

NWE- Blue Box Broadband

Blue Box Broadband: Microsoft Outlook 2000 Email Set-up

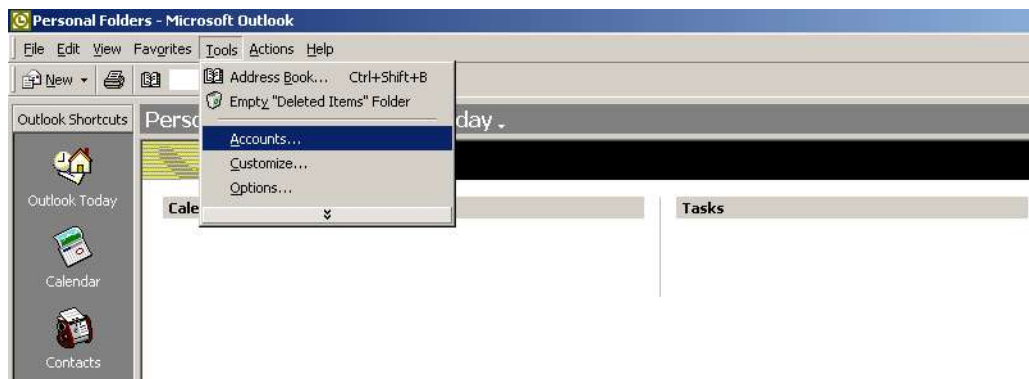
This guide will show you how to configure Microsoft Outlook 2000 to send and receive email.

Step 1. On your desktop Click on **Start**

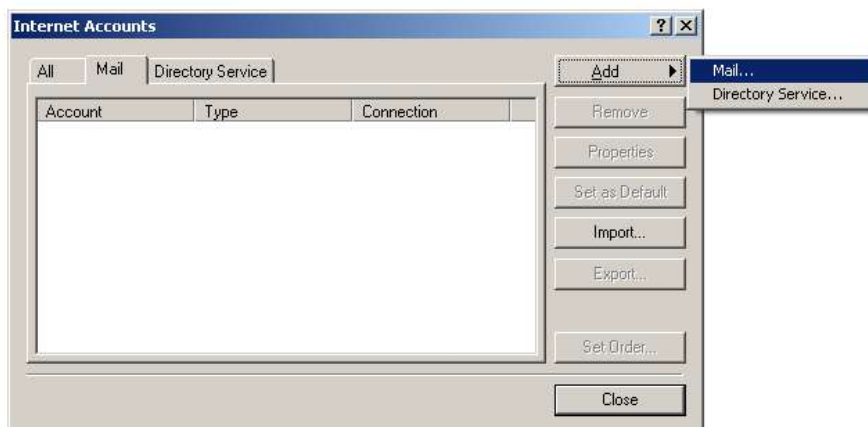


Step 2. Click on **Microsoft Outlook**.

Step 3. Click on the icon called Tools found at the top of the screen, next click on **Accounts** from the drop down menu.



Step 4. Click the **Add** button, and choose **Mail....**

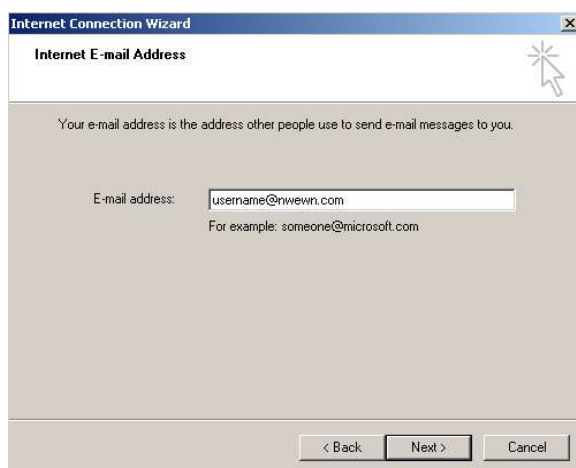


Step 5. In the **Display name:** field, type in your name.



Step 6. Click the **Next** button.

Step 7. In the **E-mail address:** field, type in your email address (e.g. username@nwewn.com).

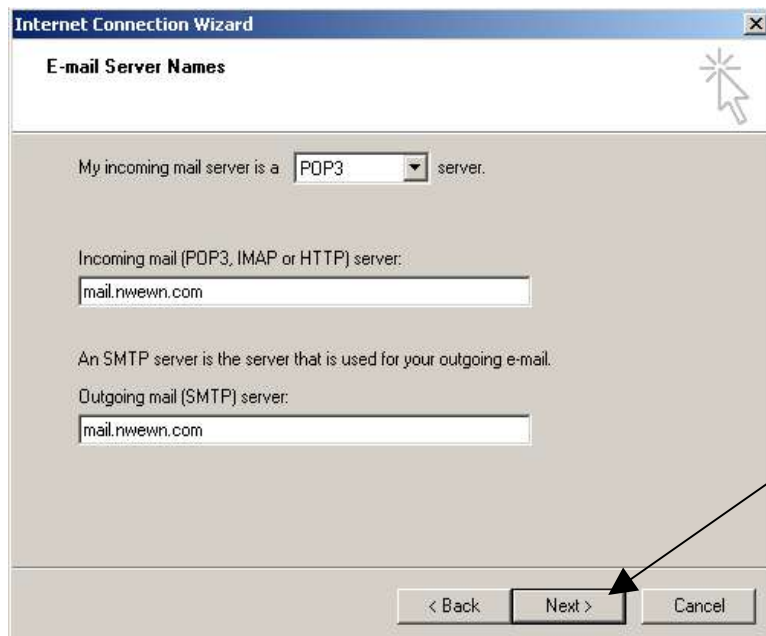


Step 8. Click the **Next** button.

Step 9. Click the down arrow on the **My incoming mail server is** a drop-down list and choose **POP3**.

Step 10. In the **Incoming mail (POP3 or IMAP) server:** field, type mail.nwewn.com.

Step 11. In the **Outgoing mail (SMTP) server:** field, type mail.nwewn.com.



Internet Connection Wizard

E-mail Server Names

My incoming mail server is a server.

Incoming mail (POP3, IMAP or HTTP) server:

An SMTP server is the server that is used for your outgoing e-mail.

Outgoing mail (SMTP) server:

< Back Next > Cancel

Step 12. Click the **Next** button.

Step 13. In the **Account name:** field, type in your username.

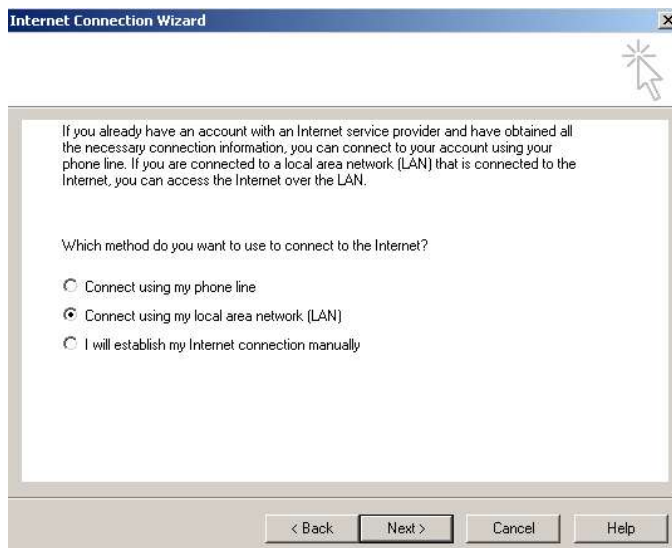
Step 14. In the **Password:** field, type in your password.

Step 15. Check the box next to **Remember password.**



Step 16. Click the **Next** button.

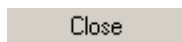
Step 17. Click on **connect using my local area network (LAN)** then click **Next**.



Step 18. Click the **Finish** button.



Step 19. Click the **Close** button.



Configuration completed.