

Configuring Outlook 2000 for Commander 360 email

1. Open Outlook and select **Tools > Accounts**
2. Press the **Add** button then **Mail**
3. **Your Name** - type the **Name** to appear on outgoing e-mail messages then click **Next**
4. **Internet E-mail Address** - type your **Commander 360 e-mail address** then click **Next**
5. **E-mail Server Names**
 - a. **Incoming mail server type** - select **POP3**
 - b. **Incoming mail server address** - type in **pops.onestream.com.au**
 - c. **Outgoing mail server address** - type in **smtps.onestream.com.au**
 - d. Click **Next**
6. **Internet Mail Logon**
 - a. **Account name** - type your **Commander 360 e-mail address**
 - b. **Password** - type in **E-mail Account Password**
 - c. Tick the box next to **Logon Using Secure Password Authentication**
 - d. Click **Next**
7. Click **Finish** to return to the Internet Accounts dialog box
8. Highlight the Mail account you just created and select the **Properties** button
9. **Servers tab > Outgoing Mail Server** - tick the box next to **My server requires authentication**
10. **Advanced tab > Server Port Numbers**
 - a. **Outgoing mail (SMTP)**
 - Change the value from 25 to **465**
 - Tick the box next to **This server requires a secure connection (SSL)**
 - b. **Incoming mail (POP3)**
 - Change the value from 110 to **995**
 - Tick the box next to **This server requires a secure connection (SSL)**
 - c. Click **OK**