

MidOhio.Net Email Settings Microsoft Outlook 97

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 "Services" option.
4. Under the "Services" tab, select "Internet Mail" from the information services list.
5. Click on the "Properties" button.
6. Under the "General" tab, enter your Full name and E-mail address.
7. Type **mail.midohio.net** in the "Internet Mail server" field.
8. Enter your username in the "Account name" field and your password in the "Password" field.
9. Click "OK" twice.
10. Click on the "Tools" menu.
11. Select the "Check for New Mail" option and connect to the Internet to check for new messages.