

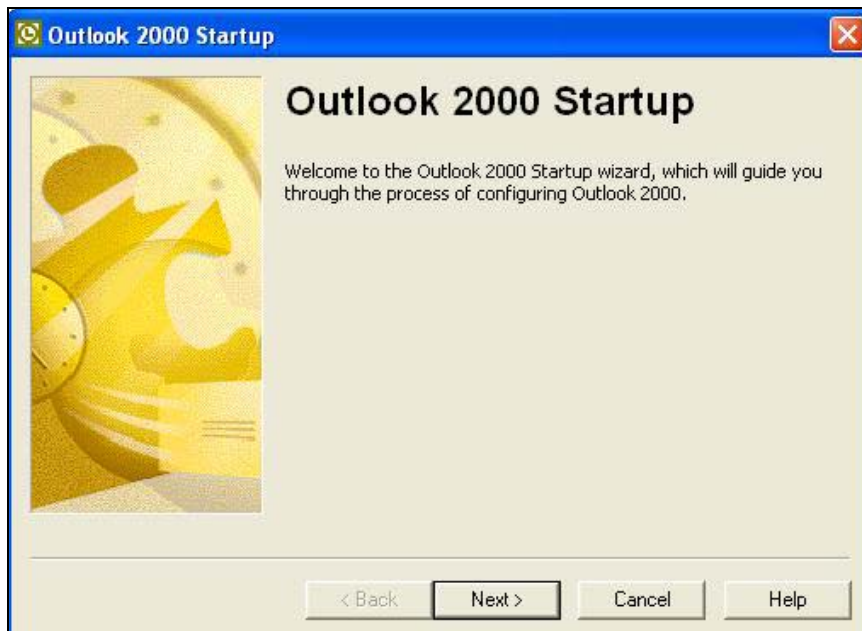
## Configuring Outlook 2000 for Call Australia email

- 1. *Configuring a new copy of Outlook 2000* ..... 1
- 2. *Configuring an existing copy of Outlook 2000* ..... 5

### 1. Configuring a new copy of Outlook 2000

For if you have not used Outlook before and are not updating an existing version of the program.

- 1. When you install Outlook it will automatically open the Outlook 2000 Startup wizard.



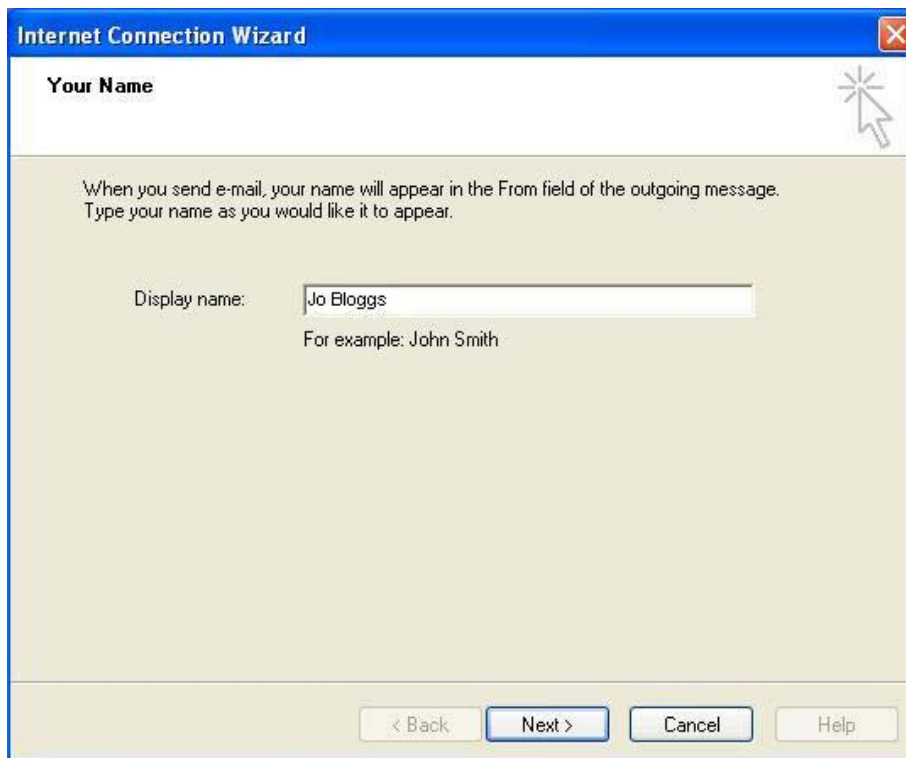
- 2. Click "Next" to start the installation.



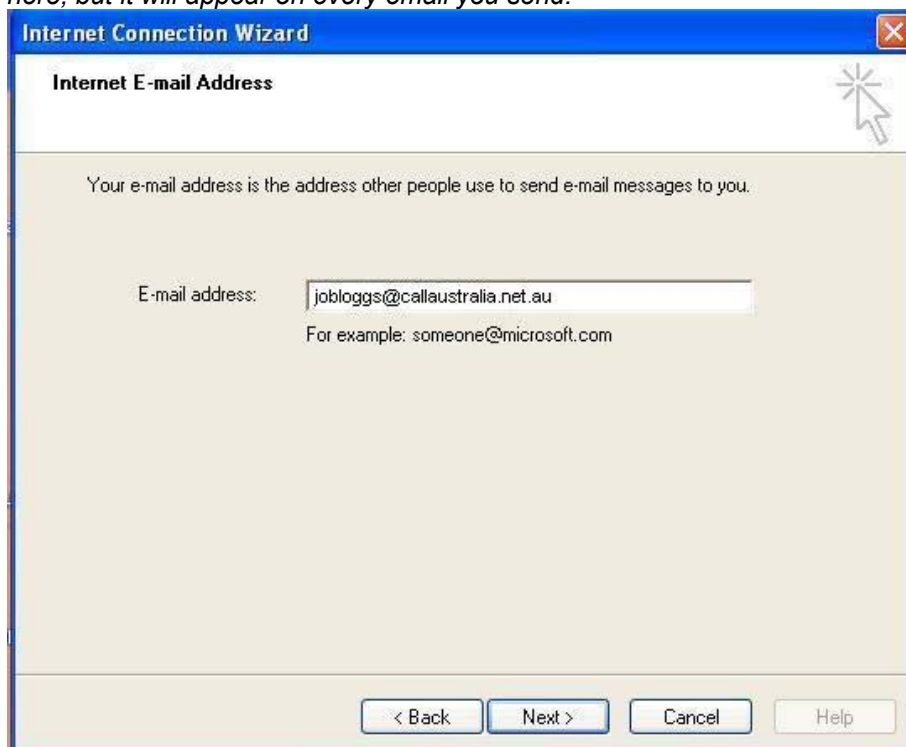
3. If you have other email programs installed on your computer, Outlook may detect them and ask if you want to import information from them. Select "None of the above" and click "Next".



4. Select "Internet Only" for Internet-only email and click "Next". Outlook will ask you to confirm you want to install Internet-only mail. Click "Yes" to continue to the Internet Connection Wizard.



5. Enter your personal or business name and then click "Next". *Note that you can put anything you like in here, but it will appear on every email you send.*



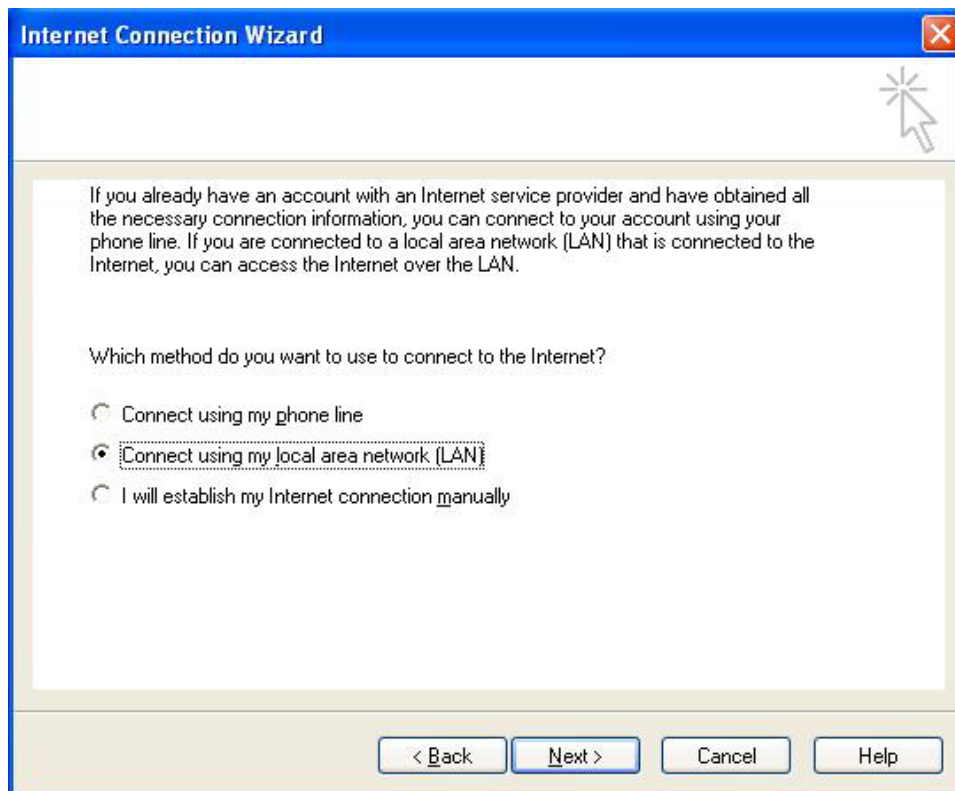
6. Enter in the address provided to you by Call Australia. Click "Next".

The screenshot shows the 'E-mail Server Names' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a dropdown menu set to 'POP3' with the text 'My incoming mail server is a POP3 server.' Below this, there are two text input fields. The first is labeled 'Incoming mail (POP3 or IMAP) server:' and contains the text 'pop.callaustralia.net.au'. The second is labeled 'Outgoing mail (SMTP) server:' and contains the text 'smtp.callaustralia.net.au'. At the bottom of the window, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

7. Enter in the Call Australia mail server information and click "Next".

The screenshot shows the 'Internet Mail Logon' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet Mail Logon'. Below the heading, there is a text prompt: 'Type the account name and password your Internet service provider has given you.' Below this, there are two text input fields. The first is labeled 'Account name:' and contains the text 'jobloggs@callaustralia.net.au'. The second is labeled 'Password:' and contains a series of asterisks. Below the password field, there is a checked checkbox labeled 'Remember password'. Below this, there is a text prompt: 'If your Internet service provider requires you to use Secure Password Authentication (SPA) to access your mail account, select the 'Log On Using Secure Password Authentication (SPA)' check box.' Below this, there is an unchecked checkbox labeled 'Log on using Secure Password Authentication (SPA)'. At the bottom of the window, there are four buttons: '< Back', 'Next >', 'Cancel', and 'Help'.

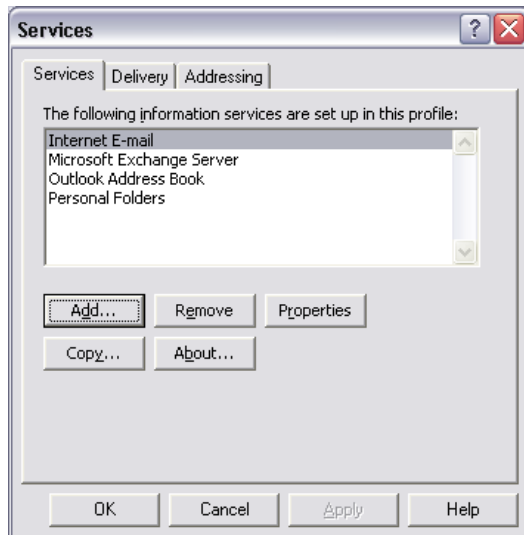
8. Enter your account login information. The account name is your whole email address, and the password is as provided to you by Call Australia, or specified by you. Click "Next".



9. Select "Connect using my local area network (LAN)". Click "Next" to complete your setup and then click "Finish".

## 2. Configuring an existing copy of Outlook 2000

1. Open Outlook and select Tools → Services.



2. Select "Internet Email". If it is not in the list, you need to install it by clicking "Add" and "Internet E-mail".
3. Otherwise, click "Properties".
4. Whether adding or modifying, the screens below will appear.
5. Configure the fields as shown below. Do not click "OK" yet.

**Call Australia Properties**

General Servers Connection Advanced

Mail Account

Type the name by which you would like to refer to these servers. For example: "Work" or "Microsoft Mail Server".

Call Australia

User Information

Name: Jo Bloggs

Organization:

E-mail address: jobloggs@callaustralia.net.au

Reply address: jobloggs@callaustralia.net.au

OK Cancel Apply

*Mail account:* Supply a name to identify the service.

*Name:* Your personal or business name. Can be anything, but will be displayed on everything you send.

*Organisation:* Not necessary, but as above.

*E-mail address:* Your Call Australia email address.

*Reply address:* Generally your normal email (Call Australia) address, but can be set to other addresses if you want. It means that anyone replying to your message will send their message to that address.

6. Select "Servers" and configure the fields as shown below. Do not click "OK" yet.

**Call Australia Properties**

General Servers Connection Advanced

Server Information

Incoming mail (POP3): pop.callaustralia.net.au

Outgoing mail (SMTP): smtp.callaustralia.net.au

Incoming Mail Server

Account name: jobloggs@callaustralia.net.au

Password: \*\*\*\*\*

Remember password

Log on using Secure Password Authentication

Outgoing Mail Server

My server requires authentication

Settings...

OK Cancel Apply

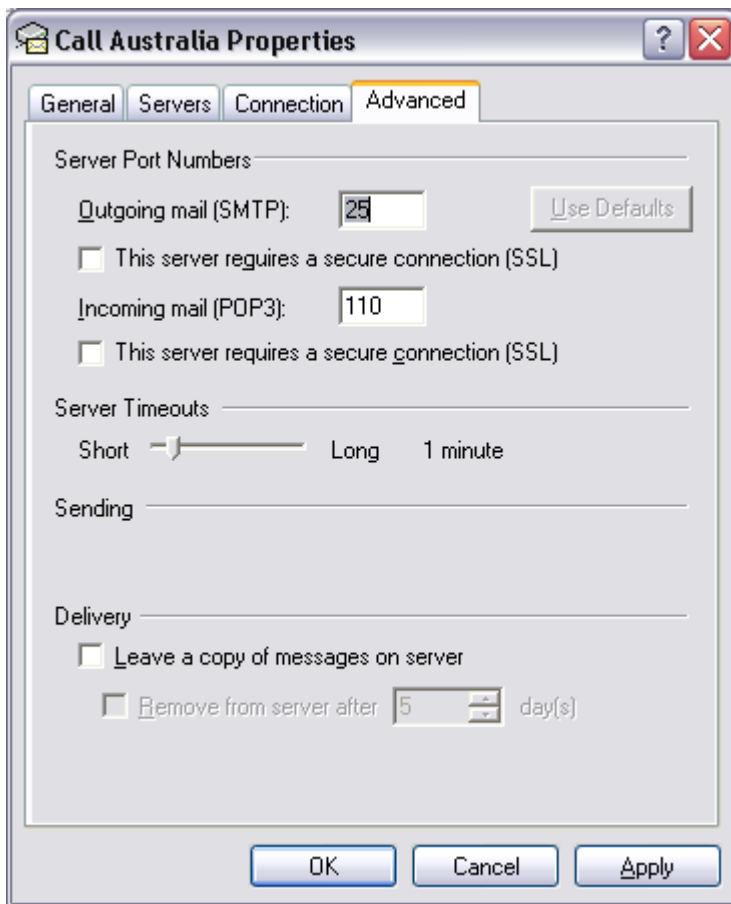
*Incoming mail:* Must be pop.callaustralia.net.au.

*Outgoing mail:* Must be smtp.callaustralia.net.au.

*Account name:* Your full email address

*Password:* Enter your account password here. If you uncheck "Remember password" you will have to re-enter it every time Outlook looks for email.

7. Select "Advanced" and configure the fields as shown below, then click "OK" to save all the options. (The other tabs should not require any changes from their default settings).



*Delivery:* Only select if you wish a copy of your email to be left on the Call Australia mailservr when you download it. Only practical if you plan to use Webmail as well, of if Outlook is not to be your primary mail program.