

Mail setup for MS Outlook

This pamphlet will guide you through setting up your MS Outlook Mail program to send and receive mail in the B2X Domain.

Open Outlook and wait for the program to come up. If you already have accounts configured it will try to send and receive mail from those accounts. Once the Outlook has finished its cycle it will be ready for you to setup your new account.

1) On the menu bar click Tools then Accounts...

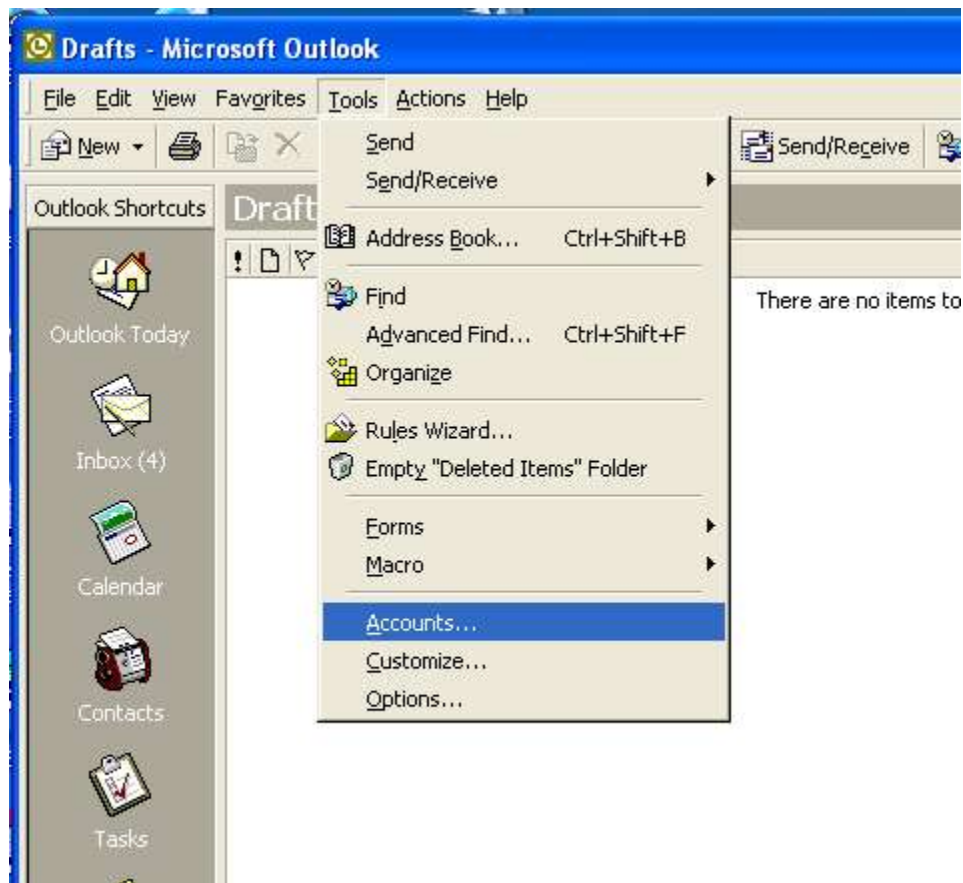


Figure 1

2) The Internet Accounts dialog will appear. Click on the Mail tab to display all of your current mail accounts. On the upper right click the Add button. A menu will be displayed, click Mail...

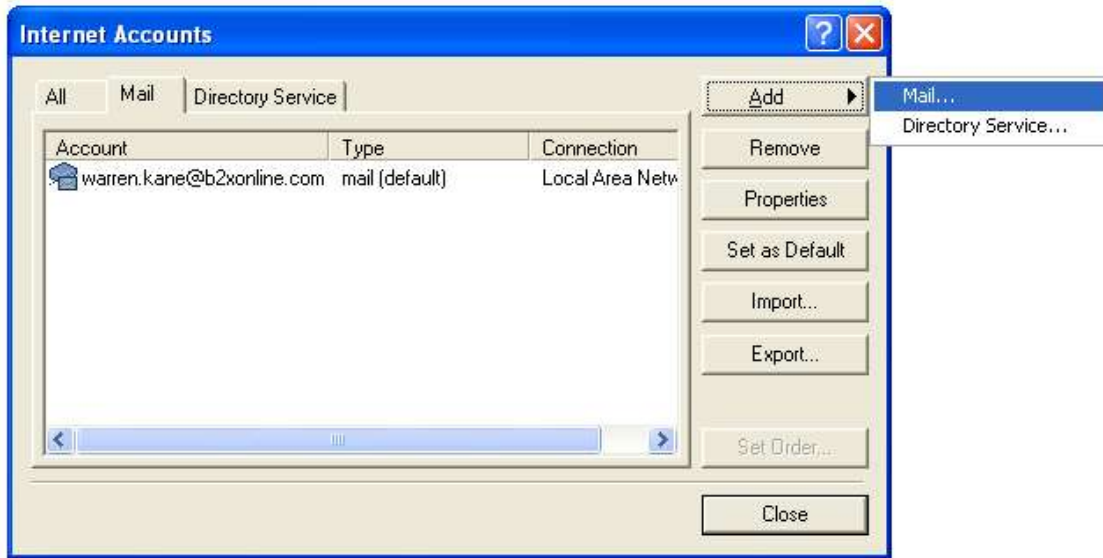


Figure 2

3) The Internet Connection Wizard will be displayed. This window requires you enter the Display name for the account. Enter a name that you will be able to recognize for your new account. You can enter your name or the account domain service name. For B2X Online the account domain service name would be B2X Online.



Figure 3

4) The next page prompts you to enter your email address. If you are setting up the email box that came with your B2X Online service you will use the domain name of *b2xonline.com*. However if you have your own domain name then you will enter your domain. The email box name you will be using will have to be pre-approved and setup by a B2X representative before it will work. You enter the email address as the *email_box_name@domain_name*.

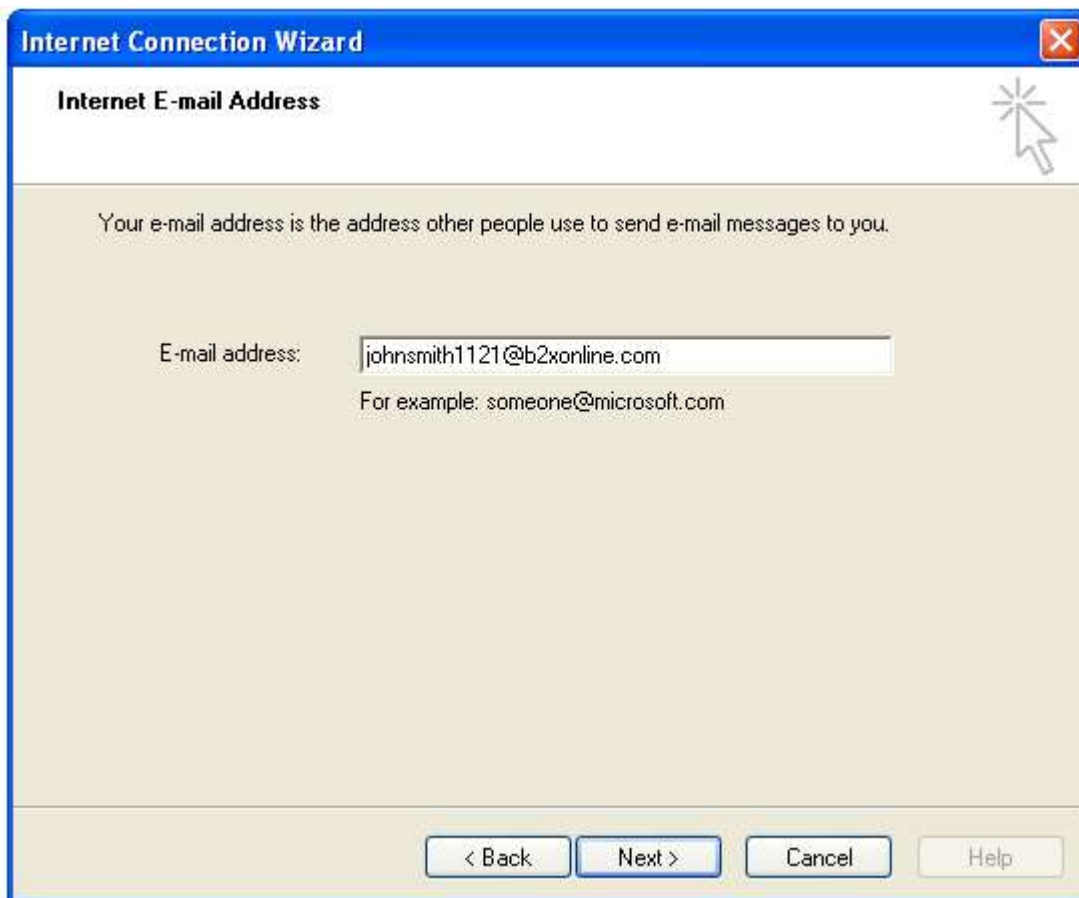


Figure 4

5) Next you will be prompted for the Incoming and Outgoing mail server. To send and receive mail from within the B2X Domain you must enter the servers below. However if you are checking your email box from outside of the B2X Domain you may need to change your SMTP server to the one supplied by your service provider.

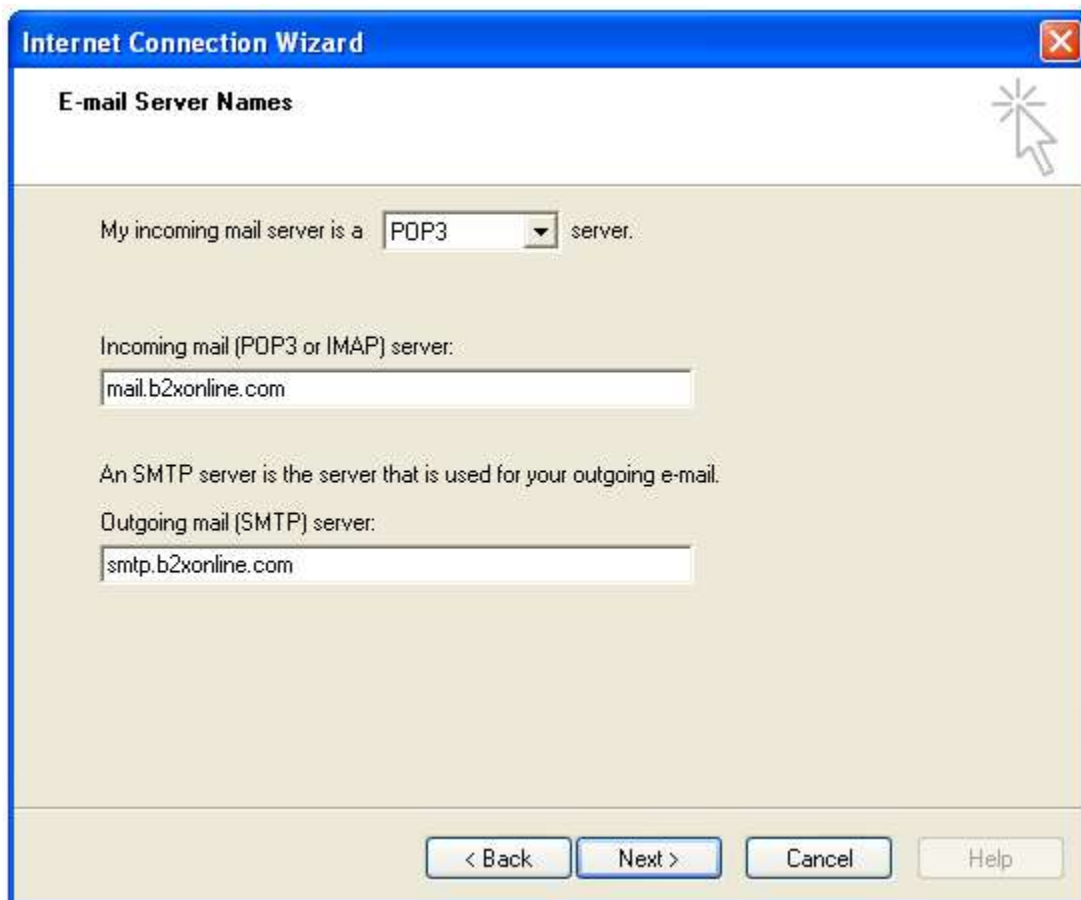


Figure 5

6) Next you will be prompted for your Account name and Password. Your account name will be the same as your Email address.



The image shows a Windows dialog box titled "Internet Connection Wizard" with a sub-header "Internet Mail Logon". The dialog box has a blue title bar with a close button (X) in the top right corner. The main area is light beige and contains the following text and controls:

Type the account name and password your Internet service provider has given you.

Account name:

Password:

Remember password

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.

Log on using Secure Password Authentication (SPA)

At the bottom of the dialog box, there are four buttons: "< Back", "Next >", "Cancel", and "Help". The "Next >" button is highlighted with a blue border.

Figure 6

7) Next, you must specify the type of connection you are using to check your mail with. Your B2X Connection is a LAN connection. If you are using another method of connection to the internet you must select it here.

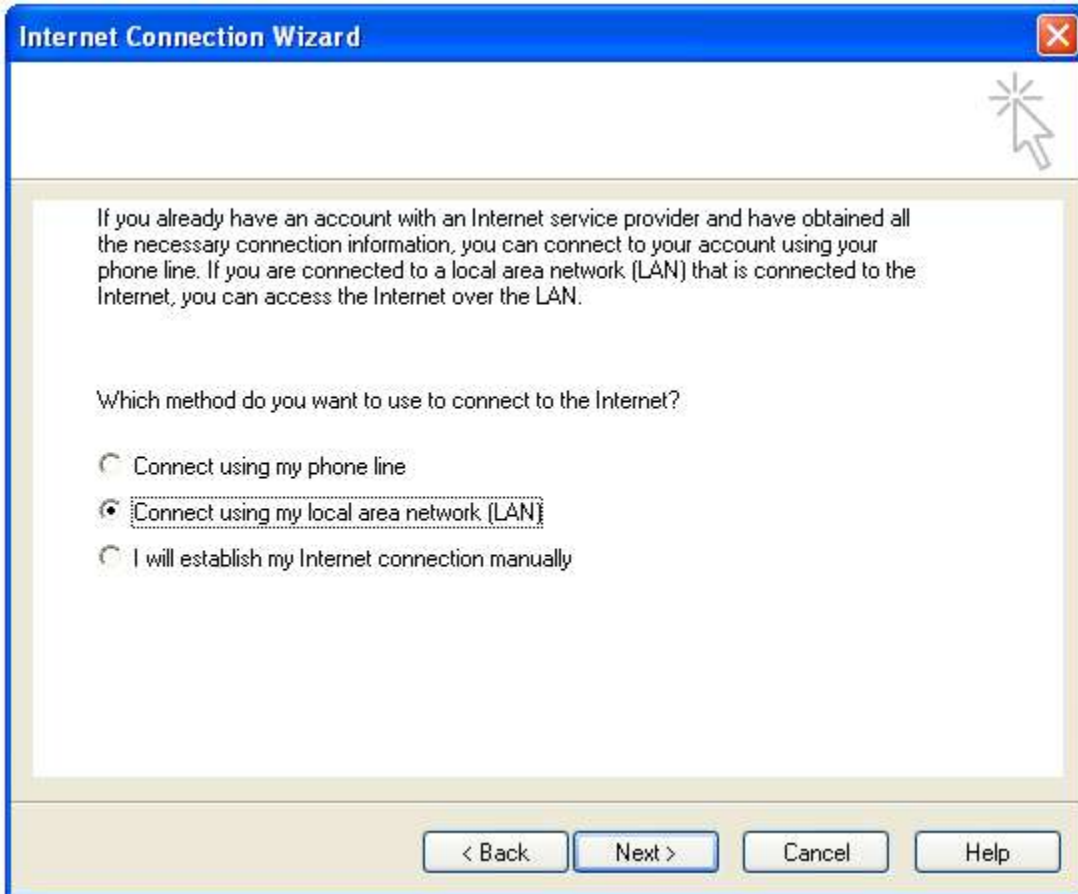


Figure 7

8) Finished with the Internet Connection Wizard. Click Finish to complete your setup.



Figure 8

9) On the button bar click Send/Receive and Outlook should check the mail. At this point you are setup and working.



Figure 9

If Outlook reports an error that it can not connect or it displays the password dialog box, try entering your password again.



Figure 10