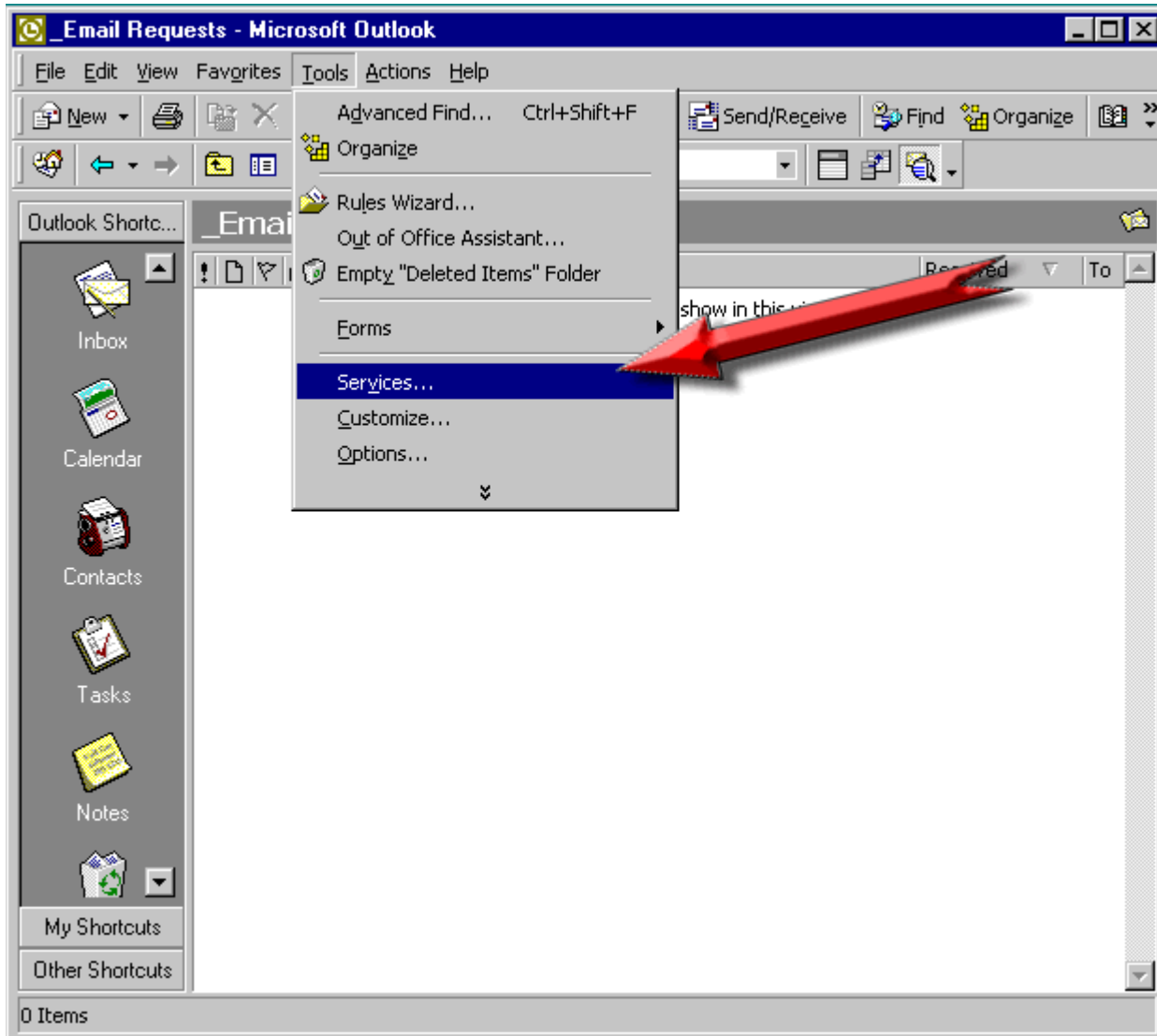


POP3 Instructions

Outlook 2000

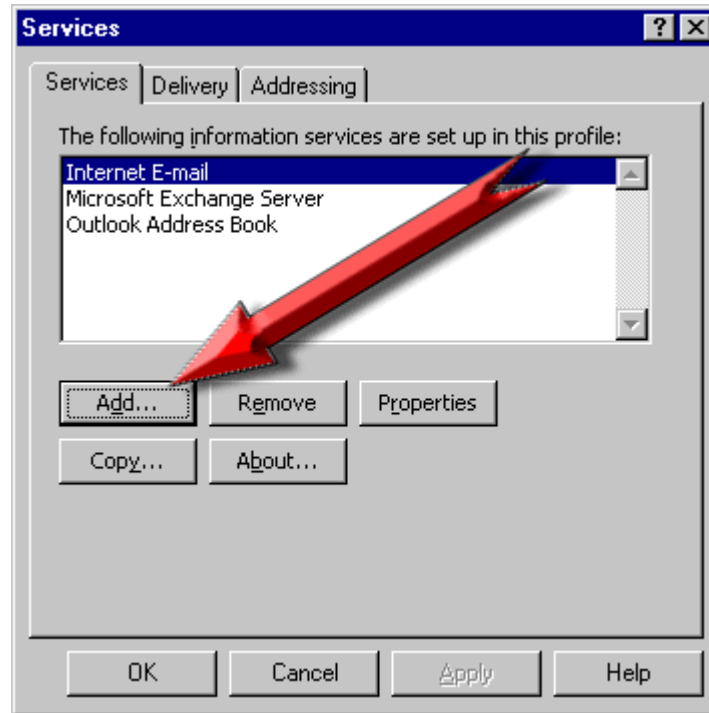
Step 1:

In the menu bar click “Tools”. Then click “Services...”



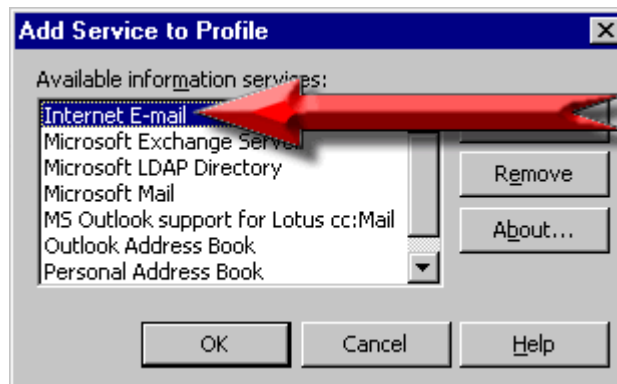
Step 2:

In the Services tab click the “Add...” button.



Step 3:

In the list of “Available information services:” select “Internet E-mail” and click the “ok” button.



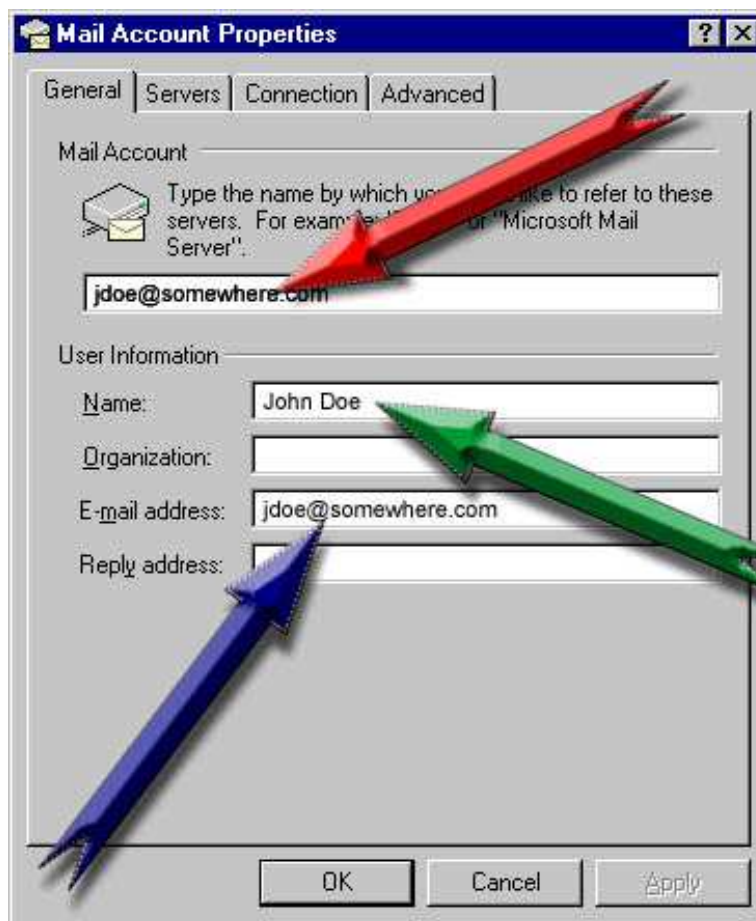
Step 4:

The field that the red arrow is pointing to is where you can set the name of the connection. You can put anything you want in here; we suggest simply using the email address.

The field that the green arrow is pointing to is where you enter the name that you want to appear in the “From” field of any outgoing E-Mail.

The blue arrow is pointing to where you enter your E-Mail address. Example: jdoe@somewhere.com

Click “Apply” after entering the information above, then click on the “Servers” tab.



Step 5:

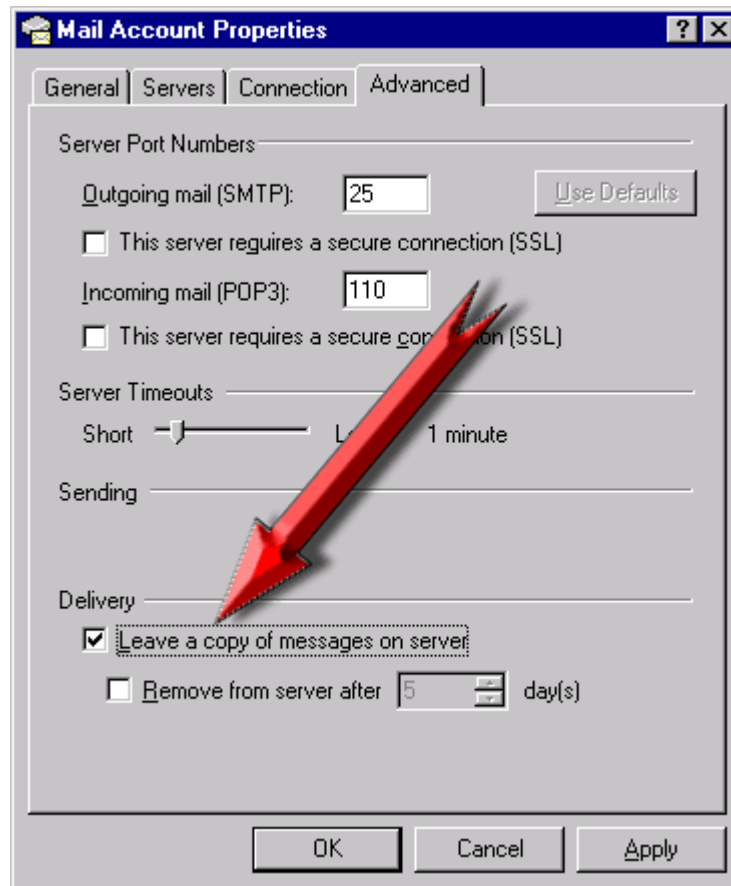
- Server Information
 - Incoming mail server (POP3)
 - Enter “**pop.bluetie.com**” or “pop.your domain” here Example: If your domain name is “myproduct.com” you would enter “pop.myproduct.com”
 - Outgoing mail server (SMTP)
 - Enter “**smtp.bluetie.com**” or “smtp.your domain” here. Example: If your domain name is “myproduct.com” you would enter “smtp.myproduct.com”
 - Alternatively, you can enter your Internet Service Provider (“ISP”) information. It may be something like mail.isp.com (Your ISP will have the correct information).
- Incoming Mail Server
 - Account Name
 - Your Account name is your full E-Mail address Example: jdoe@somewhere.com
 - Password
 - Your password is the password that you either specified or were assigned when your account was set up. **NOTE:** If you don’t want to be prompted for a password each time you try to get mail, put a check in the box labeled “Remember password”
- Outgoing Mail Server
 - Put a check mark in the box labeled “My server requires authentication”.
 - The Settings button pulls up a new page – the setting there should be to “use the same settings as the incoming mail server”.

Click “Apply”, then (optionally) click on the “Advanced” tab.



Step 6 (optional):

The “Advanced” tab allows you to specify if you want to leave a copy of messages on the server. The default is unchecked which means that your messages will be pulled off of the server when Outlook checks for new messages. If you want to leave a copy of your E-Mail on the email server, check the box labeled “Leave a copy of messages on server”. We recommend that you do not check this unless you will be accessing your email account from the web as well as with Outlook Express.



Take special note: Sometimes, local Internet Service Providers will block your computer from using other email systems to send mail out. They do this by retaining sole access to the default Outgoing mail port, port 25. If you are having trouble sending mail, you can either use the ISP’s outgoing port (explained earlier in this document) or you can change the Outgoing mail port number from 25 to 5125.

Click on the “OK” button to finish.