

# Email Instructions

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## For Outlook 2000

Step 1. Open Microsoft Outlook. Outlook 2000 will open to the setup wizard to help you setup your email account. If this does not happen, click Tools > E-Mail Accounts and add a new mail account.

Step 2. Display Name: Choose what name will be displayed in the FROM area when you send an email. A good idea is to use your real name or business name (if this is a generic mailbox). Click Next.

Step 3. Internet E-mail Address: Type in your email address and then click Next.

Step 4. E-mail Server Names:

- Make sure you have POP3 selected for the incoming mail server type.
- Incoming mail server (POP3): Type mail.lara.on.ca
- Outgoing mail server (SMTP): Type mail.lara.on.ca (for dial-up customers) or smtp.pppoe.ca (for high speed customers).
- Click Next.

Step 6. Internet Mail Logon: Enter your username Account Name field, and your password in the Password field. Click Next.

Step 7. Internet Connection: Put a dot in I will establish my Internet connection manually and click Next.

Step 8. Click Finish to complete the wizard.