

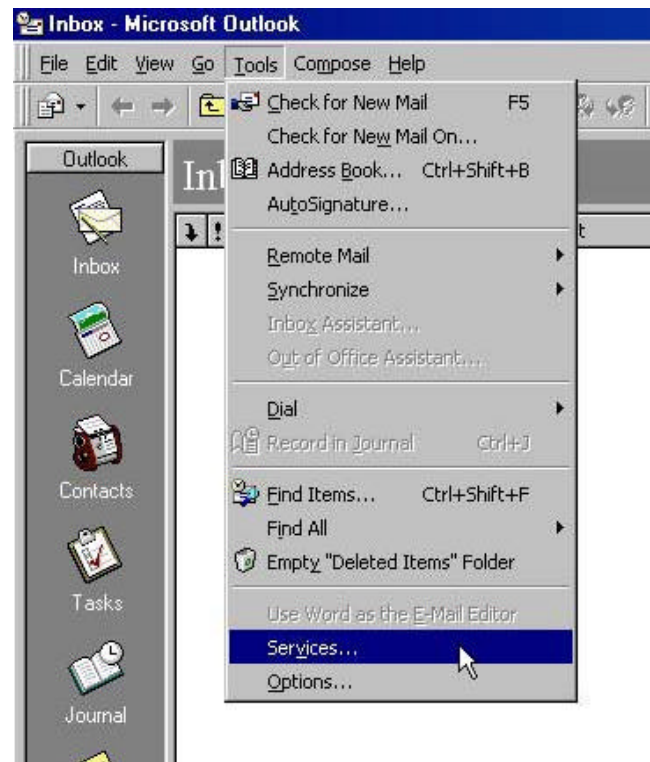


## Setting up Outlook 97 for e-mail

### Step 1

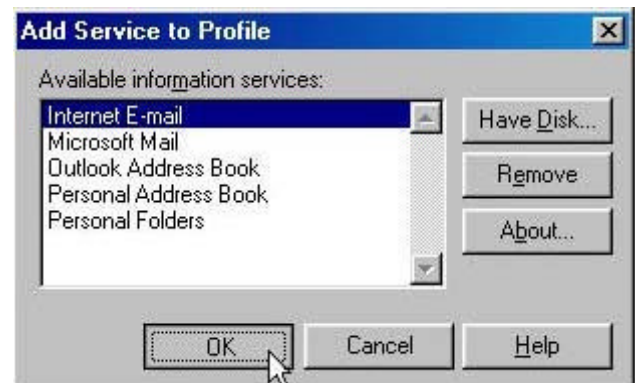
Find the 'Outlook' icon on your desktop and **double-click** on it. This will open 'Outlook97'.

Inside of Outlook click on '**Tools**' and '**Services**'.



### Step 2

Left-click on the 'Add' button.



### Step 3

Left-click on the '**Internet E-mail**' so that it is highlighted as shown. Then **click** on '**OK**'.



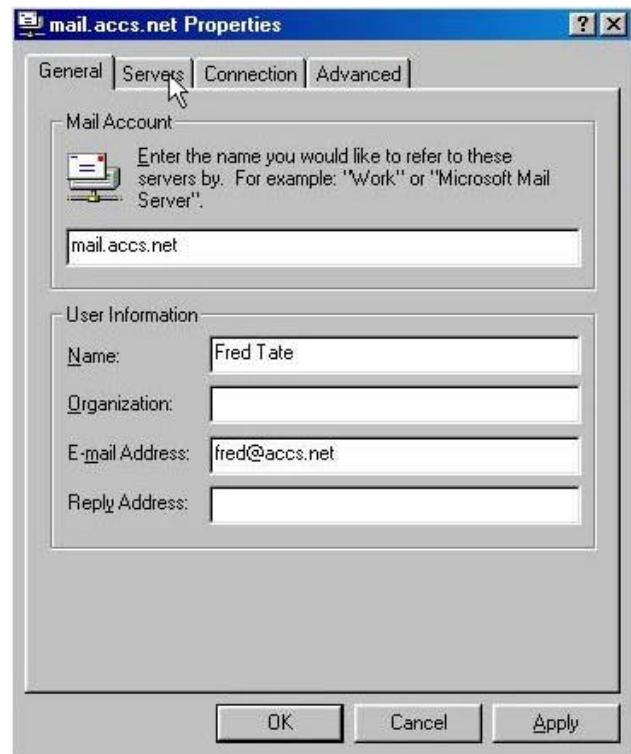
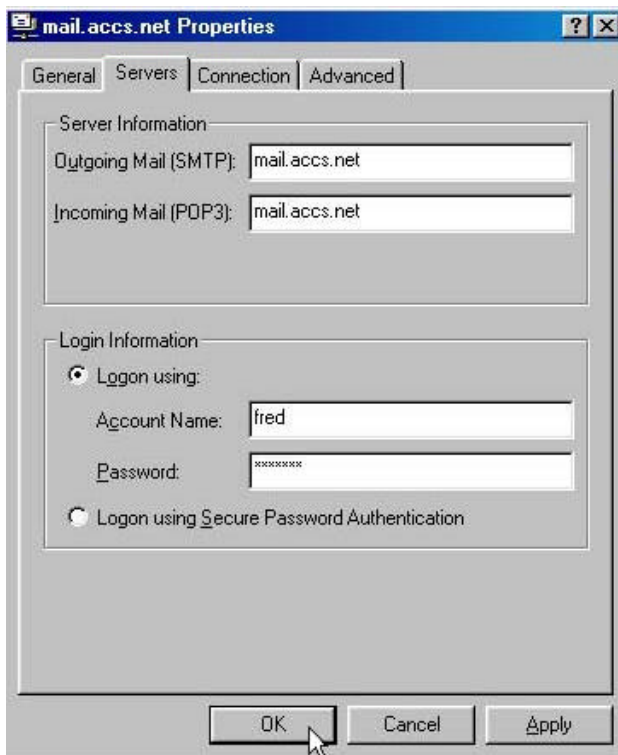
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Internet Support: internet@accs.net  
Web Site: www.accs.net

## Setting up Outlook 97 for e-mail

### Step 4

This is the properties screen for your new mail account. In the top window type in 'mail.accs.net' as shown. Then type in your Name and Email address in the provided spaces. Once this is complete **click** on the tab labeled 'Servers'.



### Step 5

Type 'mail.accs.net' into the 'Outgoing' and 'Incoming' mail blanks as shown. Next, type in your ACCS account name and password at the bottom. Then **click** on the 'OK' button and close everything including Outlook97. Now your ACCS email is setup, the next time you open Outlook97 it will be using your ACCS email account.

### Free Internet Technical Support

**Phone:** (765) 659-4671

**Email:** internet@accs.net

**Hours:** Mon-Fri 8a-5p

Remember if you have any trouble please give us a call. We have professionals on staff that have experience troubleshooting/fixing all sorts of networking and computer hardware problems. ACCS has been building/maintaining business networks and computers for over 20 years!