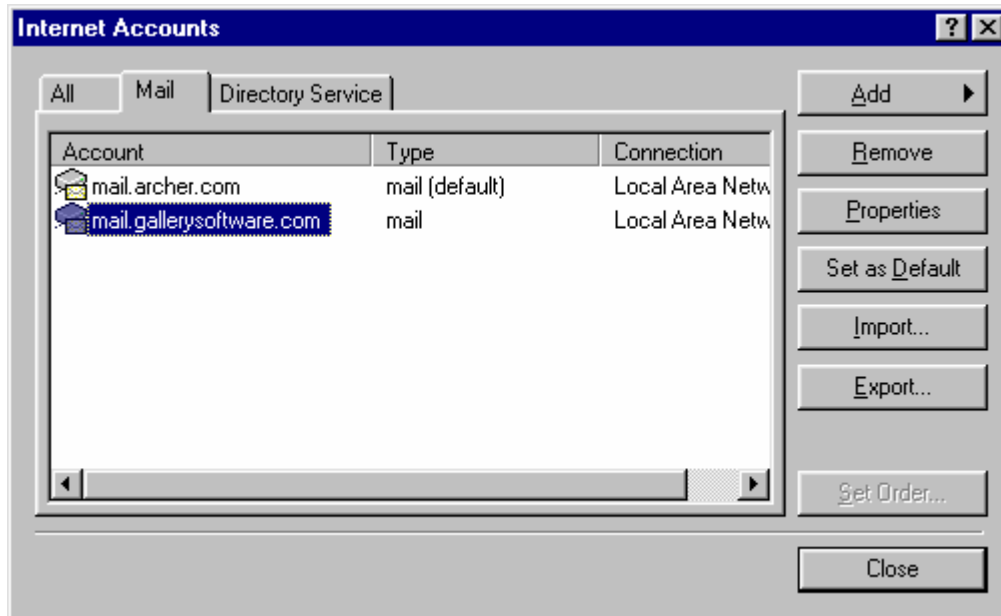


Steps to Configure an E-mail Account in Outlook 2000 or Outlook Express

1. Start Outlook 2000 or Outlook Express.
2. On the **Tools** menu, click **Accounts**.
3. In the **Internet Accounts** dialog box, select your current account, and then click **Properties**.




4. In the **Mail Account** box, type your name if it is not already there. Make sure your Name and Email address are correct and go to the **Servers** tab.

Kim Chicoine Properties [?] [X]

General | Servers | Connection | Advanced

Mail Account _____

 Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".

Kim Chicoine

User Information _____

Name: Kim Chicoine

Organization: _____

E-mail address: kim@gallerysoftware.com

Reply address: _____

Include this account when receiving mail or synchronizing

OK Cancel Apply

5. Change your **Incoming** and **Outgoing Mail** to mail.yourgalleryname.com. For **Account Name** enter your email address and enter your email account password for **Password**, check the box to remember the password. Check the box for **My server requires authentication** and then click on the Settings button.
- **SPECIAL NOTE:** If you are using SBC Global as your Internet Service Provider then leave the Outgoing Mail Server as it is.

Kim Chicoine Properties [?] [X]

General Servers **Connection** Advanced

Server Information

My incoming mail server is a **POP3** server.

Incoming mail (POP3): mail.gallerysoftware.com

Outgoing mail (SMTP): mail.gallerysoftware.com

Incoming Mail Server

Account name: kim@gallerysoftware.com

Password: xxxxxxx

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication **Settings...**

OK Cancel Apply

6. Check the box for Use same settings as my incoming mail server and click **OK**.

- **SPECIAL NOTE:** If you are using SBC Global as your Internet Service Provider then skip this step 6.



The image shows a Windows-style dialog box titled "Outgoing Mail Server". It has a blue title bar with a question mark and a close button. The main area is titled "Logon Information" and contains the following elements:

- A radio button that is selected, labeled "Use same settings as my incoming mail server".
- A radio button labeled "Log on using".
- A text input field labeled "Account name:".
- A text input field labeled "Password:".
- A checkbox labeled "Remember password".
- A checkbox labeled "Log on using Secure Password Authentication".
- At the bottom, there are two buttons: "OK" and "Cancel".

7. Click **OK** and then **Close**.