

MidOhio.Net Email Settings Microsoft Outlook 2000/2002

1. Double-click on the "Microsoft Outlook" icon. If you do not see this icon on your desktop:
 - a. Click on the "Start" button.
 - b. Select "Programs"
 - c. Find and select "Microsoft Outlook"
2. Click on the "Tools" menu.
3. Select the "E-mail Accounts" option.
4. An "Email Accounts" wizard will open. Under "E-mail," mark "**Add a new e-mail account.**"
5. Click "Next."
6. Mark "**POP3**" (Connect to a POP3 e-mail server to download your e-mail).
7. Click "Next."
8. Under "User Information," enter Your Name and E-mail Address.
9. Under "Logon Information," enter your User Name and Password. If you do not want Microsoft Outlook to remember your password, uncheck the box beside "Remember password."
10. Under "Server Information," type **mail.midohio.net** in the "Incoming mail server (POP3):" field. Type **mail.midohio.net** in the "Outgoing mail server (SMTP):" field.
11. Click "Next"
12. Click "Finish"
13. Click the "Send/Receive" button on the Toolbar and connect to the Internet to check for new messages.