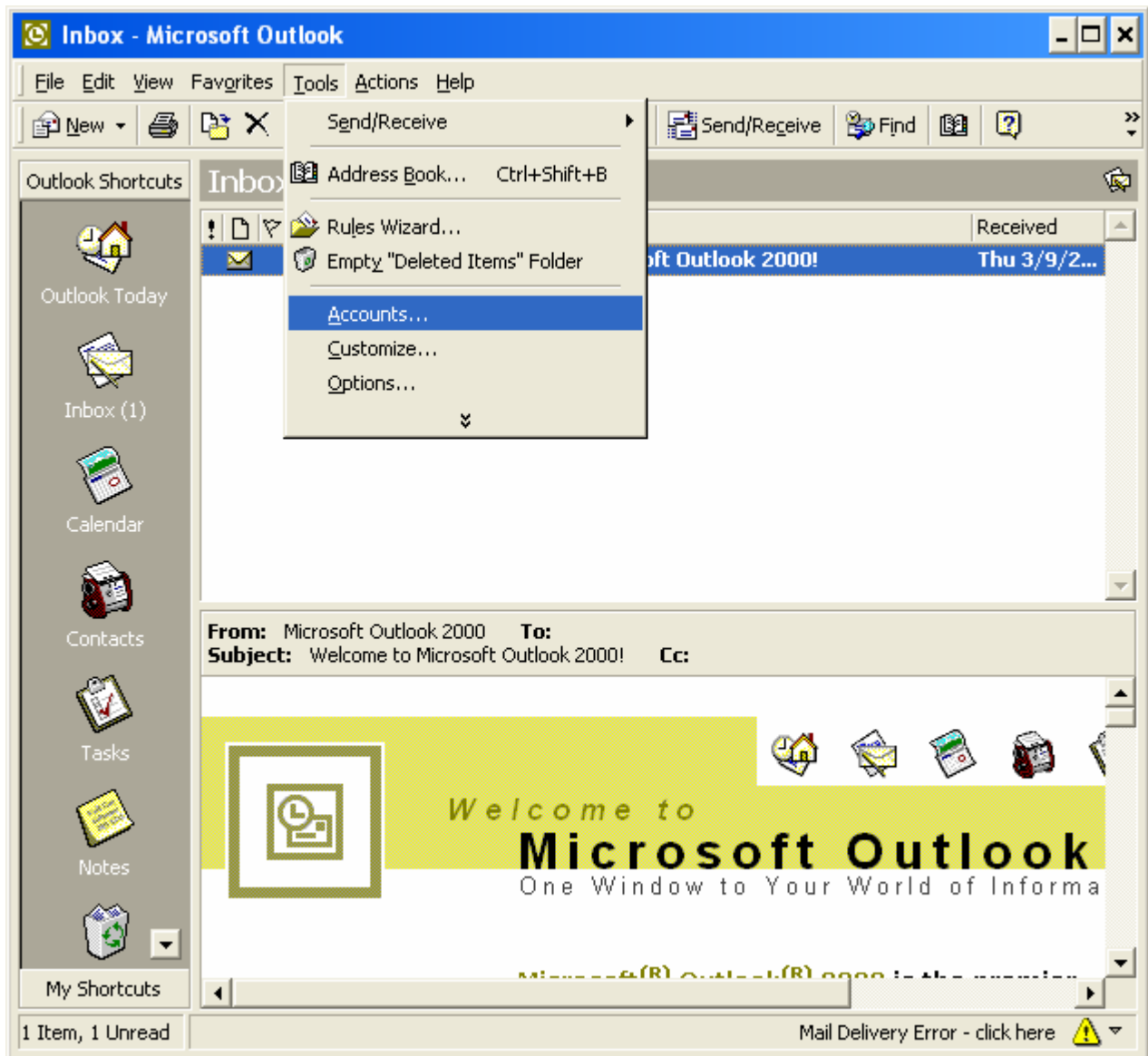


How to Setup your E-mail Account - Outlook 2000

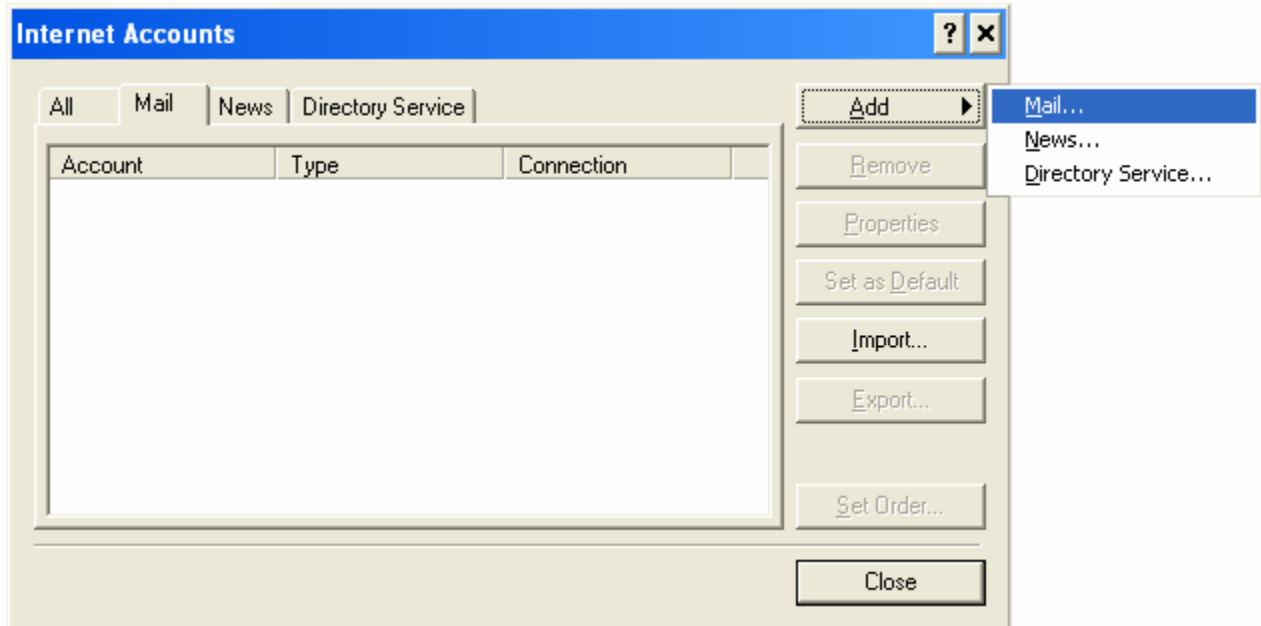
This document will show you how to configure Outlook 2000 to be able to send and receive your e-mail.

1 - Open Outlook 2000, go to the Tools menu and choose Accounts:



Note: if you're setting up Outlook 2000 for the first time, please choose Internet Only on the Outlook 2000 startup wizard screen entitled E-mail Service Options, then go directly to step 3.

2 - Make sure you are on the second tab called Mail, click on the Add button in the upper right-hand corner, and select Mail:



3 - The Internet Connection Wizard window will pop-up. Please enter your **display name**, which is the name that will appear in the From field when you send e-mail. You can then click Next:

Internet Connection Wizard

Your Name

When you send e-mail, your name will appear in the From field of the outgoing message.
Type your name as you would like it to appear.

Display name:

For example: John Smith

< Back Next > Cancel Help

4 - Enter your **e-mail address**, then click Next:

The screenshot shows a Windows-style dialog box titled "Internet Connection Wizard" with a close button (X) in the top right corner. Below the title bar, the text "Internet E-mail Address" is displayed. A mouse cursor is pointing at a question mark icon in the top right of the main area. The main area contains the text: "Your e-mail address is the address other people use to send e-mail messages to you." Below this is a label "E-mail address:" followed by a text input field containing "username@tedata.net.eg". Underneath the input field is the text "For example: someone@microsoft.com". At the bottom of the dialog box, there are three buttons: "< Back", "Next >", and "Cancel".

5 - Choose POP3 from the drop-down box (unless you prefer to use IMAP), then enter the following information:

Incoming mail (POP3, IMAP or HTTP) server: mail.tedata.net.eg

Outgoing mail (SMTP) server: out.tedata.net.eg

You can click Next.

Internet Connection Wizard

E-mail Server Names

My incoming mail server is a server.

Incoming mail (POP3 or IMAP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

< Back Next > Cancel Help

6 - Enter your username in the Account name box (your username is usually the first part of your e-mail address at tedata.net.eg, so if your e-mail address is username@tedata.net.eg, your username should be username).

Type in your password in the next box, and make sure you do not have the Caps Lock key turned on, since your password is case sensitive (and so is your username).

Make sure Remember password is checked.

Do NOT check Log on using Secure Password Authentication (SPA).

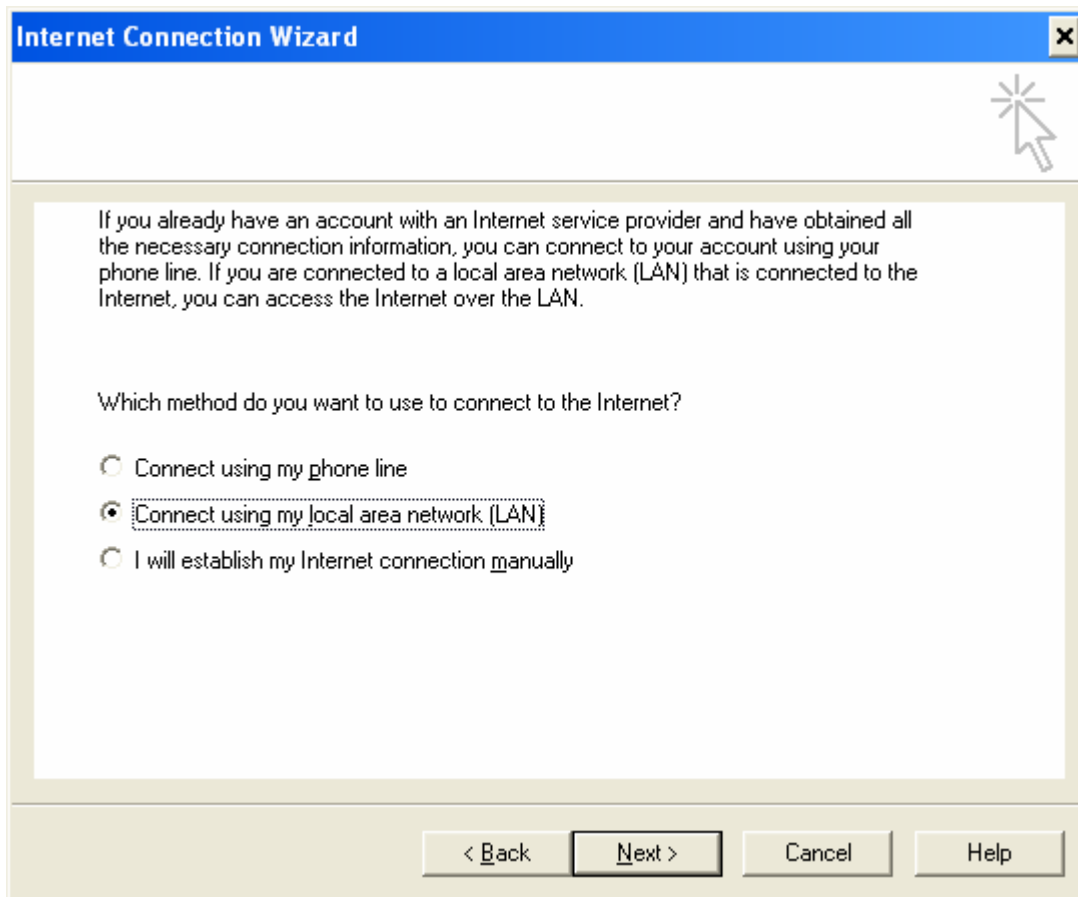
You can now click Next.

The screenshot shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The main text reads: "Type the account name and password your Internet service provider has given you." Below this are two input fields: "Account name:" containing the text "username" and "Password:" containing ten black dots. A checked checkbox labeled "Remember password" is positioned below the password field. A paragraph of text follows: "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." Below this is an unchecked checkbox labeled "Log on using Secure Password Authentication (SPA)". At the bottom of the dialog are three buttons: "< Back", "Next >", and "Cancel". A mouse cursor is visible in the top right corner of the dialog box.

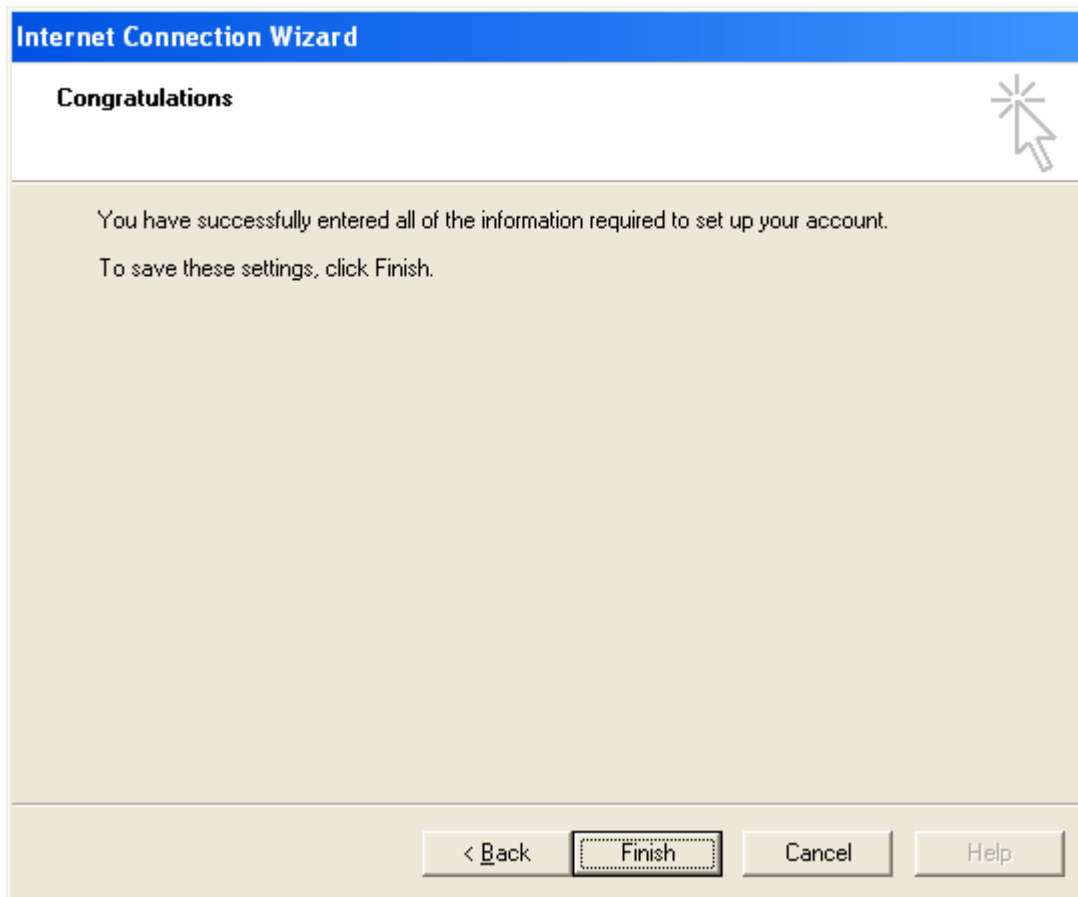
7 - Choose: the first radio button (Connect using my phone line) if you're setting your account on a Dialup connection

The second radio button (Connect using my local area network (LAN)) if you are setting up your account on a DSL connection

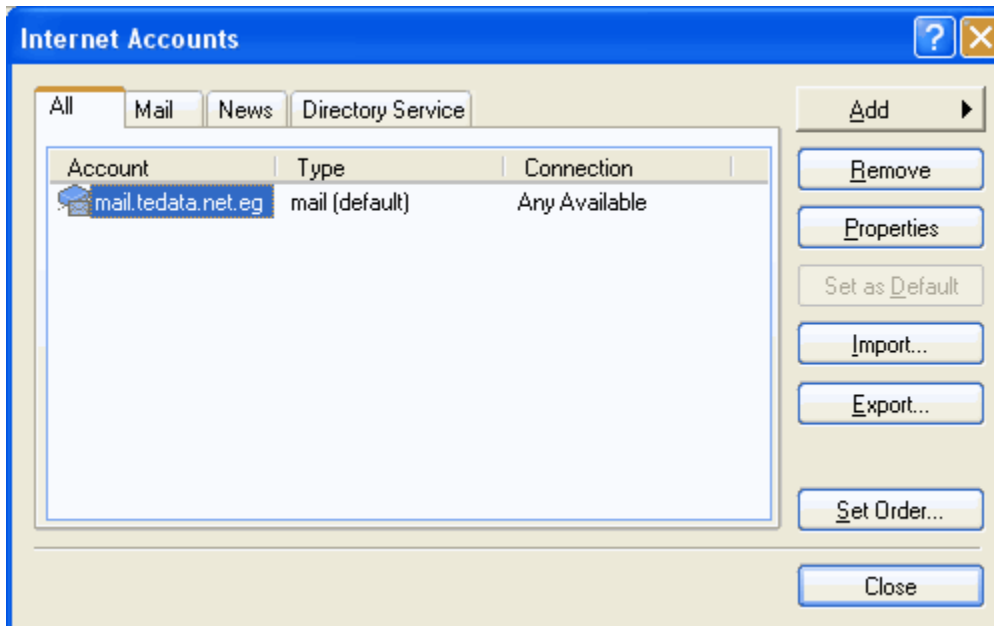
Then click Next.



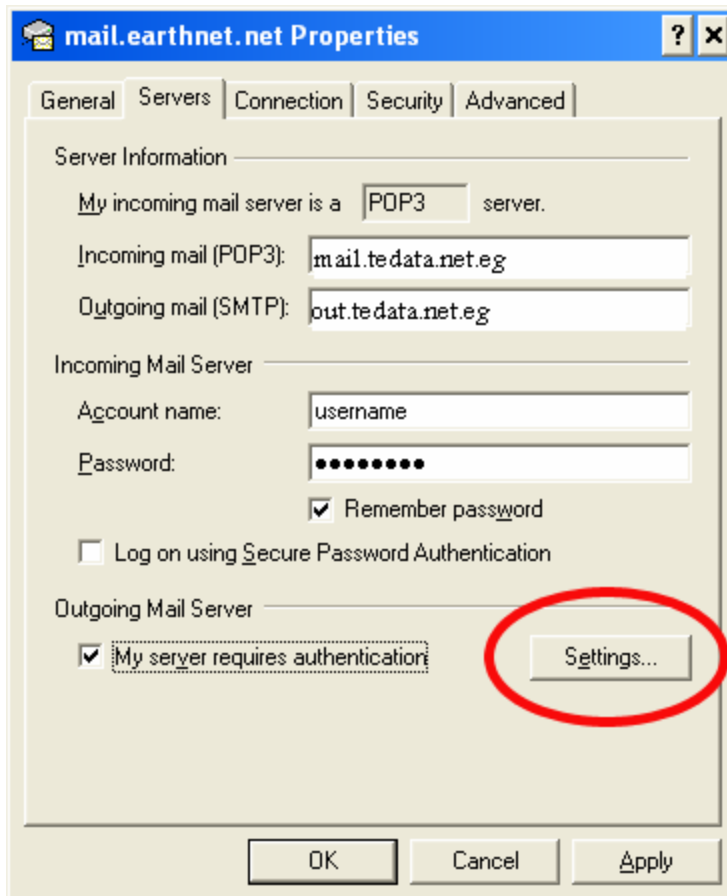
8 - The Congratulations screen will appear. Click Finish.



9 - You should now be back on the Internet Accounts window, and see an account called mail.tedata.net.eg Please double-click on that name (mail.tedata.net.eg).



10 - You should now see the following dialog box:

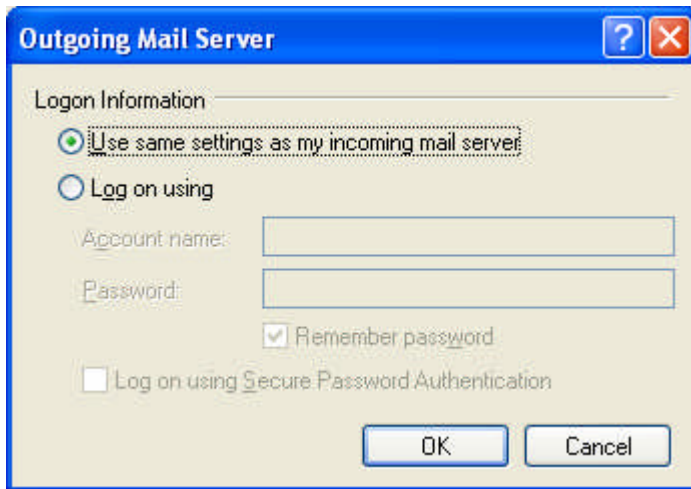


Go to the second tab called Servers.

In the lower section, you should see a checkbox called My server requires authentication. Please CHECK that box.

Now, click on the Settings button next to it.

11 - A dialog box like this one should have popped up:



Choose the first radio button called Use same setting as my incoming mail servers

Do NOT check the last box called Log on using Secure Password Authentication (SPA).

You can now click OK to confirm the changes.

This will close the current dialog box and take you back to the mail.earthnet.net Properties window. Please click OK on that window to close it.

You should now be back on the Internet Accounts window. Click the Close button to finish.

Congratulations, you have finished setting up your email account!



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