

INSTRUCTIONS FOR MICROSOFT OUTLOOK 2000 or OUTLOOK EXPRESS

1. Open Outlook
2. Click Tools, then Accounts
3. Click Add, then mail
4. Type in name to be used, then Next
5. Enter your email address (i.e. joh@igdsolutions.com), Click Next
6. Make sure it lists **POP3** as the incoming mail server
7. Type **mail.igdsolutions.com** for both the incoming and outgoing mail (must be typed exactly as **mail.igdsolutions.com**)
8. Click Next
9. Type in your email address using a % instead of a @ sign. (info%widgets.com)
10. Your current password = **1234** (You can change it by logging into webmail at <http://mail.igdsolutions.com>)
11. Click Next
12. Select how you plan to connect to the internet, click Finish
13. Click the account that says mail.igdsolutions.com, then click Properties.
14. Click the “Servers” tab
15. Make sure to check the box that says “My server requires authentication”
16. Click Close
17. Exit Outlook