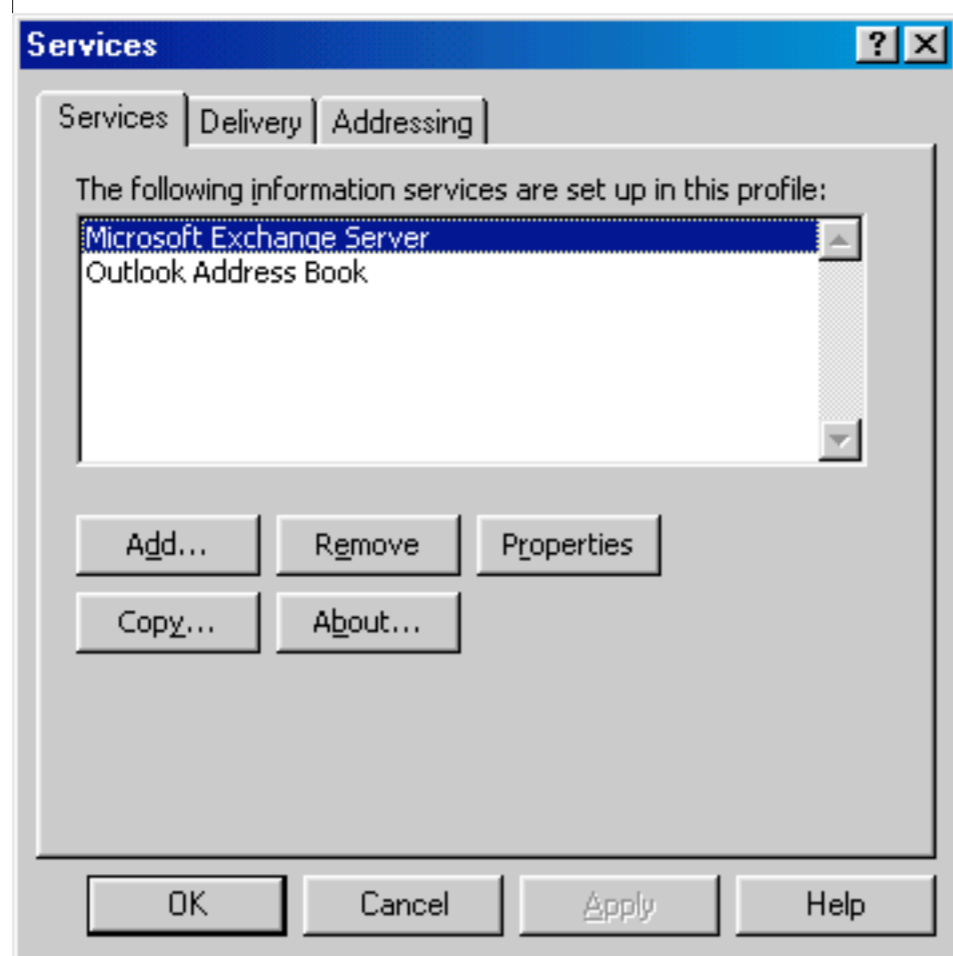


[Back to Support Home.](#)

This document will walk you through the steps necessary to setup Outlook 98 or 2000.

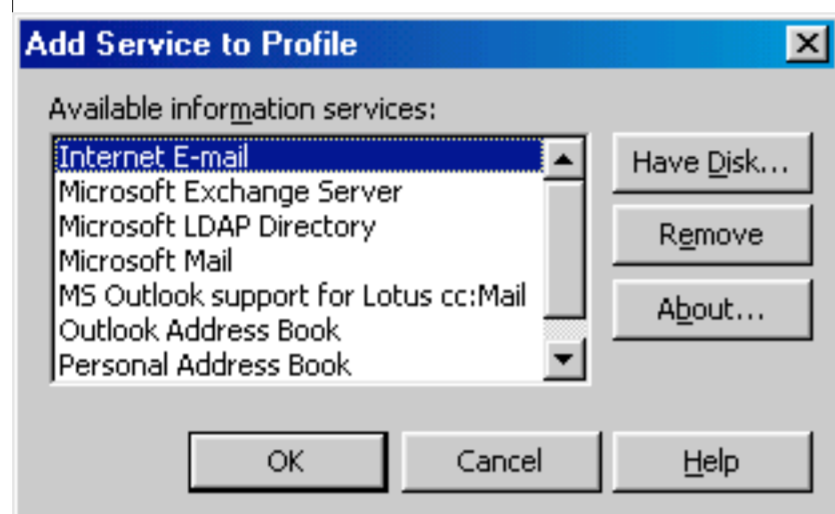
When you start Outlook click on **Tools** in the top menu and then on **Services** -

You should see a screen similar to this one.



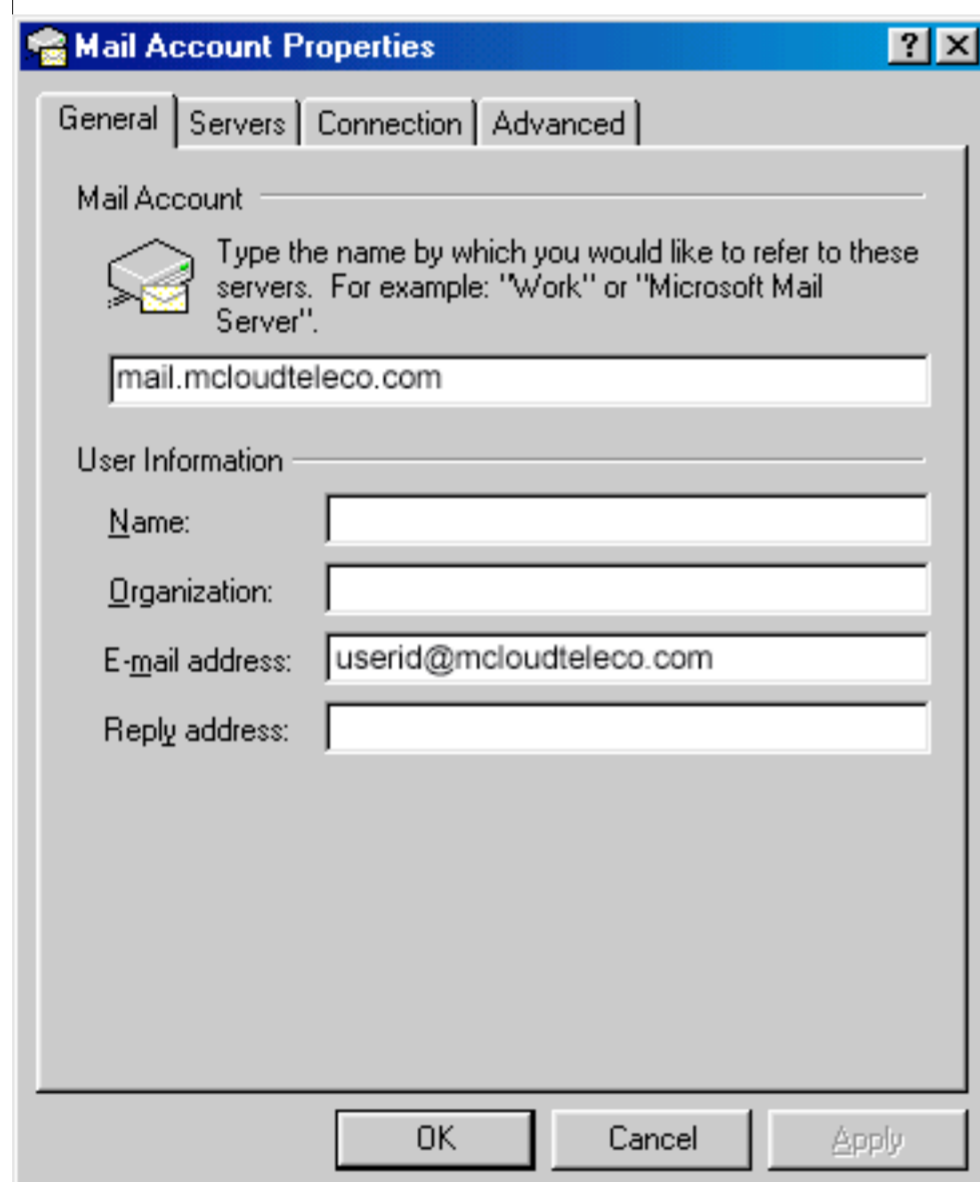
Note: The options that you see on this screen may differ from what is pictured here.

Click on the **Add** button.



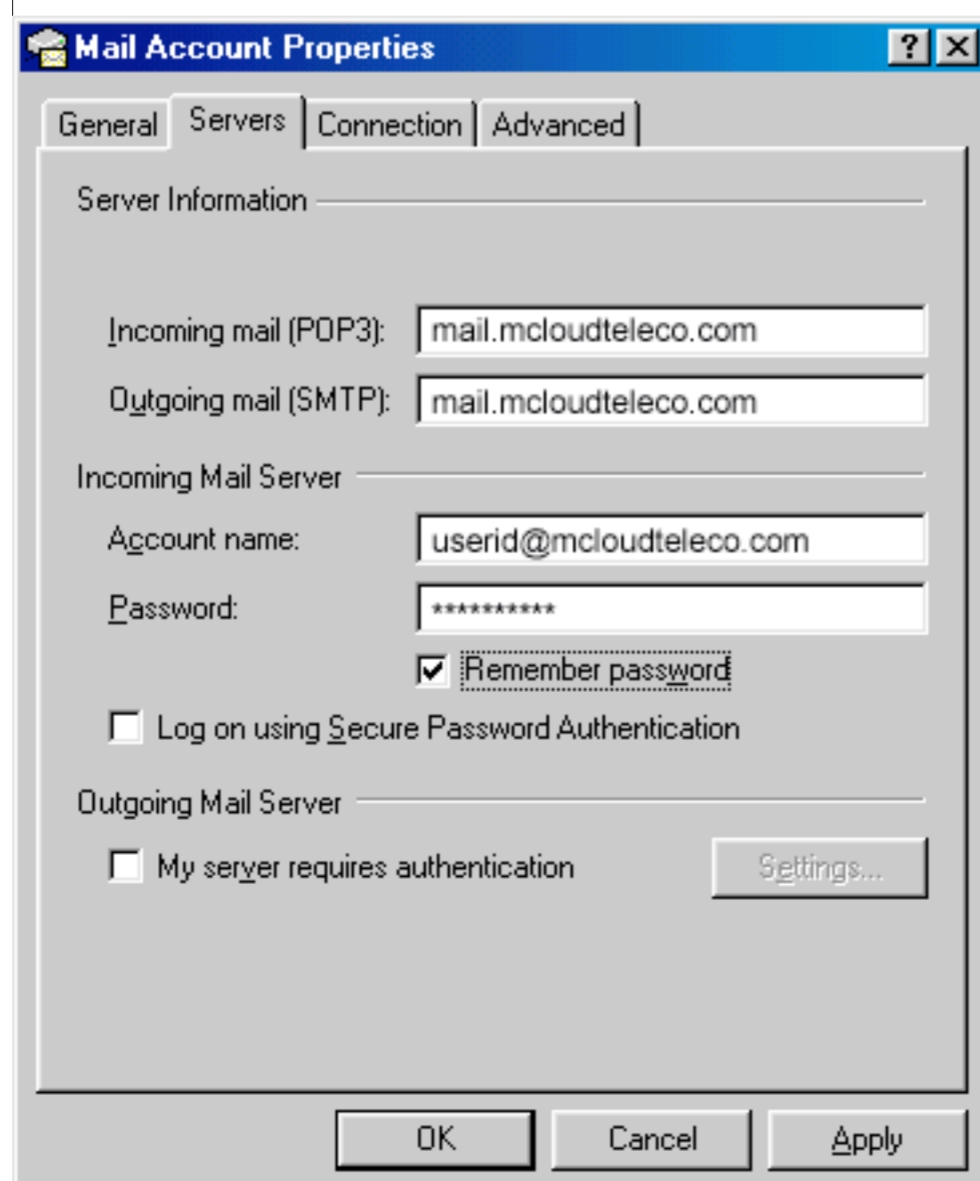
Highlight **Internet E-mail** and then click on the **OK** button.

You should receive this screen.



3. On this screen, fill in a name for the mail profile. An easy one would be your email address or something like mail.mcloudteleco.com.

Once you have done this, click the tab marked **Servers**.



On this screen fill in the **Incoming Mail (POP3)** as **mail.mcloudteleco.com** and the **Outgoing Mail (SMTP)** as **mail.mcloudteleco.com**.

Fill in the *Account Name* for the email address. This is the full email address that you are checking mail for. Example - userid@mcloudteleco.com.

Fill in the password for this account also. Passwords are case sensitive. If you check the box, *Remember Password*, then you won't have to type the password in each time you check your mail.

Leave the box *Log on using Secure Password Authentication (SPA)* **unchecked**.

Once you have done this, click **Apply** and **OK**.