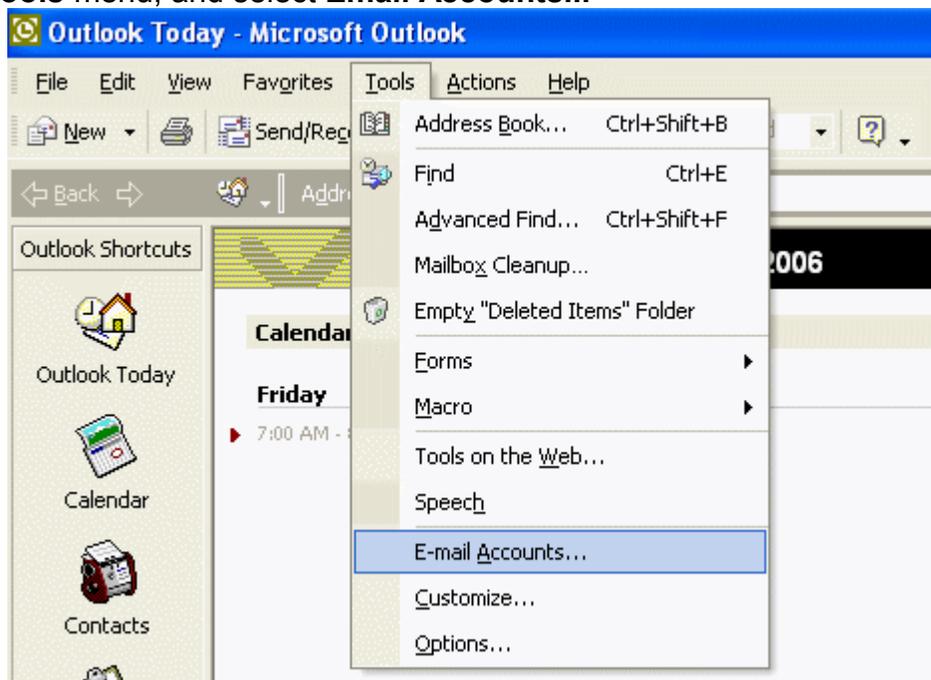


## Adding a new Bee Creek E-mail Account to Outlook (2000 or later)

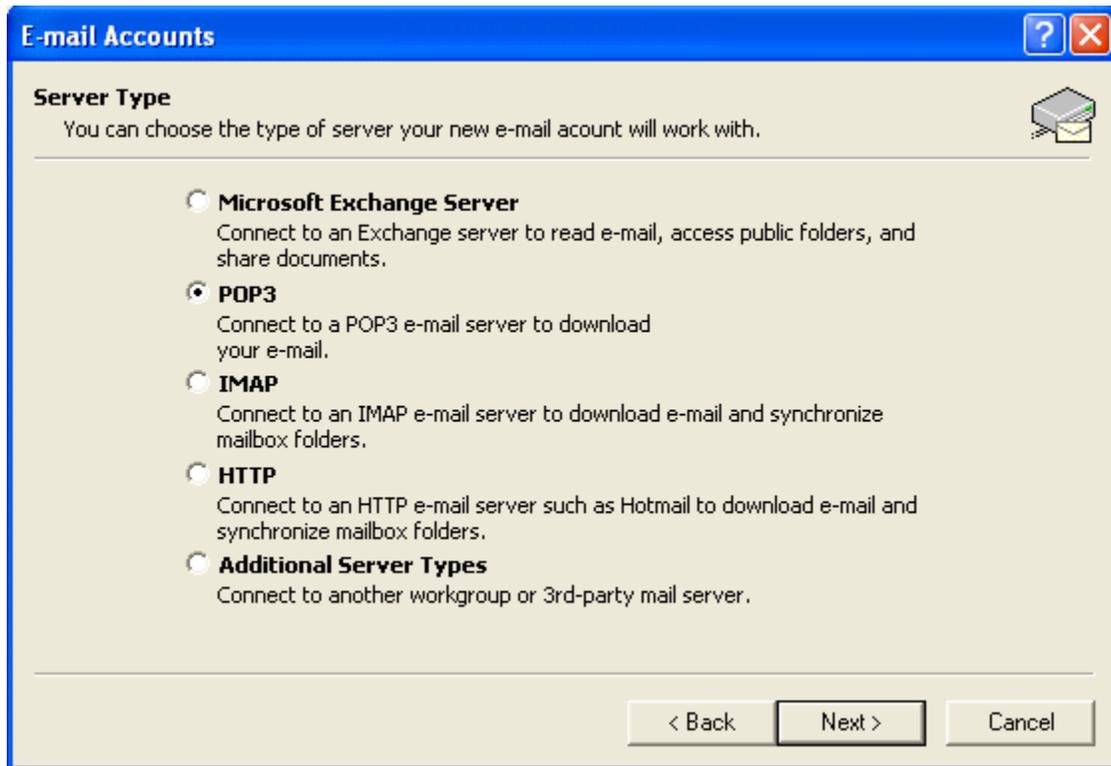
1. Open Outlook.
2. Click the **Tools** menu, and select **Email Accounts...**



3. Select **Add a new e-mail account**, and click **Next**.



4. Choose **POP3** as your server type by clicking the radio button, and click **Next**.



5. Fill in the necessary fields to include the following information:

**User Information**

**Your Name:** Enter the name you would like to see in the **From:** field of outgoing messages.

**E-mail Address:** Enter your full Bee Creek E-mail address (*username@beecreek.net*)

**Server Information**

**Incoming mail server:** (POP3): mail.beecreek.net

**Outgoing mail server:** (SMTP): mail.beecreek.net

**Login Information**

**User Name:** Enter everything before the @ symbol of your e-mail address. (*username@beecreek.net*)

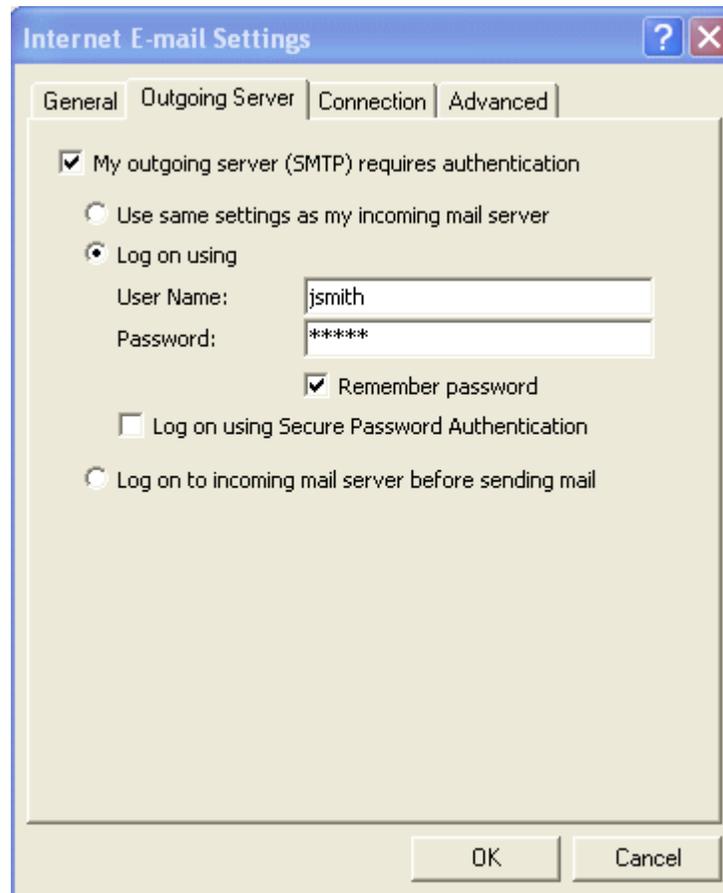
**Password:** Enter you password

After filling in all the information, click **More Settings...** at the bottom right.

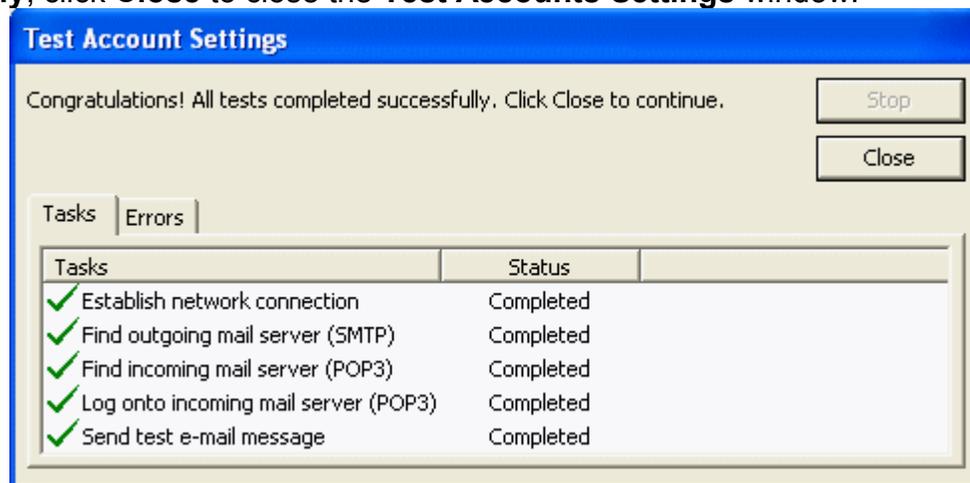
The screenshot shows a Windows-style dialog box titled "E-mail Accounts". It has a blue title bar with a question mark icon and a close button. The main content area is titled "Internet E-mail Settings (POP3)" and includes a sub-header "Each of these settings are required to get your e-mail account working." with a folder icon. The settings are organized into four sections: "User Information" with fields for "Your Name" (John Smith) and "E-mail Address" (jsmith@beecreek.net); "Server Information" with fields for "Incoming mail server (POP3)" and "Outgoing mail server (SMTP)" (both mail.beecreek.net); "Logon Information" with fields for "User Name" (jsmith) and "Password" (masked with asterisks), plus a checked "Remember password" checkbox and an unchecked "Log on using Secure Password Authentication (SPA)" checkbox; and "Test Settings" with a text block explaining the test button and a "Test Account Settings ..." button. At the bottom right is a "More Settings ..." button. At the very bottom are three buttons: "< Back", "Next >", and "Cancel".

6. On the **Internet E-mail Settings** window click the **Outgoing Server** tab.

7. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Log on using**, and enter your User Name and Password. Then click **OK** to close the window.



8. Click **Test Account Settings...** After receiving **Congratulations! All tests completed successfully**, click **Close** to close the **Test Accounts Settings** window.



9. Click **Next**, and then **Finish** to close the **E-Mail Accounts** window.