

Configuring Outlook 2000 to Receive InterMail

The following instructions cover typical usage of Outlook 2000 and assume the software has been installed correctly on your system.

With Outlook, you can set up additional mail accounts for every mailbox from which you need to retrieve mail. The instructions below are only for individuals with a direct Internet connection, by modem or network. If you are behind a firewall or proxy server, the information below may not work. Consult your business' network administrator for more information.

There are many more options available in Outlook. See the software's documentation for more information on the advanced options.

InterMail

1. Open Outlook.
2. Click **Tools** on the menu bar.
3. Select **Services** from the **Tools** menu.
4. Click **Add**.
5. Click **Internet E-mail** in the Add Service to Profile box. Click **OK**.
6. Complete the following fields in the mail account **Properties** window:

6A. Under the General tab:

First, type the name by which you wish to refer to this mail account, as in "Personal Email" or "Work"

Under User Information, type the following:

Name: Your name. This is the name that will display in a recipient's Inbox when they receive an email from you.

Organization: Your organization, business, or domain name, if applicable

E-mail address: The email address that will display in emails you send

Reply Address: The address you want mail to go to when someone receives an email message from you and clicks "Reply". **This is usually the same as the E-mail address.**

6B. Click the Server tab at the top of the box and fill out the following fields:

- **Incoming Mail (POP3)** - The mail server from which e-mail for this profile is to be retrieved. For Interland servers use 'pop.registeredsite.com'.
- ****You must type pop.registeredsite.com exactly as shown. DO NOT substitute your domain.****

P.O. Box 193, Newburyport, MA 01950 - P: 978-590-0513 F: 978-215-5005 - www.metiscreative.com

- **Outgoing Mail (SMTP)** - The mail server through which e-mail sent using this profile will go. You may use your Interland mail server, which is 'smtp.registeredsite.com', or you may use your ISP's outgoing mail server
- ****You must type smtp.registeredsite.com exactly as shown. DO NOT substitute your domain.**** (Consult your ISP's documentation if you wish to use your ISP's outgoing mail server).
- **Account Name** - The email account on your InterMail server you wish this profile to check.
- **Password** - The password for the above account.

6C. Click the Connection tab and complete the following:

If you connect via your local area network (LAN), **including a cable modem or DSL**, select that option and click **Apply**, then **OK** to close the **Properties** box.

If you connect via a modem and a phone line, select that option and click **Add** to add a dial-up connection. The **Location Information** box will display.

Select your location, then type your area code and the phone number of your dial-up account. (If the area code is needed in your area to dial the connection number, include that in the "number to access an outside line" field.) Then click **OK** to close the **Location Information** box. Then make sure the connection you just created is selected under Modem, and click **Apply**, then **OK** to close the **Properties** box.

7. Click **Apply**, then click **OK** on the **Internet Accounts** box when you have completed these steps.