



## Set Up a Daystar Outlook E-Mail Account

The Outlook 2000 Connection Wizard makes short work of setting up your online mailbox by walking you through each step for every E-mail account you set up.

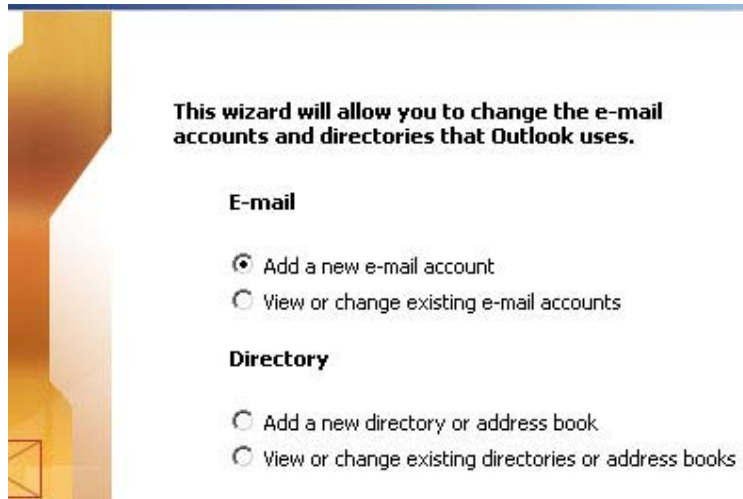
- 1 Before you get going, make sure you know your email address along with the following information.

**First, information about the e-mail servers:**

- The type of e-mail server you use: POP3
- The name of the incoming e-mail server: pop.daystar.net
- The name of the outgoing e-mail server: smtp.daystar.net

**Second, information about your account:**

- Your account name and password
  - Daystar does not require you to use Secure Password Authentication (SPA) to access your e-mail account— no is all that's required.
- 2 Start Outlook 2000, and on the **Tools** menu, click **E-mail Accounts**.  
If the Internet Connection Wizard starts up automatically, skip ahead to step 4.
  - 3 Select **Add a new e-mail account**, and then click **Next** to open the Internet Connection Wizard.



*Mail option from the Add button*

- 4 On the **E-mail Server Type** page, select **POP3** and Click **Next** (see below).



## E-mail Accounts

### Server Type

You can choose the type of server your new e-mail account will work with.

- Microsoft Exchange Server**  
Connect to an Exchange server to read e-mail, access public folders, and share documents.
- POP3**  
Connect to a POP3 e-mail server to download your e-mail.
- IMAP**  
Connect to an IMAP e-mail server to download e-mail and synchronize mailbox folders.
- HTTP**  
Connect to an HTTP e-mail server such as Hotmail to download e-mail and synchronize mailbox folders.
- Additional Server Types**  
Connect to another workgroup or 3rd-party mail server.

#### *Outlook Connection Wizard's E-mail Server Type*

- 5 The **Internet E-mail Settings (POP3)** page will appear (example page provided below).
- 6 Under the **User Information** section do the following.
  - In the **Your Name** box, type your full name the way you want it to appear to other people.
  - In the **E-mail Address** box, type your e-mail user name followed by **@daystar.net**.
- 7 Under the **Login Information** section do the following.
  - Type in your account name and password. It is important that you type in your full E-mail address in the "E-Mail Address" box (see example below).  
**Note:** If you're concerned about break-ins to your e-mail, click to clear the check in the **Remember Password** box. You'll then be prompted for the password each time you send or retrieve mail. Having Outlook remember your password means that you won't have to type your password each time you access the account; however, it also means that the account is vulnerable to anyone who has access to your computer. Use strong passwords that combine upper- and lowercase letters, numbers, and symbols. Weak passwords don't mix these elements. Strong password: Y6dh!et5. Weak password: House27. Use a strong password that you can remember so that you don't have to write it down
- 8 Under the **Server Information** section do the following.
  - In the **Incoming mail server (POP3)** box, type **pop.daystar.net**.
  - In the **Outgoing mail server (SMTP)** box, type **smtp.daystar.net**.



## E-mail Accounts

### Internet E-mail Settings (POP3)

Each of these settings are required to get your e-mail account working.



<b>User Information</b>	<b>Server Information</b>
Your Name: <input type="text" value="Great Customer"/>	Incoming mail server (POP3): <input type="text" value="pop.daystar.net"/>
E-mail Address: <input type="text" value="customer@daystar.net"/>	Outgoing mail server (SMTP): <input type="text" value="smtp.daystar.net"/>
<b>Logon Information</b>	<b>Test Settings</b>
User Name: <input type="text" value="customer@daystar.net"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	<input type="button" value="Test Account Settings ..."/>
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

*Internet E-mail Settings (POP3) window*

- 9 Click **Next**, and then click **Finish**. You're ready to send your first e-mail!



**Unsure if your new e-mail account is working?** To verify that your account is working, click **Test Account Settings**. If there is missing or incorrect information, such as your password, you will be prompted to supply or correct it. Make sure your computer is connected to the Internet. Outlook will send you an E-mail message, if you get the message, your account is ready to roll! But if you run into problems setting up your account, Outlook offers help. Search for troubleshooting topics from **Contents and Index** on the **Help** menu.