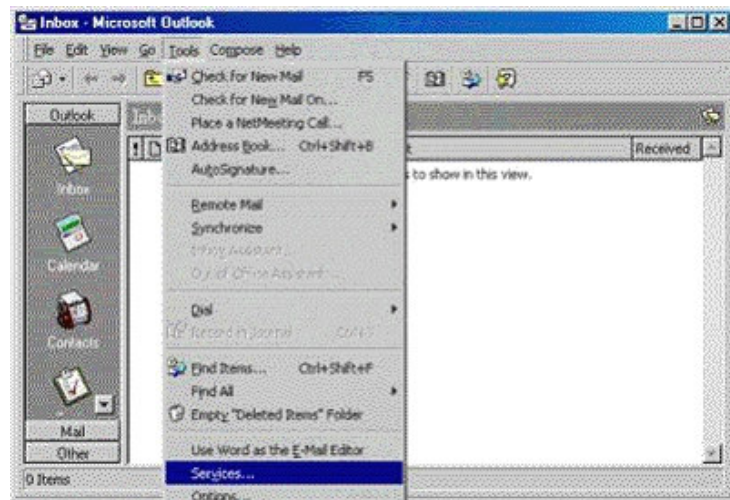
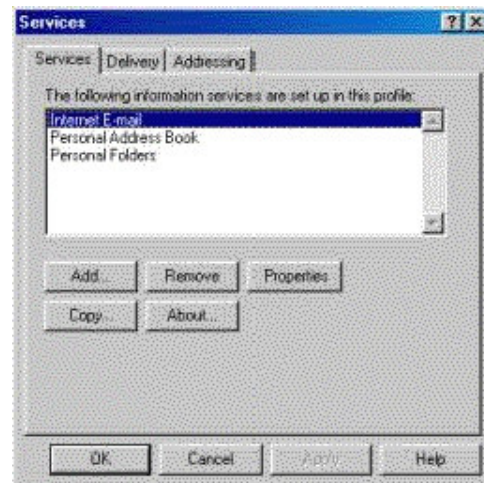


Outlook 97 Settings

1. Open **Outlook 97**.
2. Click **Tools** then **Services**



3. **Internet E-mail** should appear in the information services profile. If it is not there, click **Add**, select it from the list, and click **OK**.
4. Highlight **Internet E-mail** and click the **Properties** button.

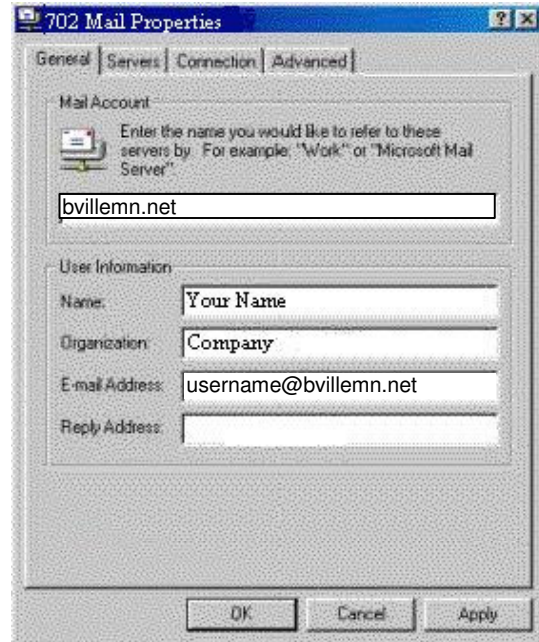


5. Fill in **bvillemn.net** for the name of the mail account.

6. Enter your **Name** and **E-mail Address**.

7. You can fill in the **Organization**, if desired, but it is not necessary.

8. You will not need to fill in the **Reply Address** unless it is different than the email address.



9. Select the **Servers** tab

10. Enter **smtp.bvillemn.net** in the *Outgoing Mail (SMTP)* and **pop.bvillemn.net** in the *Incoming Mail (POP3)* fields.

11. Enter your **username** in the **Account Name** field and your **password** in the **Password** field.

12. Do **NOT** check *Log on using Secure Password Authentication*.

13. Click **OK**.

