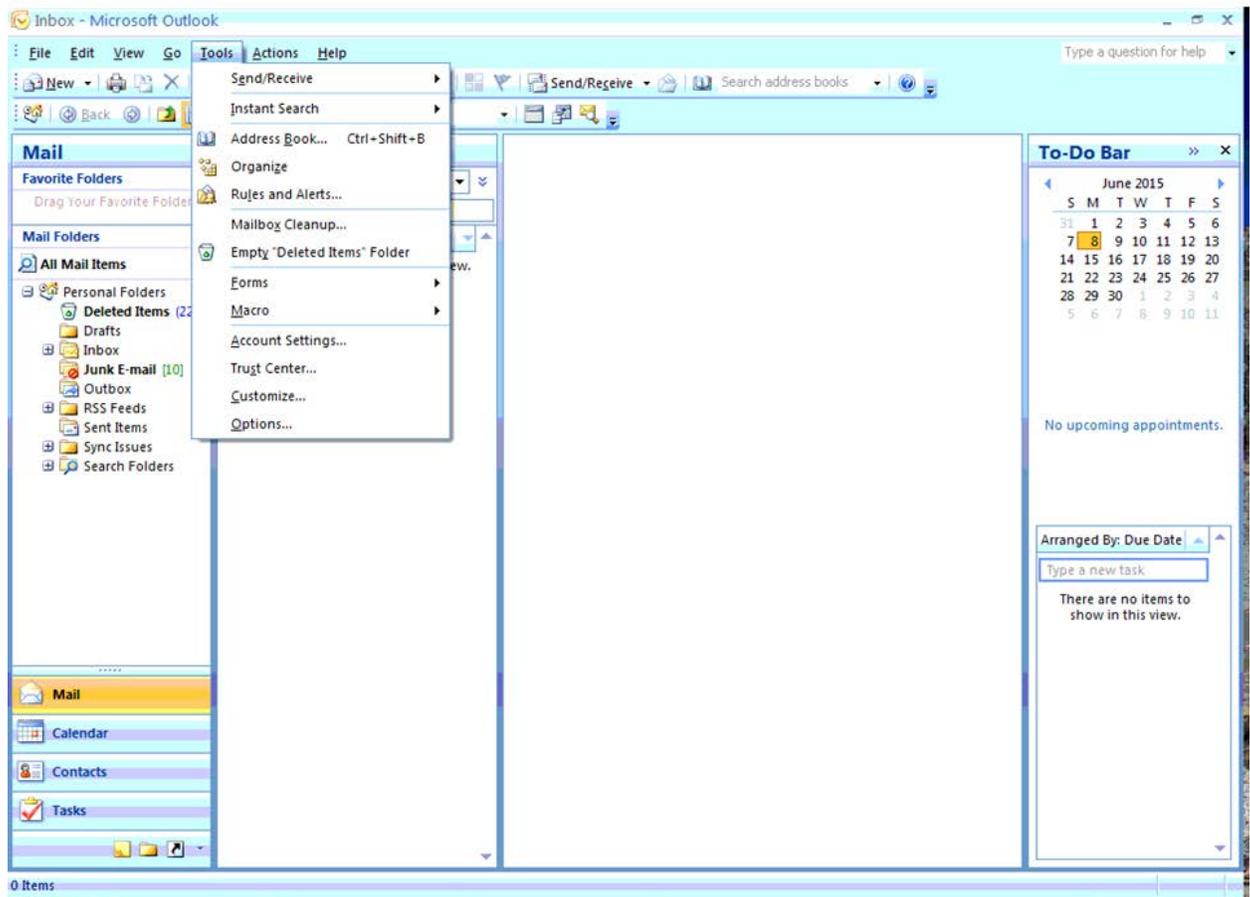


SETTING UP YOUR EMAIL IN MICROSOFT OUTLOOK 2007

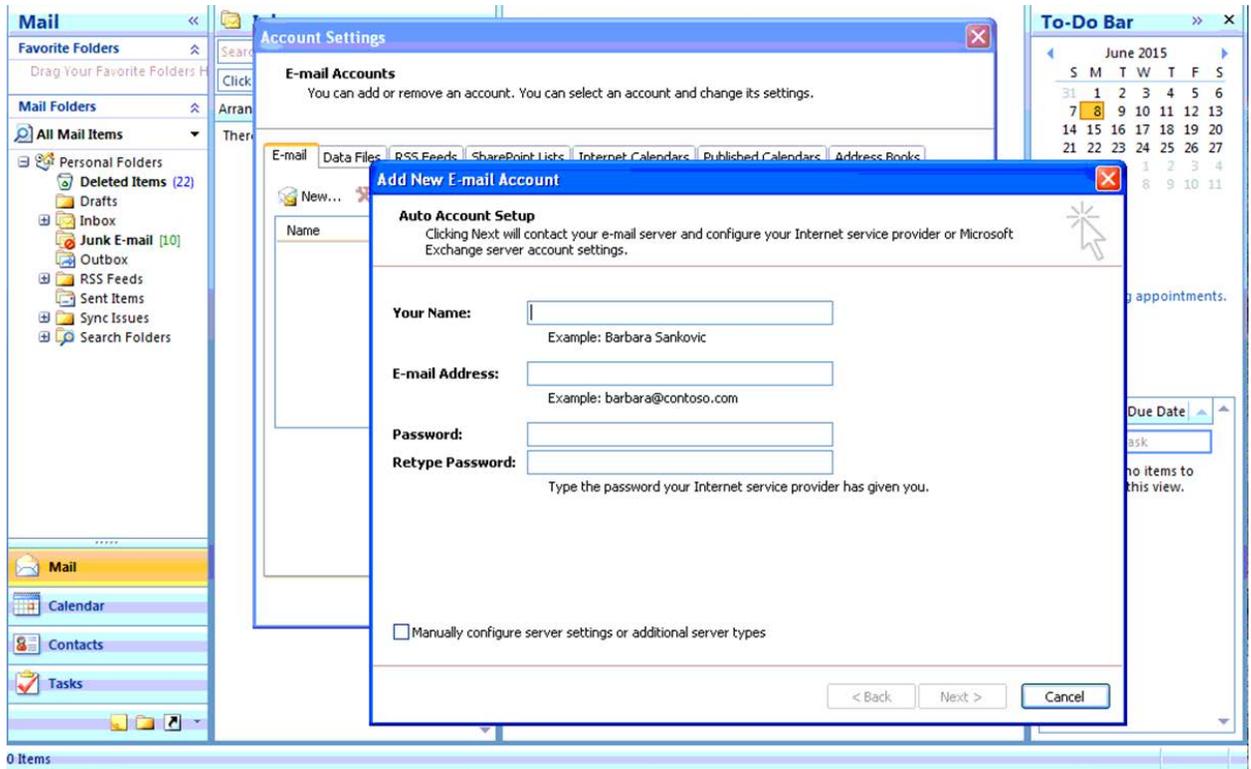
This tutorial shows you how to set up Microsoft Outlook 2007® to work with your e-mail account.

To Set Up Your E-mail Account in Microsoft Outlook

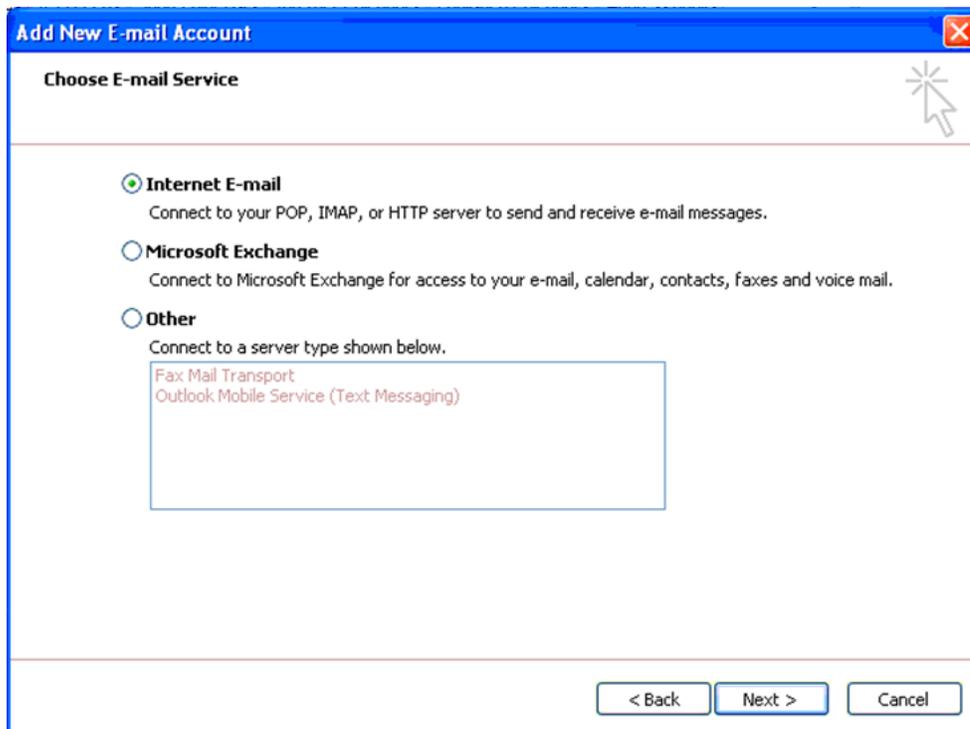
1. In Microsoft Outlook, from the **Tools** menu, select **Account Settings**.



2. On the E-mail Accounts window, select **New** to add a new e-mail account



Check **Manually Configure server settings or additional server types** and click next. Leave the selection for **Internet Email** and click next.



3. On the Internet E-mail Settings (POP3/IMAP) window, enter your information as follows:

Your Name: Your first and last name.

E-mail Address: Your email address.

Account Type: Pop3

User Name: Your email address, again.

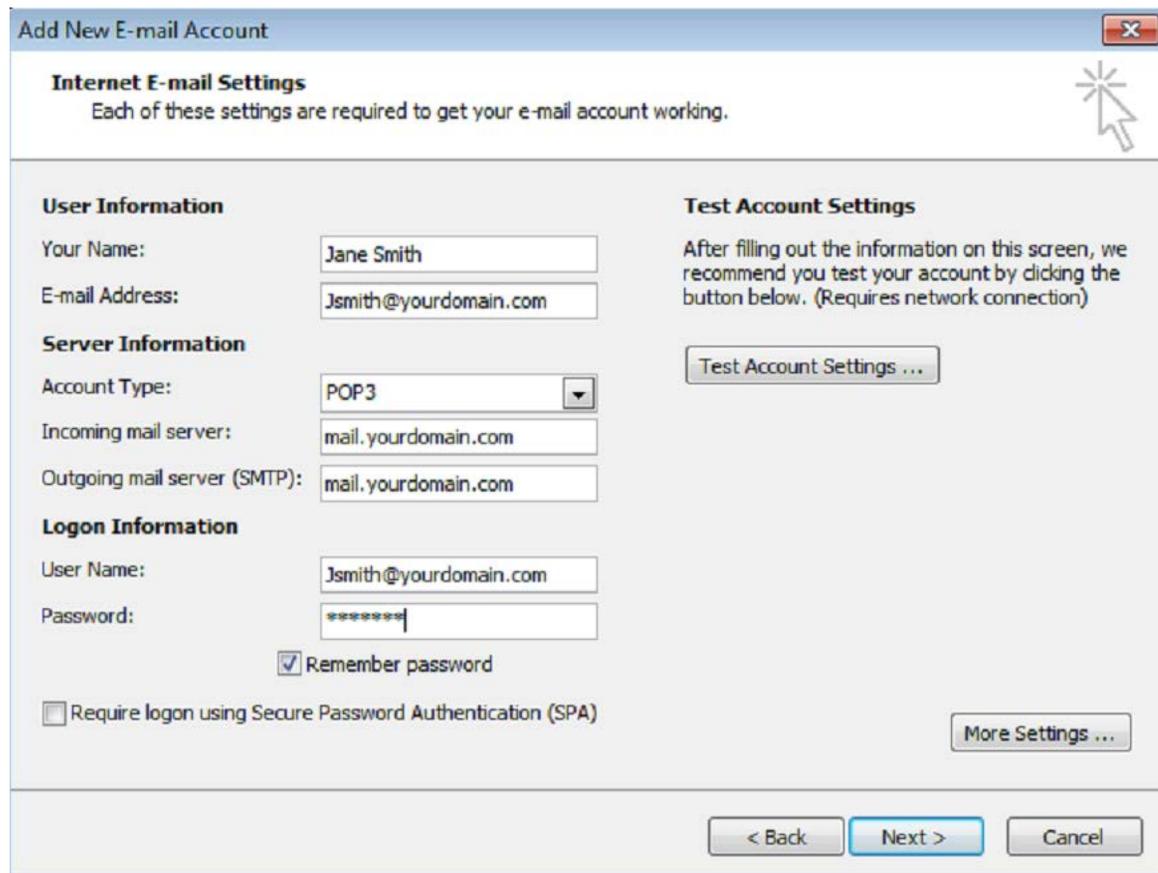
Password: Your email account password.

Incoming mail server (POP3): **mail.yourdomain.com**

(Be sure to change yourdomain.com to your actual website's domain name.)

Outgoing mail server (SMTP): **mail.yourdomain.com**

(Be sure to change yourdomain.com to your actual website's domain name.)



The screenshot shows a window titled "Add New E-mail Account" with a close button in the top right corner. Below the title bar, the text "Internet E-mail Settings" is displayed, followed by the instruction "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a star icon in the top right corner of the settings area.

The settings are organized into several sections:

- User Information:** "Your Name:" is filled with "Jane Smith"; "E-mail Address:" is filled with "Jsmith@yourdomain.com".
- Server Information:** "Account Type:" is a dropdown menu set to "POP3"; "Incoming mail server:" is filled with "mail.yourdomain.com"; "Outgoing mail server (SMTP):" is filled with "mail.yourdomain.com".
- Logon Information:** "User Name:" is filled with "Jsmith@yourdomain.com"; "Password:" is filled with "*****"; there is a checked checkbox for "Remember password" and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)".

On the right side, under "Test Account Settings", there is a text box explaining that after filling out the information, the user should test the account by clicking the "Test Account Settings ..." button. At the bottom right of the settings area is a "More Settings ..." button.

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".



Internet E-mail Settings

Each of these settings are required to get your e-mail account working.



User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

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)

Add New E-mail Account 

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type: 

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

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Add New E-mail Account 

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

User Information

Your Name:

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Account Type: 

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

Remember password

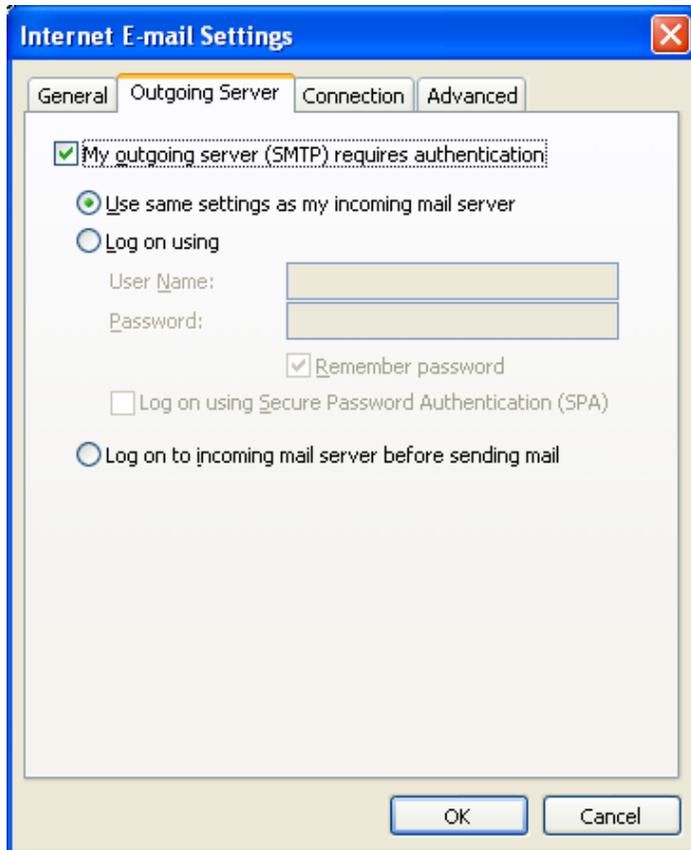
Require logon using Secure Password Authentication (SPA)

Test Account Settings

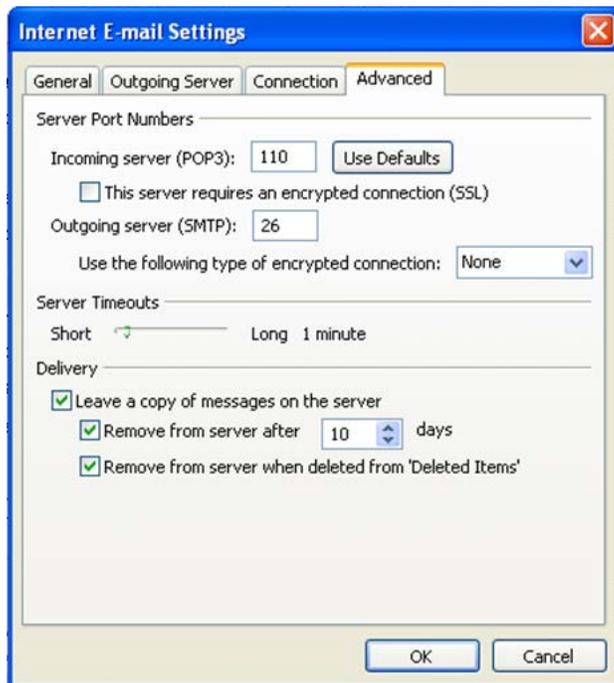
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

4. Then, Click **More Settings**.
5. On the **Internet E-mail Settings** window, go to the **Outgoing Server** tab.
6. Select **My outgoing server (SMTP) requires authentication**.

7. Select **Use same settings as my incoming mail server**.



8. Go to the **Advanced** tab, and then change the Outgoing server (SMTP) port to **26** and leave the Incoming port (POP3) to **110**



NOTE: You can leave a copy on the server if you would like, but make sure you check remove from server after 10 days.

9. Click **OK**, then, **Next**.

10. Click **Finish**.

