



**SUBJECT: Configuring Microsoft Outlook 97**  
**PLATFORM: Windows 95, 98, ME, 2000 and XP**

THE PARADISE.NET HELPDESK DOES NOT TECHNICALLY SUPPORT WINDOWS 95 AND WINDOWS NT OR APPLE MACINTOSH SYSTEMS LOWER THAN VERSION 8.0

*Please Note: This document assumes you have already created a Dial-Up Networking Dialler. If not then please call the Helpdesk on 0800 46 72 72, and ask for the fax-out **Setting up a Dial-Up Networking Dialler** (for your version of Windows).*

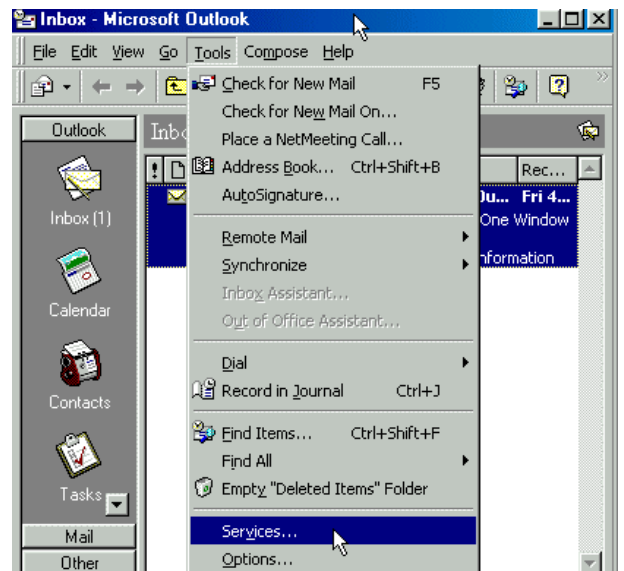
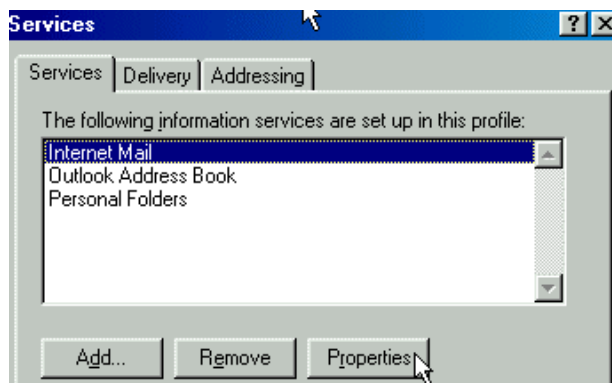
## Configuration Settings

Start Microsoft Outlook by double-clicking the **Outlook** icon you will find on the Windows desktop.

On the toolbar, click on the **Tools** menu and then click on **Services...**

You will be in the **Services** screen.

Highlight the **Internet Mail** option and then click on the **Properties** button.



You should find yourself on the **General** tab of the **Internet Mail** screen. Fill in all the fields as below and please be very careful to type in lower-case letters (this is not required for the Full Name field).

## paradise.net Technical Assistance

Customers phone toll free: 0800 46 72 72  
 Fax toll free: 0800 36 72 00  
 E-mail: help@paradise.net.nz  
 Internet: www.paradise.net.nz

Freepost: TelstraClear Limited  
 Freepost 4768  
 Private Bag 92143  
 Auckland

**Disclaimer:** This information is provided on an "as-is" basis. This is all the information on this product that paradise.net Technical Assistance can provide. We take no responsibility for any difficulties or problems that may arise from the installation and/or use of this product.

**Full Name:**

Your own full name (Eg: John Smith)

**Email Address:**

Your complete paradise e-mail address  
(Eg: username@paradise.net.nz)

**Internet Mail server:**

pop3.paradise.net.nz

**Account Name:**

Your paradise username

**Password:**

Your paradise password

Click on the **Advanced Options** button.

Type **smtp.paradise.net.nz** and then Click **OK**.

At the top, click on the **Connection** tab.

Put the dot in **Connect using the modem**

In **Dial using the following connection**, choose the paradise connection and then click the **Login As...** button.

**User Name:**

Your paradise dial-up username

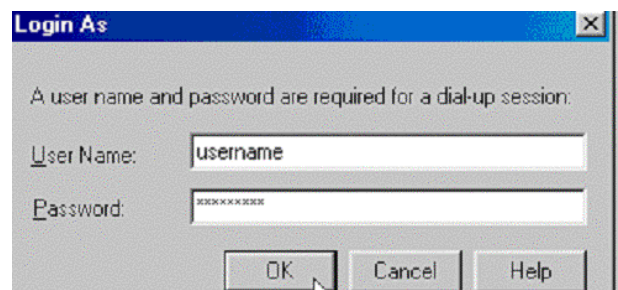
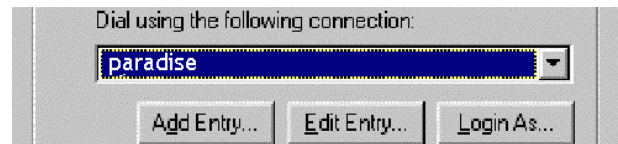
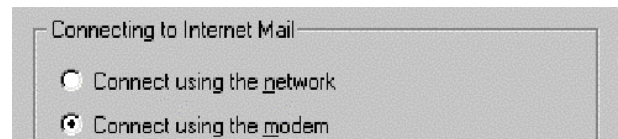
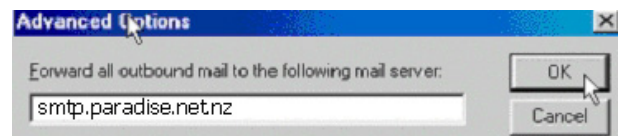
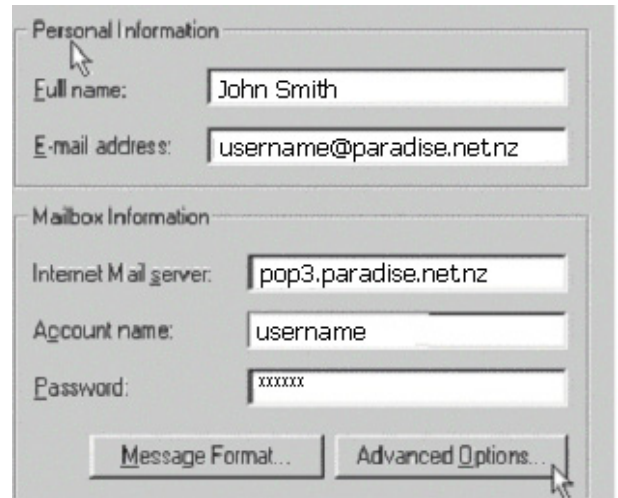
**Password:**

Your paradise dial-up password

Click **OK** and then click **OK** on the Services screen.

**Congratulations!**

That's it. You are now ready to start sending and receiving your paradise e-mail with Microsoft Outlook. If you haven't already done so, you should configure **Internet Explorer** to start surfing the Internet.



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