

How To Read Email Using MS Outlook 98 And 2000

Do you want to read and send your email with Outlook 98 or 2000? Here's how to set up Microsoft Outlook 98 and 2000 to read and send email:

1. From the **Tools** menu, select **Accounts**. If you do not see **Accounts**, place your cursor over the two arrows at the bottom of the list to display more choices.
2. Click **Add**.
3. From the **Add** menu, select **Mail**.
4. In the **Display Name** box, type your name as you'd like it to appear when you send an email message. Click **Next**.
5. In the **Email Address** box, type your email address (for example, abu@perak.gov.my). Click **Next**.
6. Complete the following information:
 - **My incoming mail server is a:** Select **POP3** from the pull-down menu.
 - **Incoming Mail (POP3 or IMAP) Server:** Type **pop.perak.gov.my**
 - **Outgoing Mail (SMTP) Server:** Type **smtp.perak.gov.my**
 - Click **Next**.
7. Enter the following information:
 - **Account Name:** Type your email ID (your email address without the "@perak.gov.my").
 - **Password:** Type your password.
 - Select the **Remember Password** checkbox if you don't want Outlook to prompt you for your password each time you check your mail.
 - **Do not** select the **Require logon using Secure Password Authentication (SPA)** checkbox.
 - Click **Next**.
8. Under **Which Method Do You Use to Connect to the Internet**, select your connection type.

Note: If you chose **Connect using my phone line**, you must select a dial-up connection in the Dial-up Connection Wizard.

Click **Next**.

9. Click **Finish**.
10. Select the **pop.perak.gov.my** account and click **Properties**.
11. Click the Advanced tab:
 - Under **Incoming Server (POP3)**, select the **This server requires an encrypted connection (SSL)** checkbox. The number in the **Incoming Server (POP3)** field usually changes automatically from 110 to 995. If it doesn't, type **995**.
 - In the **Outgoing Server (SMTP)** field, type **465**. Under **Outgoing Server (SMTP)**, select the **This server requires an encrypted connection (SSL)** checkbox.
 - If you want to save your email messages on both mail server and on your computer, select the **Leave a copy of messages on the server** checkbox. If you want your messages to be deleted from the mail server once Outlook has downloaded them onto your computer, leave the box unchecked.

Note: After your messages are deleted from the server, we cannot retrieve them.

12. Click **OK** to close the dialog box.
13. Click **Finish** to close the dialog box.
14. Click **Close** to close the box.