

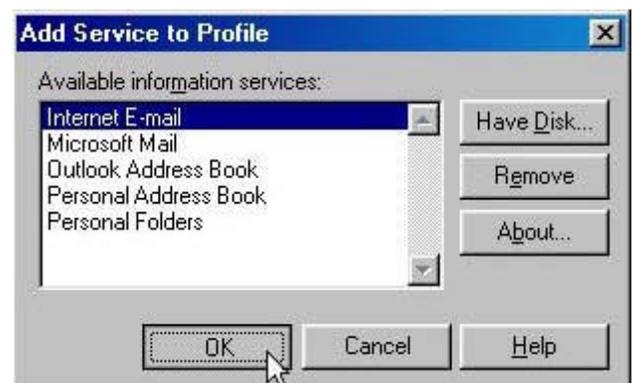
Find the 'Outlook' icon on your desktop and **double-click** on it. This will open 'Outlook97'.

Inside of Outlook click on '**Tools**' and '**Services**'.



Step 2

Left-click on the 'Add' button.



Step 3

Left-click on the '**Internet E-mail**' so that it is highlighted as shown. Then **click** on '**OK**'.



ADVANCED COMPUTER &
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Frankfort, IN 46041
Phone (765) 659-4671
Fax (765) 654-7106
Internet Support: internet@accs.net
Web Site: www.accs.net

Setting up Outlook 97 for e-mail

Step 4

This is the properties screen for your new mail account. In the top window type in 'mail.accs.net' as shown. Then type in your Name and Email address in the provided spaces. Once this is complete **click** on the tab labeled 'Servers'.

mail.accs.net Properties

General Servers Connection Advanced

Server Information

Outgoing Mail (SMTP): mail.accs.net

Incoming Mail (POP3): mail.accs.net

Login Information

Logon using:

Account Name: fred

Password: *****

Logon using Secure Password Authentication

OK Cancel Apply

mail.accs.net Properties

General Servers Connection Advanced

Mail Account

Enter the name you would like to refer to these servers by. For example: "Work" or "Microsoft Mail Server".

mail.accs.net

User Information

Name: Fred Tate

Organization:

E-mail Address: fred@accs.net

Reply Address:

OK Cancel Apply

Step 5

Type 'mail.accs.net' into the 'Outgoing' and 'Incoming' mail blanks as shown. Next, type in your ACCS account name and password at the bottom. Then **click** on the 'OK' button and close everything including Outlook97. Now your ACCS email is setup, the next time you open Outlook97 it will be using your ACCS email account.

Free Internet Technical Support

Phone: (765) 659-4671

Email: internet@accs.net

Hours: Mon-Fri 8a-5p

Remember if you have any trouble please give us a call. We have professionals on staff that have experience troubleshooting/fixing all sorts of networking and computer hardware problems. ACCS has been building/maintaining business networks and computers for over 20 years!