

Walkthrough for Brainstorm Email Account with Microsoft Outlook 2000

This is a step-by-step walkthrough for configuring your computer to use your Brainstorm email account with Microsoft Outlook 2000. If you have any problems call us at 247-1442 in Durango or 326-1010 in Farmington. We are open Monday thru Friday from 8am-10pm and Saturday thru Sunday from 9am-6pm.

Microsoft Outlook 2000 Settings:

1. Open **Microsoft Outlook 2000**, you may have an icon on your desktop or you may find it by clicking on the **Start button** on the bottom left-hand corner and then clicking on **Programs**.
2. Click on **Tools** up on the top.
3. Click on **Accounts** on the bottom of the drop-down menu
4. Click on **Add** on the upper-right hand corner.
5. Then click on **Mail** from the drop-down menu
6. Type your **first and last name** (or however you want to appear) in the window.
7. Click on **Next** on the bottom right hand corner.
(Make sure to enter your own email address when it says youremail@gobrainstorm.net)
8. Type your email address, ex: **youremail@gobrainstorm.net**
9. Click on **Next** on the bottom right-hand corner.
10. Up on the top it should say **POP3** for incoming mail server.
11. Below that type **mail.gobrainstorm.net** if your email address has the domain gobrainstorm.net, otherwise, enter the appropriate domain (ex: animas.net, sanjuanlive.net, durangolive.net, bsiweb.net, etc.).
12. Type exactly what you put for incoming mail server also for outgoing mail server, ex: **mail.gobrainstorm.net**
13. Click on **Next** on the bottom right-hand corner.
14. Type your account name, ex: **youremail@gobrainstorm.net**.
15. Type your **password** and check the box for remember password.
16. Click on **Next** on the bottom right-hand corner.
17. Make sure the button **I will establish my internet connection manually** is selected.
18. Click on **Next**
19. Click on **Finish** on the bottom.
20. Make sure that Brainstorm is your default email account. If it isn't, then click on the Brainstorm account and then click on Set as Default
21. Click on **Close** on the bottom and then you're finished! To check your email click on **Send/Receive** up on the top.