

Add a New E-Mail Account to Outlook 98

To create a new e-mail account in Outlook 98:

1. Start Outlook 98.
2. Choose "Services" from the "Tools" menu. The "Internet Accounts" window will open.
3. Click the "Mail" tab. This will show you any e-mail accounts that are currently set up in Outlook 98.
4. Click the "Add" button. A menu will appear; choose "Mail".
5. The "Internet Connection Wizard" will appear to guide you through a series of configuration steps for the e-mail address you want to add.
6. Enter your name as you want it to appear in e-mails. Click "Next".
7. Enter the e-mail address you want to add, in the form of "jdoe@domainName.com" and then click Next.
8. Enter the following information:
 - My incoming mail server is a: POP3
 - Incoming mail (POP3 or IMAP) server: mail.domainName.com
 - Outgoing mail (SMTP) server: mail.domainName.com

(Please Note - You MAY need to use your ISP's SMTP server in this field. Some ISP's, Earthlink, Mindspring, MSN, etc. do not allow SMTP relay to another mail server. Please contact them for the proper SMTP information, or call us for assistance).

- Then Enter the following information:
 - POP account name: Your user name/ID (this is your email address; i.e.:jdoe@etczone.com)
 - Password: Your e-mail password.
- Click Next. The Friendly Name window will appear.
- Type in a friendly name that will help you remember this e-mail address.
- Click Next.....The Choose Connection Type window will appear.
- Choose one of the following connection types:
 - If you connect through your modem, click the "Connect using my phone line radio button".
 - If you wish to connect manually before you open Outlook Express, choose the "I will establish my Internet connection manually radio button".
- Click "Finish".

If you want to add another e-mail account to Outlook 98, repeat the above procedure. If not, click "Close".