

Walkthrough for Brainstorm Email Account with Microsoft Outlook 98

This is a step-by-step walkthrough for configuring your computer to use your Brainstorm email account with Microsoft Outlook 98. 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 98 Settings:

1. Open **Microsoft Outlook 98**, 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 **Services** on the bottom of the drop-down menu
4. Click on **Add**.
5. Then click on **Internet e-mail** from the drop-down menu
6. Type your **first and last name** (or however you want to appear) in the name field.
7. In the **Email address** field, type your email address.
8. Click on the **Servers** tab up on the top.
9. In the **Incoming Mail (POP3)** field type mail.gobrainstorm.net
10. In the **Outgoing Mail (SMTP)** field type mail.gobrainstorm.net
11. In the **Account name** field type your email address, ex:
username@gobrainstorm.net.
12. Put a check in "My Server requires authentication."
13. Click on **OK** on the bottom.
14. Click on **OK** again.
15. You're finished. To check your email click on **Send and Receive** up on the top.