

Email Instructions

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.