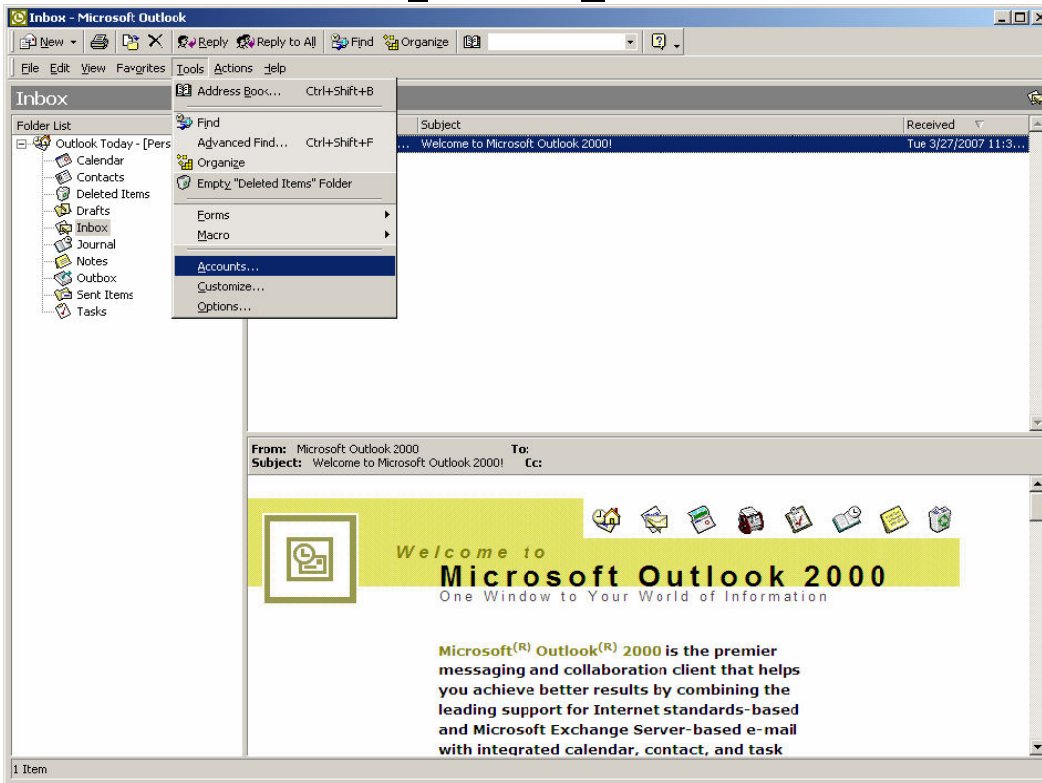
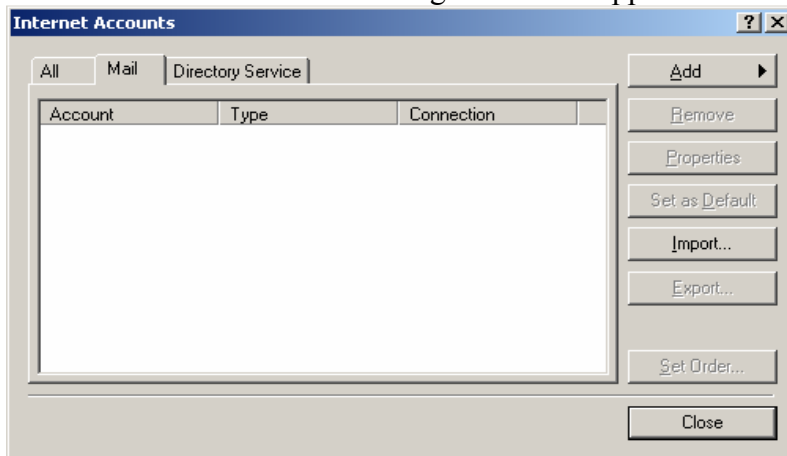


Outlook 2000 Configuration

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

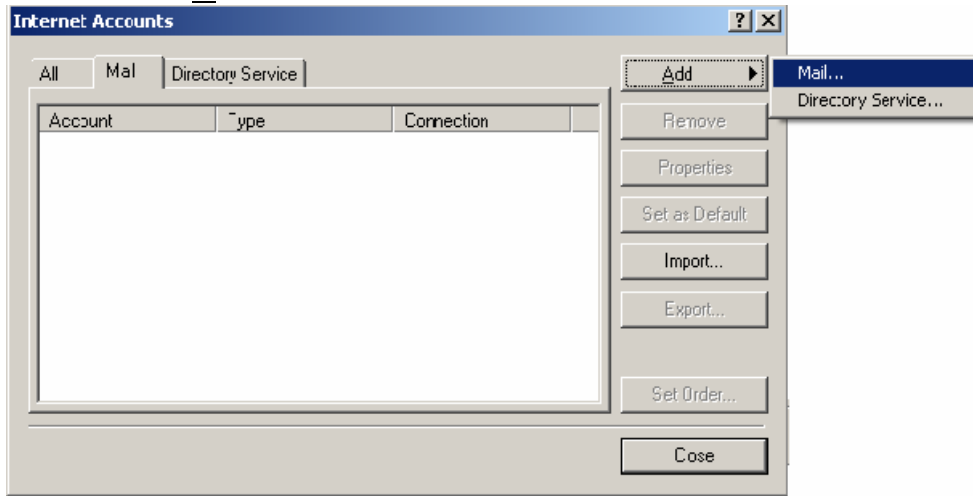


2. An “Internet Accounts” dialog box will appear

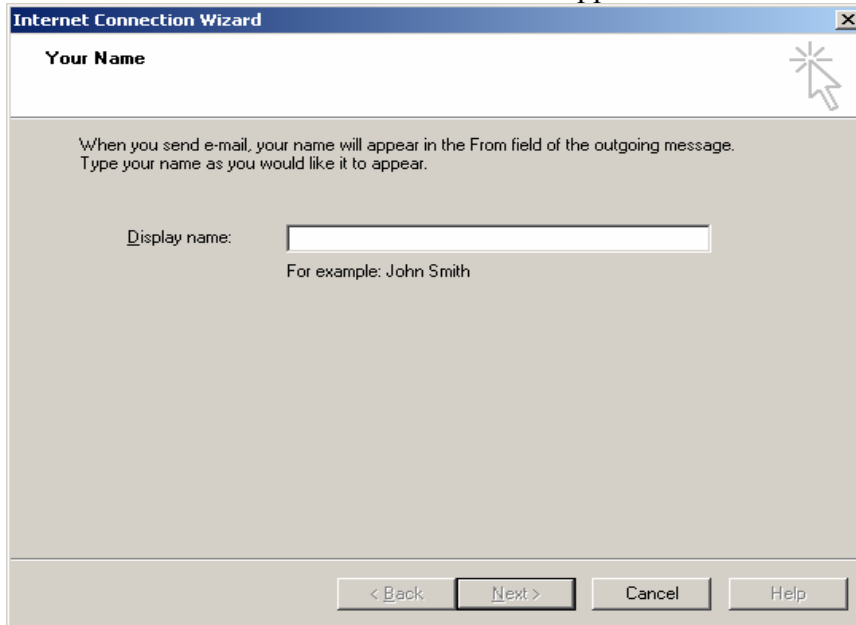


3. Select the “Mail” tab

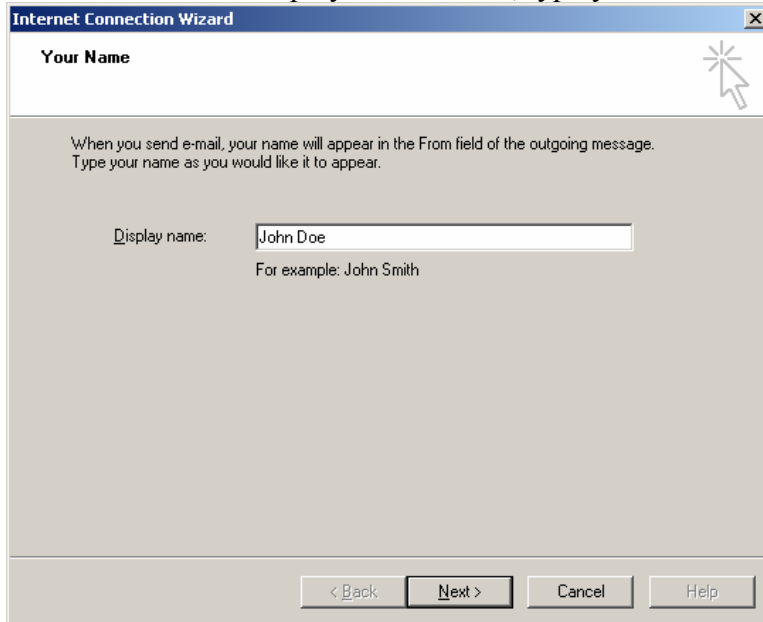
4. Click the “Add” button and select “Mail...”



5. The “Internet Connection Wizard” will appear

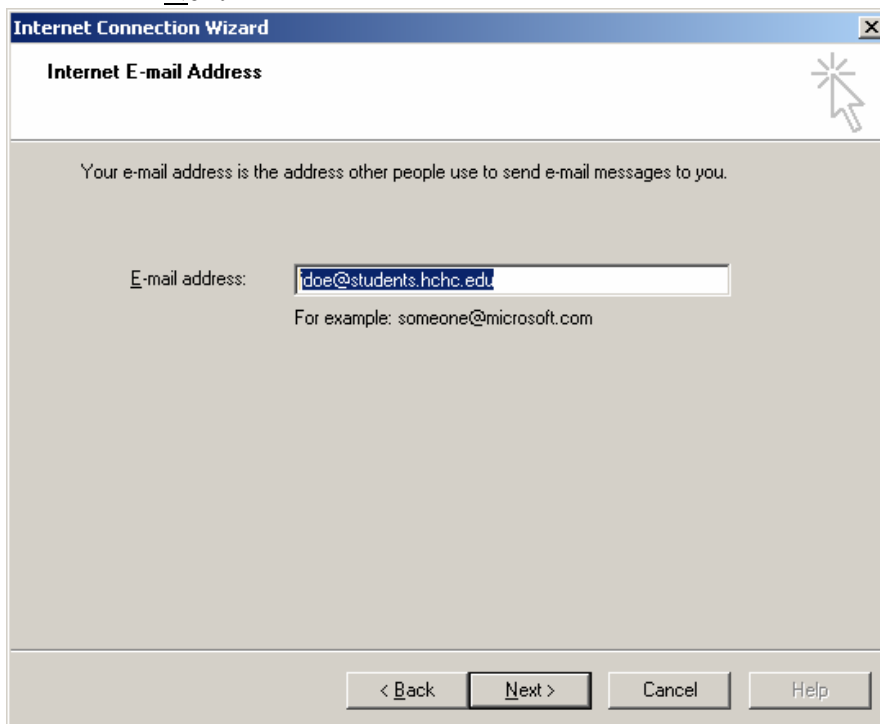


6. At the “Your Name” screen
 - a. In the “Display name:” field, type your name and click “Next”



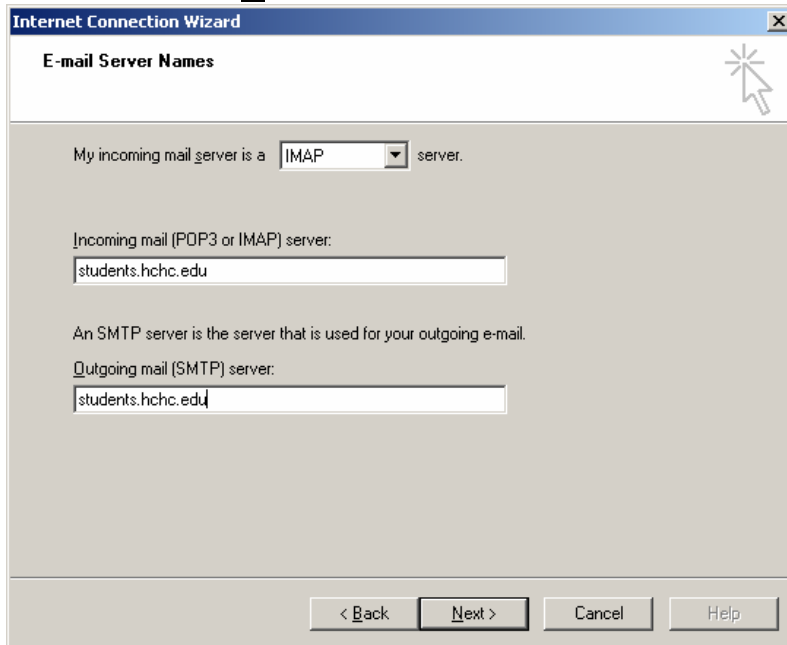
The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Your Name". Below the heading, there is a text box containing "John Doe". To the left of the text box is the label "Display name:". Below the text box is the text "For example: John Smith". At the bottom of the window, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

7. At the “Internet E-mail Address” screen
 - a. In the “E-mail address” field, type your HCHC email address and click “Next”



The screenshot shows a window titled "Internet Connection Wizard" with a close button in the top right corner. The main heading is "Internet E-mail Address". Below the heading, there is a text box containing "doe@students.hchc.edu". To the left of the text box is the label "E-mail address:". Below the text box is the text "For example: someone@microsoft.com". At the bottom of the window, there are four buttons: "< Back", "Next >", "Cancel", and "Help".

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 students.hchc.edu
 - c. In the “Outgoing mail (SMTP) server:” field type students.hchc.edu
 - d. Click “Next”

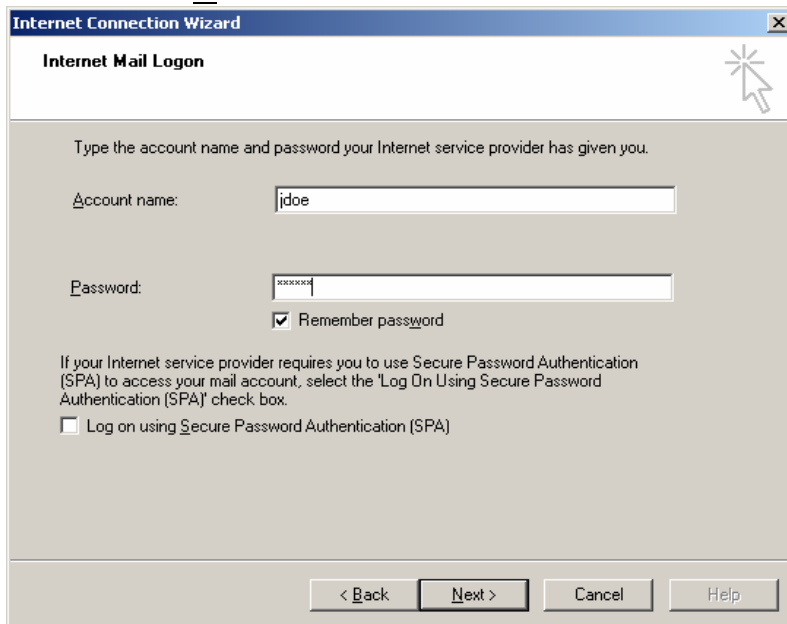


The screenshot shows the 'E-mail Server Names' window of the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The window title is 'E-mail Server Names'. The main content area contains the following text and fields:

- 'My incoming mail server is a **IMAP** server.' (The 'IMAP' is in a dropdown menu.)
- 'Incoming mail (POP3 or IMAP) server:' followed by a text box containing 'students.hchc.edu'.
- 'An SMTP server is the server that is used for your outgoing e-mail.'
- 'Outgoing mail (SMTP) server:' followed by a text box containing 'students.hchc.edu'.

At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. A mouse cursor is pointing at the 'Next >' button.

9. At the “Internet Mail Logon” screen
 - a. In the “Account name:” field, type in your HCHC username
 - b. In the “Password” field, type in your HCHC password
 - c. Check the box next to “Remember password”
 - d. Click “Next”

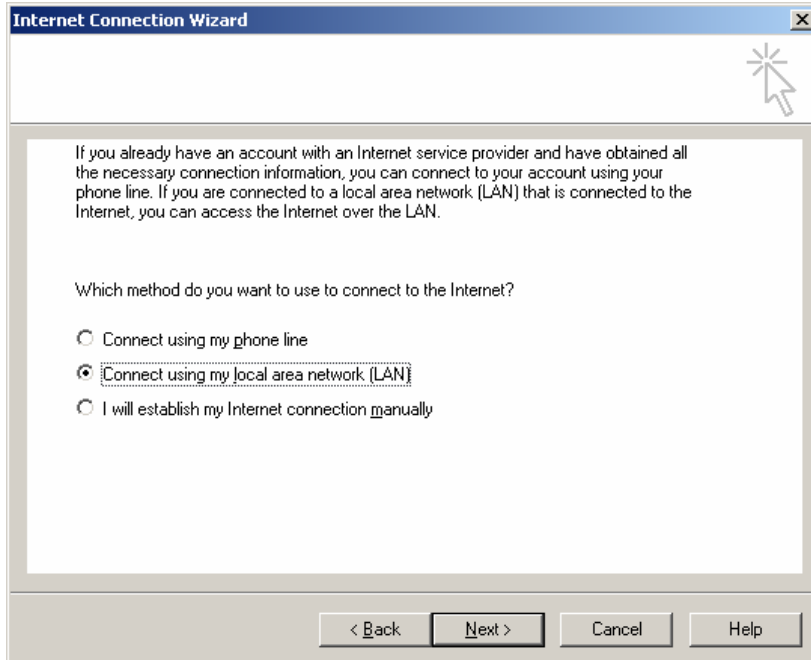


The screenshot shows the 'Internet Mail Logon' window of the Internet Connection Wizard. The title bar reads 'Internet Connection Wizard'. The window title is 'Internet Mail Logon'. The main content area contains the following text and fields:

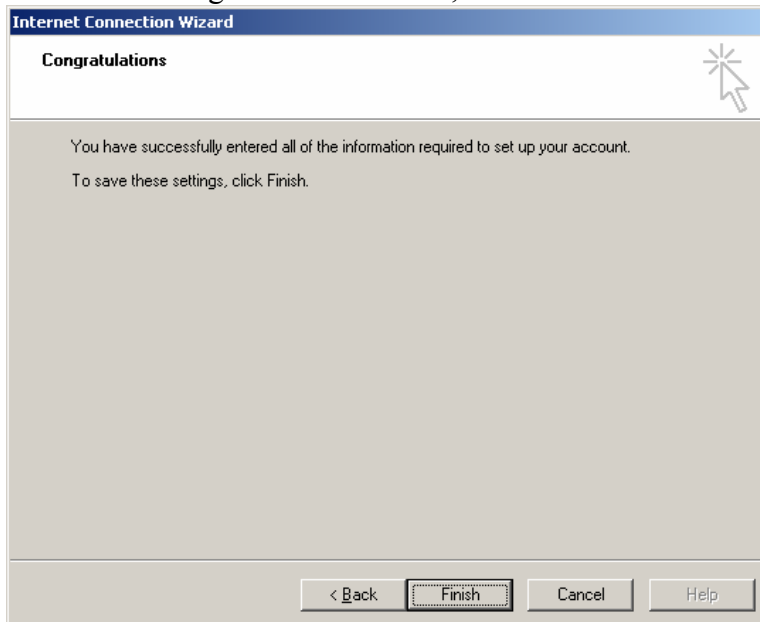
- 'Type the account name and password your Internet service provider has given you.'
- 'Account name:' followed by a text box containing 'jdoe'.
- 'Password:' followed by a text box containing 'xxxxxx'.
- A checked checkbox labeled 'Remember password'.
- Text: 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.'
- An unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'.

At the bottom, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'. A mouse cursor is pointing at the 'Next >' button.

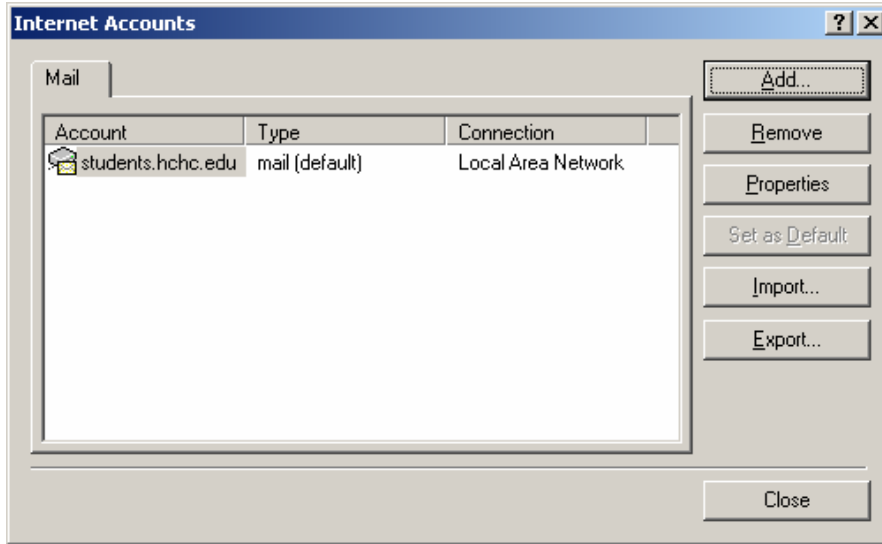
10. At the next screen, select “Connect using my local area network (LAN)” and click “Next”



11. At the “Congratulation” screen, click “Finish”



12. This will bring you back to the “Internet Accounts” dialogue box
13. Click “Close”



14. You can use your HCHC email by clicking on “students.hchc.edu” on the left side

