



PAETEC

Configuring Microsoft Outlook 98 & 2000

Configuring Microsoft Outlook 98 & 2000

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

- 1 Open Microsoft Outlook
- 2 On the menu bar click **Tools** and select **Services**
- 3 Select **Internet E-mail** and click **OK**
- 4 On the **General** tab under **Mail Account** enter your e-mail address, Example: johnsmith@fast.net
- 5 In the **Name** field under **User Information** enter your name, Example: John Smith.
- 6 In the **E-mail Address** field under **User Information** enter your e-mail address, Example: johnsmith@fast.net
- 7 Click on the **Servers** tab
- 8 In the **Outgoing Mail (SMTP)** field enter relay.fast.net
- 9 In the **Incoming Mail (POP3)** field enter pop.fast.net
- 10 In the **Login Information** section select **Logon Using** and enter the username for the account you are creating in the **Account Name** field. Your e-mail usernames and passwords can be found under the **E-Mail Logins** section of your **PAETEC Customer Setup Information sheet**.
- 11 In the **Password** field enter the password for the e-mail account you are setting up. If you would like to be prompted for your password each time you log on to the mail server, leave this field blank. Make sure that **Logon Using Secure Password Authentication** is not checked.
- 12 Click on the **Advanced** tab
- 13 Under **Server Port Numbers** the **Outgoing Mail (SMTP)** should be set to **25** and the **Incoming Mail (POP3)** should be set to **110**. Nothing else should be selected.
- 14 Click **OK**

To configure Microsoft Outlook for multiple e-mail accounts you will need to create a profile for each account. The following instructions will assist you in creating additional profiles.

- 1 From your desktop click **Start**
- 2 Click on **Settings** and then click on **Control Panel**
- 3 Double-click the **Mail and Fax** icon and click **Show Profiles**
- 4 Click **Add** and uncheck everything except **Internet E-mail**
- 5 Click **Next**
- 6 Enter a name for the profile you are creating
- 7 Click **Next**
- 8 Under **Internet E-mail** click the **Setup Mail Account** button and refer to steps 4-13 above for e-mail account setup information.
- 9 Click the **Next** button until presented with the **Finish** button
- 10 Click **Finish**

Congratulations! You have successfully configured your e-mail account in Microsoft Outlook 98 / 2000. 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.