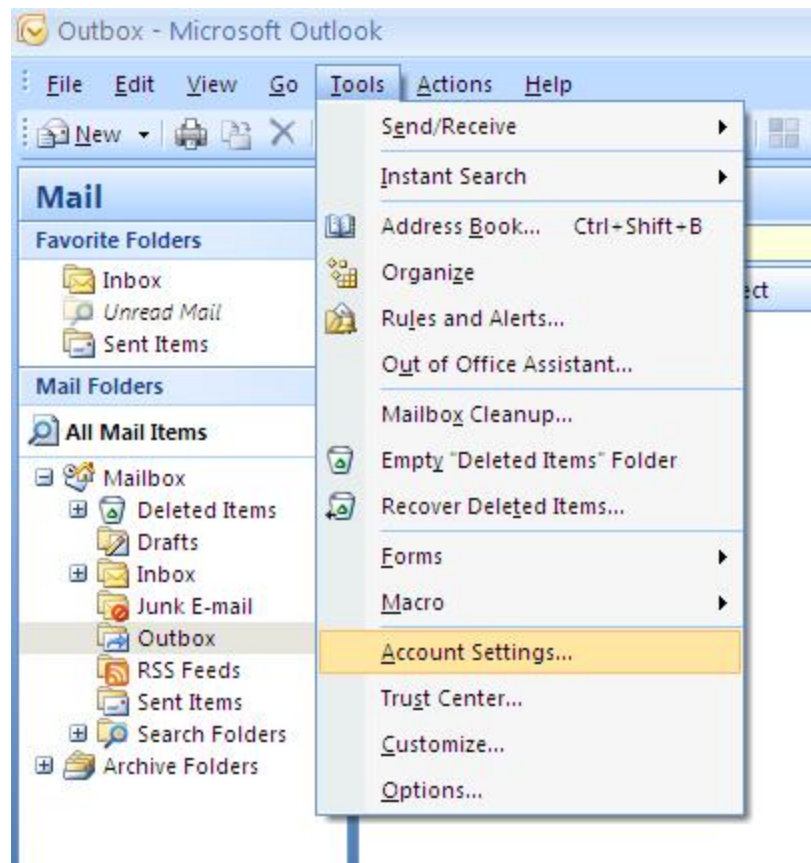


# Email Setup for Outlook 2007

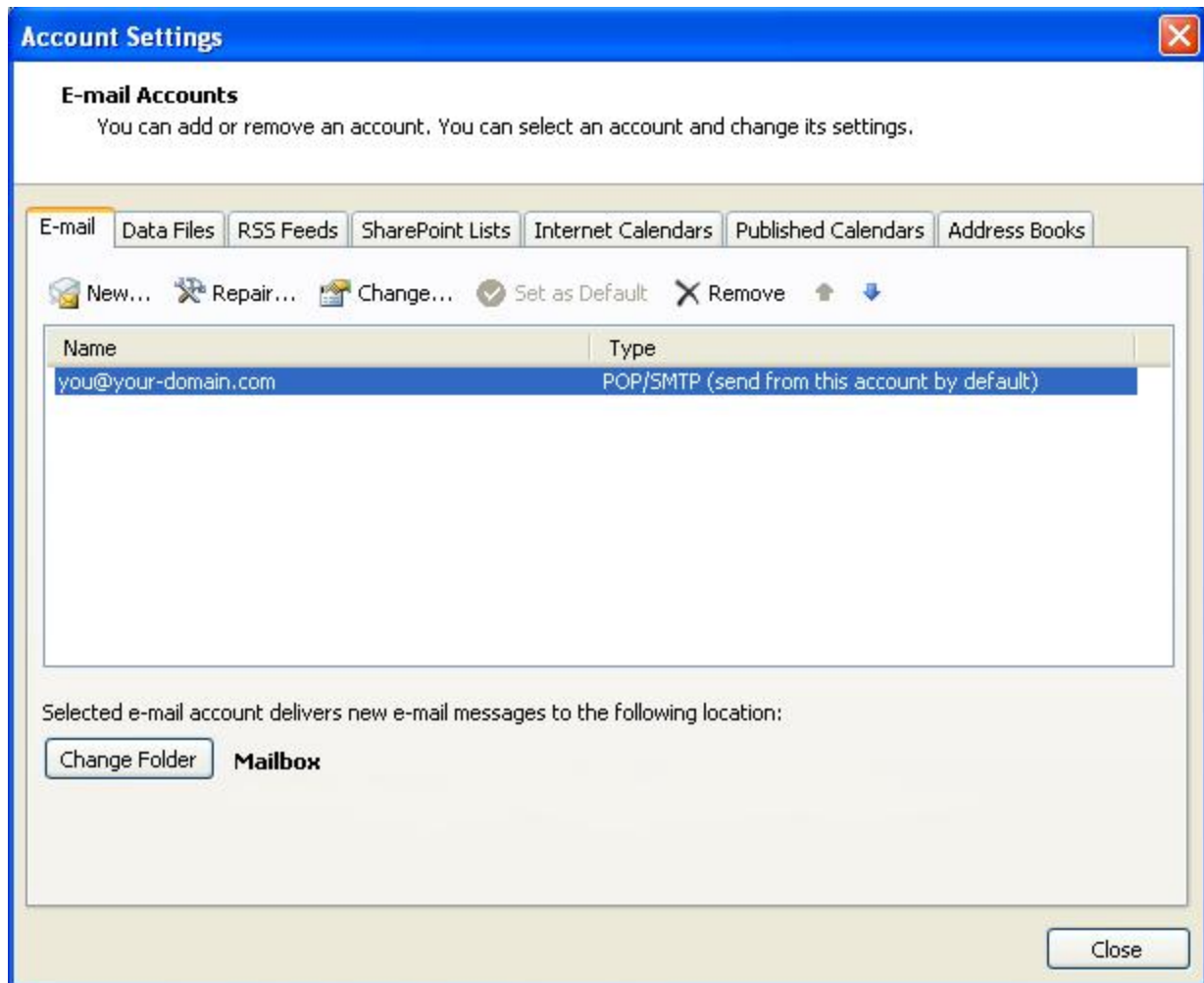
Add a new email account

1. Launch Outlook 2007 2. Select **Tools** from the top menu bar, then **Accounts Settings**



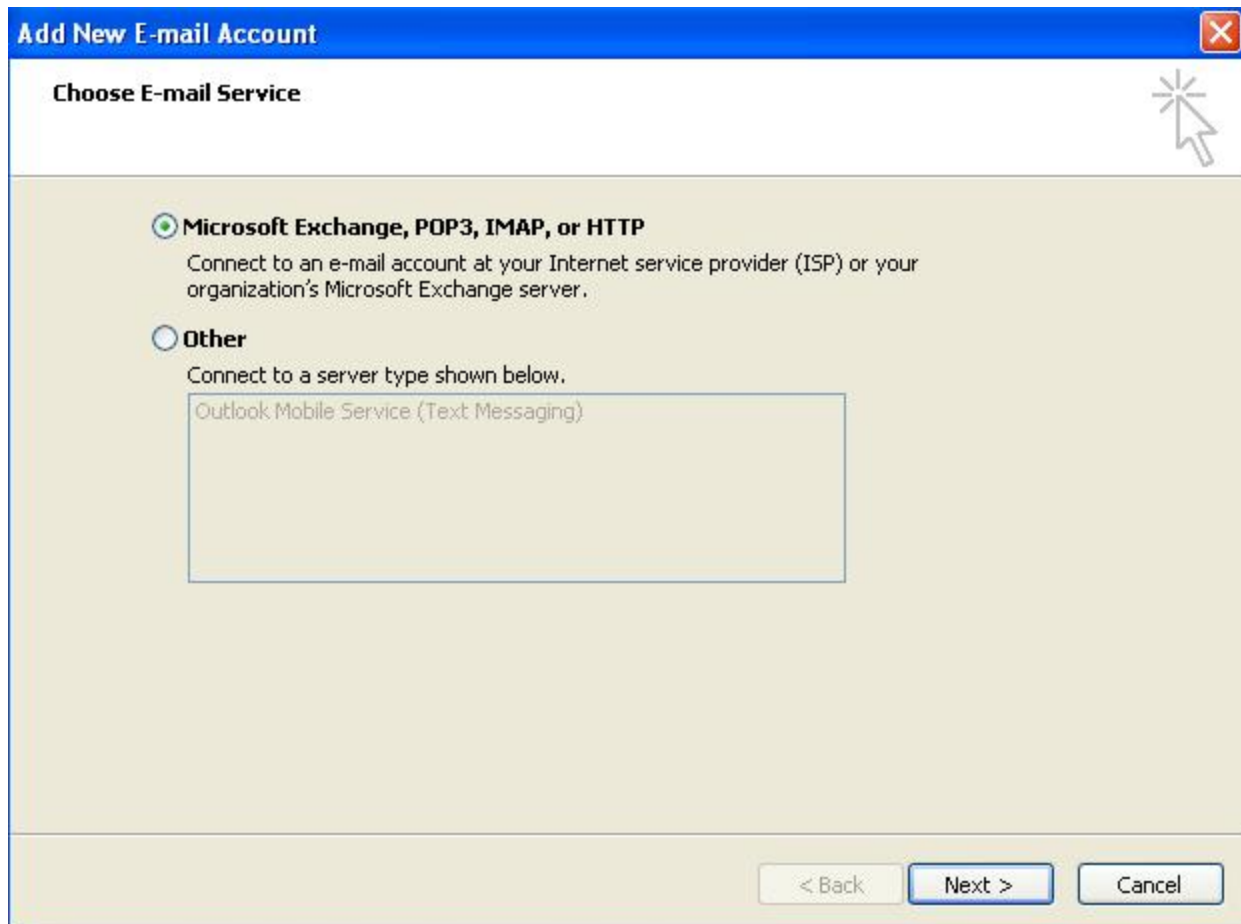
Create new account

3. On the Account Settings pop-up, click **New** on the E-mail tab




Choose e-mail service


4. Select **Microsoft Exchange, POP3, IMAP or HTTP** and click **Next**



## Account Setup

5. Tick the **Manually configure server settings or additional server types** checkbox and click **Next**

**Add New E-mail Account** 

**Auto Account Setup** 

Your Name:   
Example: Barbara Sankovic

E-mail Address:   
Example: barbara@contoso.com

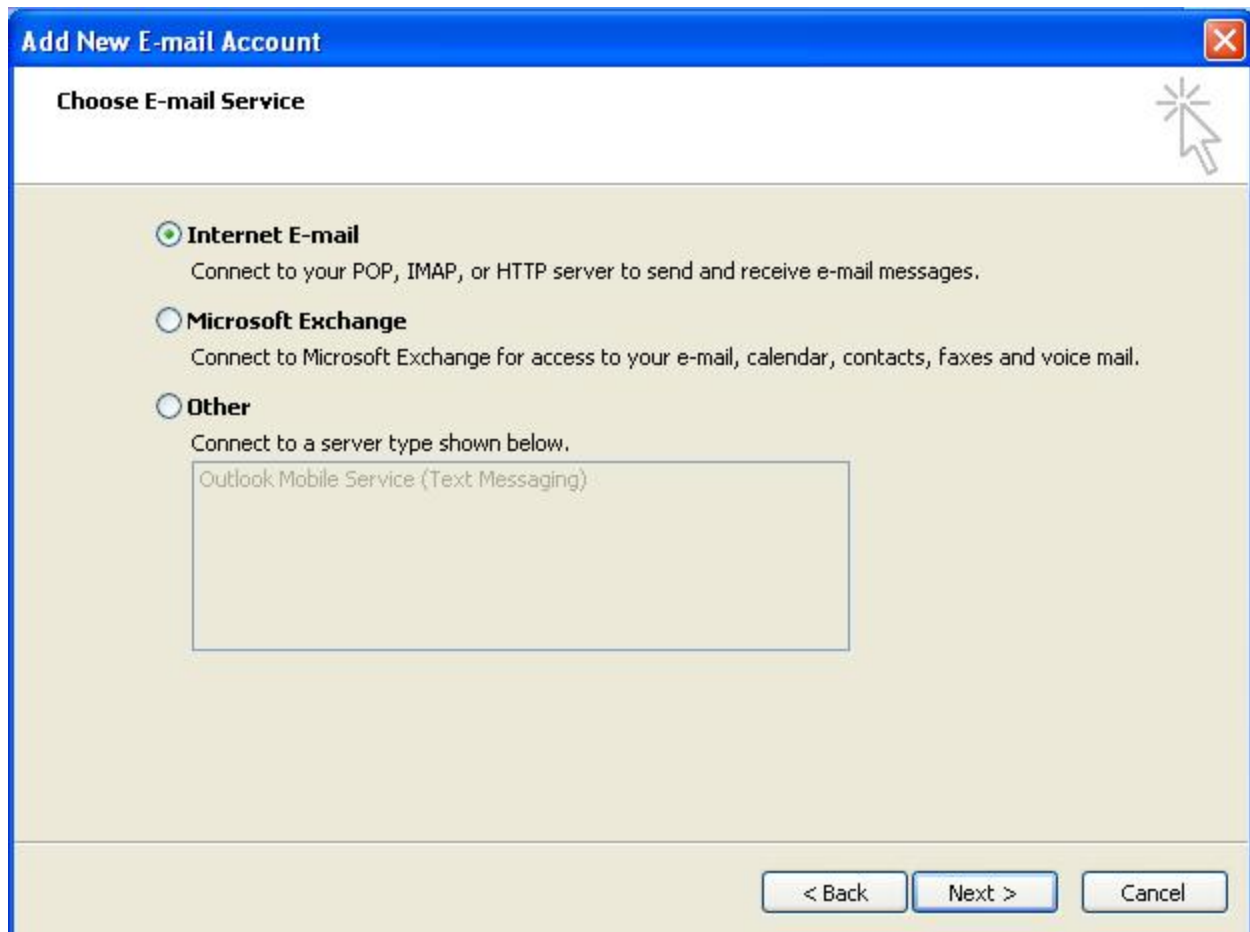
Password:

Retype Password:   
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

Select Internet Email

6. Select **Internet E-mail** and then click **Next**



Email settings

7. Enter all the relevant details (Select 'POP3' as the server type) and then click **More Settings**

**Change E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name: Name Surname  
E-mail Address: you@your-domain.com

**Server Information**  
Account Type: POP3  
Incoming mail server: mail.your-domain.com  
Outgoing mail server (SMTP): smtp.your-domain.com

**Logon Information**  
User Name: you@your-domain.com  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

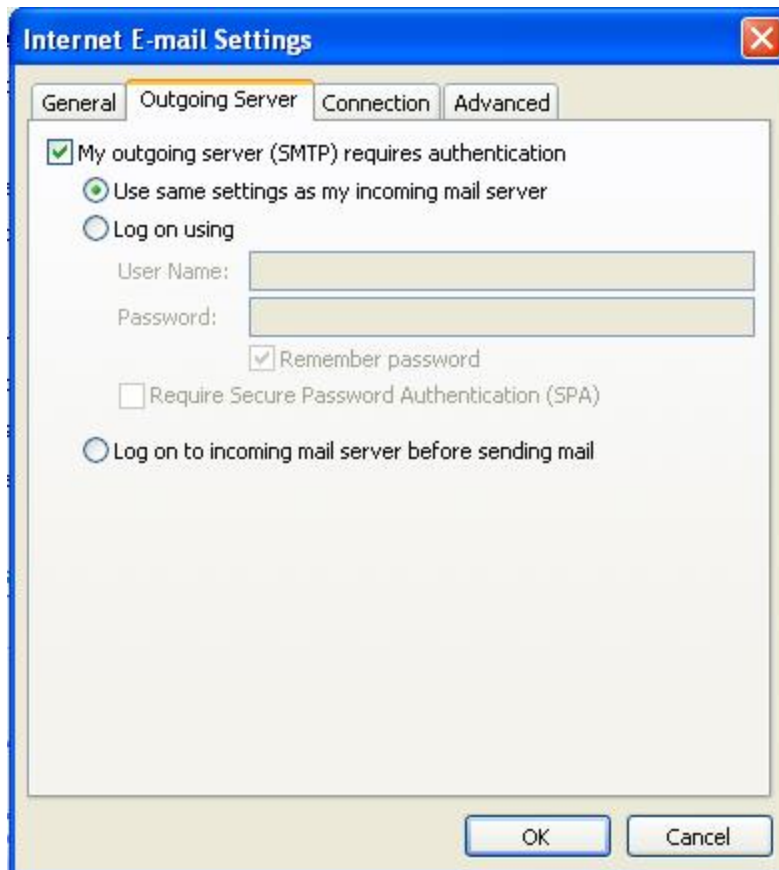
**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)  
Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

### Outgoing Server Settings

8. Click on the **Outgoing Server** tab and ensure that the **My outgoing server (SMTP) requires authentication** checkbox is selected, as well as **Use same settings as my incoming mail server**



### Advanced Settings

9. Select the 'Advanced' tab 10. Set the **Incoming Server** (POP) port to the default setting, 110 11. Set the **Outgoing Server** (SMTP) port to 587 12. Click **OK** to save these settings 13. Click **Next** and **Finish** 14. Your Outlook mail program should now be set up to send and receive mail

**Internet E-mail Settings** ✖

General   Outgoing Server   Connection   **Advanced**

Server Port Numbers

Incoming server (POP3):

This server requires an encrypted connection (SSL)

Outgoing server (SMTP):

Use the following type of encrypted connection:  ▾

Server Timeouts

Short  Long 1 minute

Delivery

Leave a copy of messages on the server

Remove from server after    days

Remove from server when deleted from 'Deleted Items'