



PAETEC

Configuring Microsoft Outlook 97

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The following instructions will assist you in configuring Microsoft Outlook 97 as your e-mail program. All information required to set up your email account can be found in your **PAETEC Customer Setup Information** sheet.

- 1 Open Microsoft Outlook
- 2 On the menu bar click on **Tools** and select **Services**
- 3 Click **Add**
- 4 Select **Internet Mail** and click **OK**
- 5 On the **General** tab under **Personal Information** you will see fields for your name and e-mail address. In the **Full name** field enter your name, Example: John Smith.
- 6 In the **E-mail address** field enter your e-mail address, Example: johnsmith@fast.net
- 7 On the **General** tab under **Mailbox Information** you will see fields for **Internet Mail server**, **Account name** and **Password**
- 8 In the **Internet Mail server** field enter **pop.fast.net**
- 9 In the **Account name** field enter the username for the account you are creating
- 10 In the **Password** field enter the password for the account you are creating. Your e-mail usernames and passwords can be found under the **E-Mail Logins** section of your **PAETEC Customer Setup Information sheet**
- 11 Click **Advanced Options**
- 12 In the **Forward all outbound mail** field enter **relay.fast.net** and click **OK**
- 13 Click the **Connection** tab
- 14 Select **connect using the modem**
- 15 In the drop down menu select your connection to FASTNET
- 16 Click **OK**
- 17 Click **OK**

Congratulations! You have successfully configured your email account in Microsoft Outlook 97. If you need any assistance, please contact PAETEC's Customer Care Department at 877.315.3278. Customer Support is available 24 hours 7 days a week.