



## Email Configuration: Microsoft Outlook 97

1. Select **Services** from the **Tools** menu.
2. If you do not see **Internet Mail** listed, click **Add**. If you do see **Internet Mail** listed, click **Properties**.
3. Enter your first and last name in the **Full Name** field, and your email address in the **Email Address** field.
4. In the **Internet Mail Server** field, enter your POP3 host (for example, pop3.thedomain.com), which should have been provided to you by your ISP or email administrator.
5. Enter your user name in the **Account Name** field.
6. Enter your password in the **Password** field.
7. Click on **Advanced Options**.
8. In the **Forward All Outbound Mail** field, enter your SMTP server (for example, smtp.thedomain.com), which should have been provided to you by your ISP or email administrator.
9. Click **OK** until you are back at the main Outlook screen. You will need to exit and restart Outlook before you can send or receive mail.

Note: Please use all lowercase characters for your settings.

You are now ready to receive and send mail using Microsoft Outlook 97.