Outlook 2000 Configuration

1. Start Outlook and click on “Tools” then “Accounts…”

2. An “Internet Accounts” dialogue box will appear

3. Select the “Mail” tab
4. Click the “Add” button and select “Mail…”

5. The “Internet Connection Wizard” will appear
6. At the “Your Name” screen
   a. In the “Display name:” field, type your name and click “Next >”

7. At the “Internet E-mail Address” screen
   a. In the “E-mail address” field, type your HCHC email address and click “Next >”
8. At the “E-mail Server Names” Screen
   a. Select IMAP where it says, “My incoming server is a POP3 or IMAP server.”
   b. In the “Incoming mail (POP3 or IMAP) server:” field type imap.gmail.com
   c. In the “Outgoing mail (SMTP) server:” field type smtp.gmail.com
   d. Click “Next >”
9. At the “Internet Mail Logon” screen
   a. In the “Account name:” field, type in your **full HCHC email address**
      i. For example: If my name is John Doe, I would type in `jdoe@hchc.edu` in
         the “Account name” field. If you only put your username, jdoe, you will
         **NOT** be able to check your email
   b. In the “Password” field, type in your HCHC password
   c. Check the box next to “Remember password”
   d. Click “Next >”

10. At the next screen, select “Connect using my local area network (LAN) and click
     “Next >”
11. At the “Congratulation” screen, click “Finish”
12. This will bring you back to the “Internet Accounts” screen

13. Click the “Properties” button on the right

14. This will bring you to the “imap.gmail.com” Properties screen
15. Click on the “Servers” tab

16. Under “Outgoing Mail Server,” click the box next to “My server requires authentication

17. Click the “Settings…” button

18. This will bring you to the “Outgoing Mail Server” screen

19. Select “Use same settings as my incoming mail server” and click “OK”

20. This will bring you back to the “imap.gmail.com” Properties screen
21. Click on the “Advanced” tab
   a. In the “Outgoing mail (SMTP):” field, type 465
   b. Check the box next to “This server requires a secure connection (SSL)
   c. In the “Incoming mail (IMAP):” field, type 993
   d. Check the box next to “This server requires a secure connection (SSL)
   e. Click “OK”

22. This will bring you back to the “Internet Accounts” screen
23. Click “Close”
24. You can use your HCHC email by clicking on imap.gmail.com” on the left side