Setup procedure for MS Outlook 2000

From the menu select **Tools** and then **Accounts..** When you do this the following
Window will be displayed.
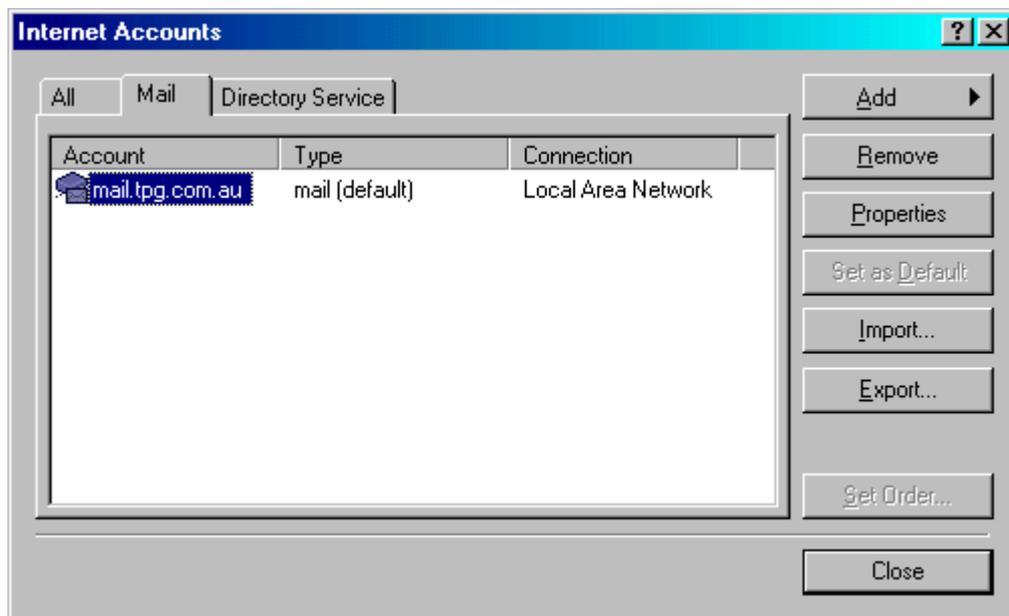
Next you must highlight your email account and then select **properties.**   When you
do the window shown below will be displayed.

First you must click on the **Servers** tab. Next put a tick on the box next to "My server requires authentication. Then click on the **Settings…** button

When you do the window next will be display. Make sure the setting are the same as below and then click on OK. To complete the task.

Outgoing Mail Server

Logon Information

- ◉ Use same settings as my incoming mail server
- ○ Log on using

  Account name: [ ]

  Password: [ ]

  ☑ Remember password

  ☐ Log on using Secure Password Authentication

[OK] [Cancel]