

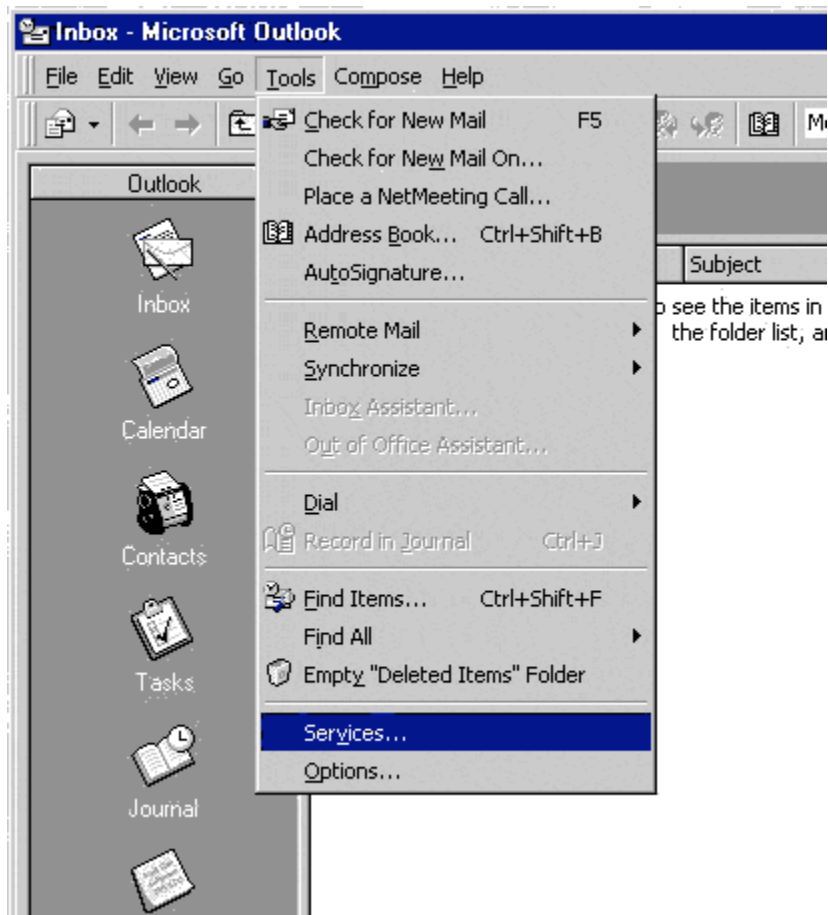


Outlook 97/98 Email Setup Instructions

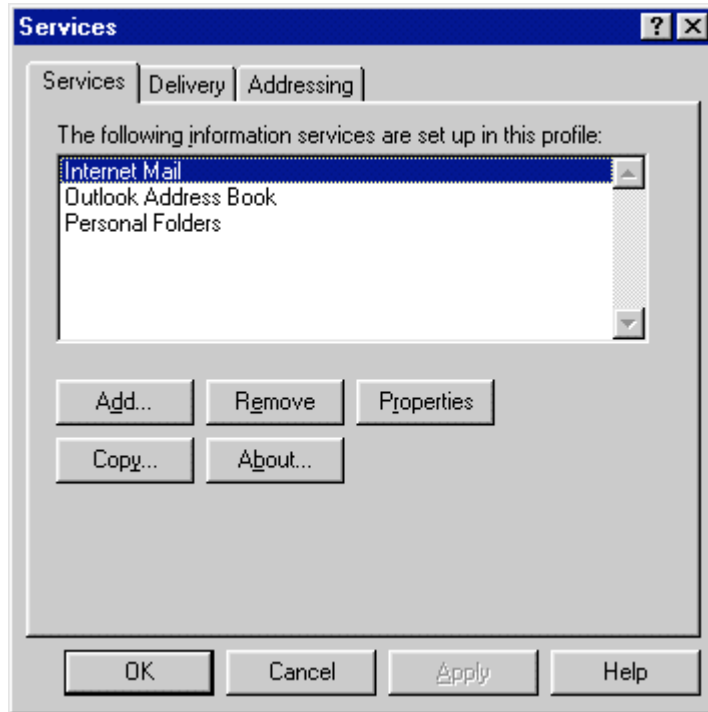
*Special Note to Outlook 97/98 Users:

The following instructions are for 97/98' when the **Services** sub-option under the **Tools** menu is displayed (rather than the **Accounts** sub-option). In some cases, depending on how Outlook was installed or upgraded, the Accounts sub-option will be displayed on the Tools menu instead. In this case, please consult the [Outlook 2000 Setup Guide](#) for configuring your email.

1. Start Outlook 97/98 from your desktop or from Start/Programs/Microsoft Office/Outlook.
2. When the main Outlook screen appears, click the **Tools** menu item on the top menu bar, then choose/click the sub-option **Services**.



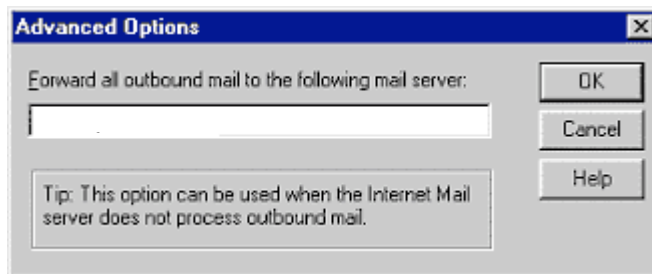
3. On the **Services** screen, highlight **Internet Mail** from the list of information service and click on the **Properties** button. If **Internet Mail** does not appear in the list, click the **Add** button and then choose **Internet Mail**. (The next step works the same both ways.)



4. On the Internet Mail screen **General** tab (see below), change the Internet Mail server to "**mail.quadlink.net**".
5. Enter your password in the **Password:** box.



6. There may be an option on this screen for an outgoing (SMTP) server. If so, fill it in. If not, click on the **Advanced Options** button on the **Internet Mail** screen to set the **Outgoing Server Name** to "**mail.quadlink.net**".



7. When finished, click on **OK** button to exit on all screens (back to the main Outlook screen).
8. Close Outlook by choosing **File** and **Exit** and **Log Off**. After it exits, start it up to activate your email account.
9. Configuration is complete.