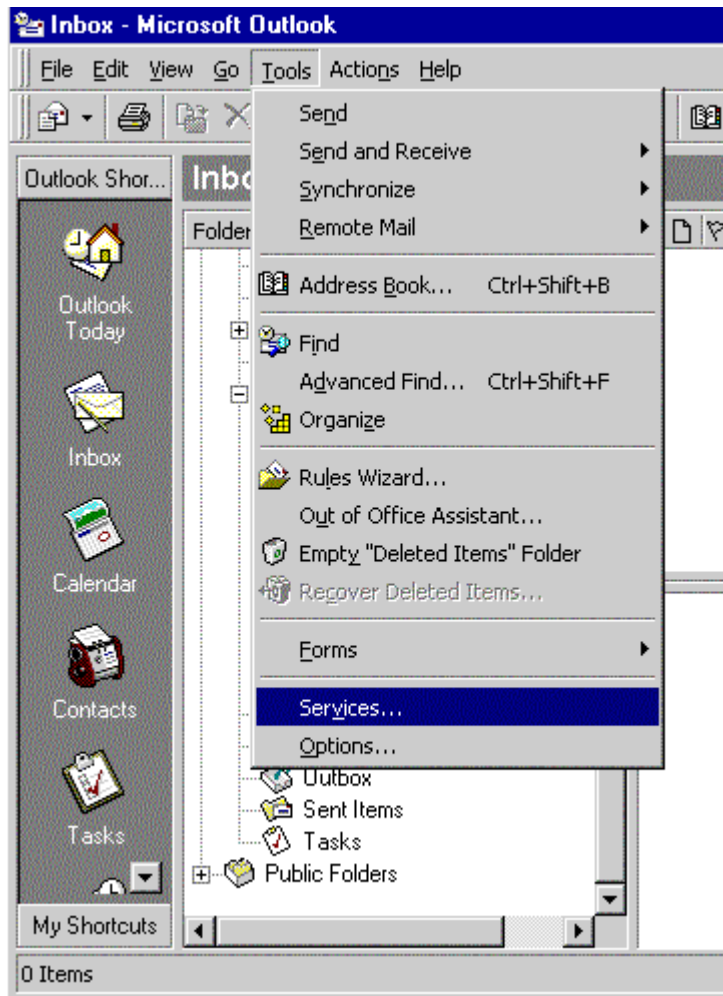
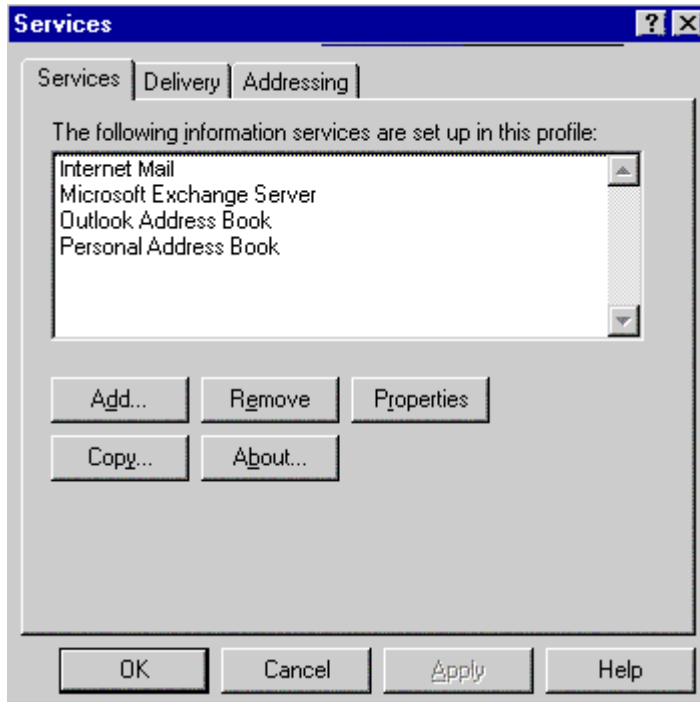


Setup: Outlook 2000

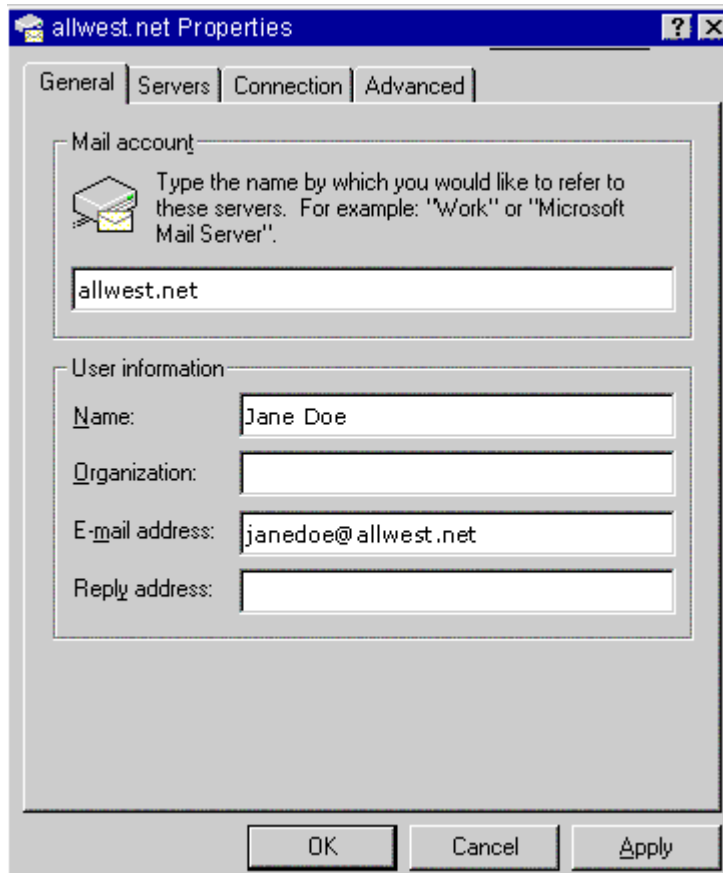
1. To set up an email account in Outlook 2000, first open it by double-clicking on the Outlook icon on your Desktop. Note: If no icon exists locate Outlook in your "Start" menu.
2. A setup wizard screen may pop-up. Otherwise, choose **Tools > Services**. (Note: If you do not see Services listed, select Accounts.)



3. Click once on **Internet Mail**. Then, click the **Properties** button. (Note: If Internet Mail is not an option you may need to add it using the **Add...** button)



4. On the **General** tab, fill in the appropriate information using the screenshot below as an example. Then, click the **Servers** tab. (**Organization** and **Reply address** are not required fields)



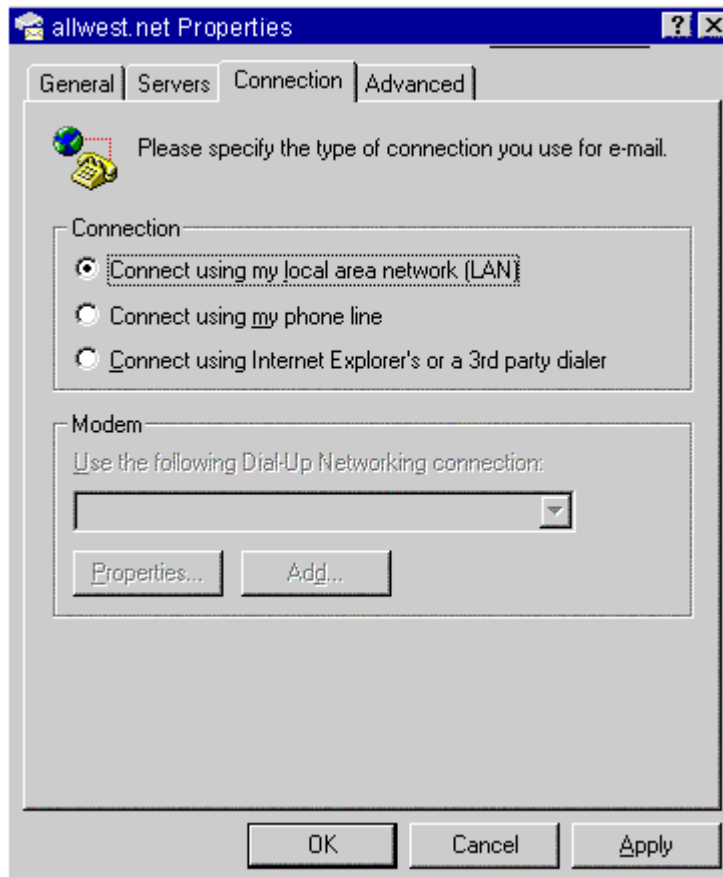
5. On the **Servers** tab, fill in the appropriate information using the screenshot below as an example. Then, click the **Connection** tab.

The screenshot shows the 'allwest.net Properties' dialog box with the 'Servers' tab selected. The dialog has four tabs: 'General', 'Servers', 'Connection', and 'Advanced'. The 'Servers' tab contains three sections:

- Server information:** Two text boxes. The first is labeled 'Outgoing mail (SMTP):' and contains 'mail.allwest.net'. The second is labeled 'Incoming mail (POP3):' and also contains 'mail.allwest.net'.
- Incoming Mail Server:** A radio button labeled 'Log on using' is selected. Below it are two text boxes: 'Account name:' containing 'janedoe' and 'Password:' containing a series of asterisks. A second radio button labeled 'Log on using Secure Password Authentication' is unselected.
- Outgoing Mail Server:** A checkbox labeled 'My server requires authentication' is unselected. To its right is a 'Settings...' button.

At the bottom of the dialog are three buttons: 'OK', 'Cancel', and 'Apply'.

6. On the **Connection** tab, if you are an All West DSL customer you should leave the top option (LAN) selected. Otherwise, if you are an All West dialup customer choose the second (phone line) option. Then, click **OK**.



7. You are finished with the setup. To check your mail click **Send/Receive** from the main Outlook window.