

Walkthrough for Brainstorm Email Account with Microsoft Outlook XP/2003

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 XP/2003 Settings:

1. Open **Microsoft Outlook**, 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 **Email Accounts** on the bottom of the drop-down menu.
4. Click on **Add a new e-mail account** and click **Next**.
5. Click on **POP3** and click **Next**.
6. In **User Information** fill in your name and email address.
7. In **Logon Information** where it says **User Name** fill in your complete email address and in the **Password** field fill in your password.
8. In **Server Information** in **Incoming mail server (POP3)** 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.).
9. Type exactly what you put for incoming mail server also for outgoing mail server, ex: mail.gobrainstorm.net.
10. Click on **More Settings**, then click the **Outgoing Server** tab.
11. Check the box **My outgoing server (SMTP) requires authentication** and below that the dot should be in **Use same settings as my incoming mail server**.
12. Click **OK**.
13. If you are connected to the internet click on **Test Account Settings...** You should get all green check marks. Click **Close**, then click **Next**, then **Finish**.