How To: Configure the Outlook 2000 Email Client

▶ Summary:

This article provides information on how to configure the Outlook 2000 email client.

Note: Before adding or modifying an email account, you will need to know the following information:
? Your XIT e-mail address and password
? Incoming and Outgoing mail servers for your area
○ Incoming Mail Server = mail.xit.net
○ Outgoing Mail Server = mail.xit.net
XIT does not provide technical support for the following e-mail programs. The content below is for reference only.

▶ Solution

1. Open Outlook 2000
2. Select the **Tools** menu then click **Accounts**
3. The Internet Accounts window will display.
4. Select **Add** and then click **Mail.**
5. The Outlook Email Wizard will appear.
6. In the **Display Name** field enter the name as you would like it to appear on messages you send.
7. Click **Next**
8. For the **Insert Email Address** field type our email address
9. Click **Next**
10. The Mail Server information screen will appear

*?. Select **POP3** for the incoming server type*
*?. **Incoming Mail Server**: type your incoming email server information*
*?. **Outgoing Mail Server**: type your outgoing email server information*

11. Click **Next**
12. Internet Mail Login screen will appear

*?. **Account Name**: enter your user name (usually everything before the @ of your email address)*
*?. **Password:** type your email password*
*?. Do **NOT** check the box for Logon using Secure Password Authentication (SPA)*

13. Click **Next.**
14. Select the **LAN** option.
15. Click **Next.**
16. A Congratulations screen will appear, click **Finish**.
All Steps Complete