

Setup Instructions: Outlook 2000/Express E-mail Client

1. Open Outlook Express or Outlook 2000.
2. Click **Tools | Accounts**.
3. Click on the **Mail** tab.
4. Select your account and click **Properties**.
5. In the **General** screen type in the following:

Mail Account: [choose a name for this connection such as Work]
Name: [Your Name]
Organization: [Your Organization]
E-mail address: [username@psinet.com for Remote Access account]
[username@domain.com for PSINet e-Mail account]

Check "Include this account when receiving mail or synchronizing."

6. Select the **Servers** tab and type in the following:

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

Incoming mail (POP3): [pop3.psinet.com for Remote Access account]
[psimail.domain.com for PSINet e-Mail account]
Outgoing mail (SMTP): [smtp.psinet.com for Remote Access account]
[smtp.domain.com for PSINet e-Mail account]
Account name: [tf##### for Remote Access]
[username@domain.com for PSINet e-Mail]
Password: *****

7. In the **Connection** screen select your connection method:

LAN (Local Area Network): [Check this if using PSINet e-Mail account]
Modem (by phone line): [Check this if using Remote Access account]

Select your Dial-Up Networking connection from the drop down box.