

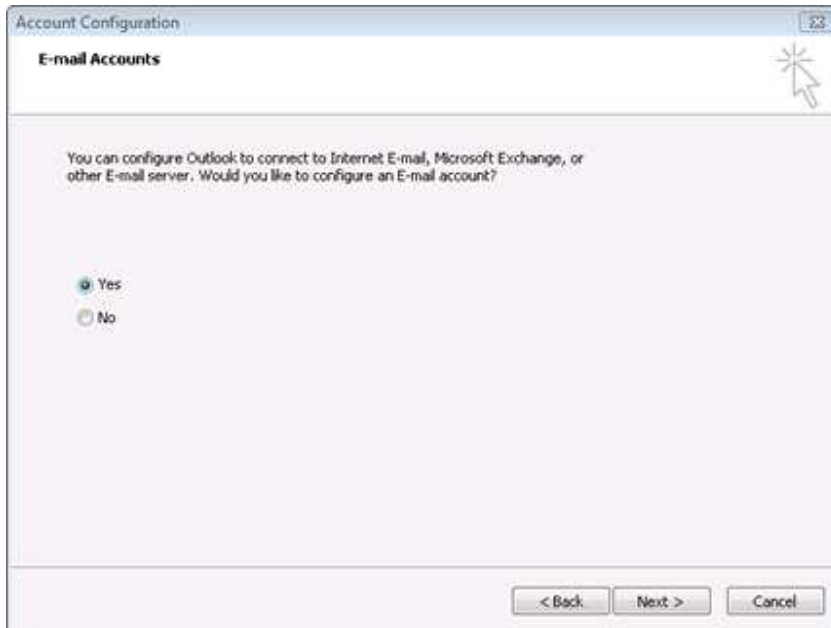
## To Set Up Your Email Account in Microsoft Outlook 2007

1. Start Microsoft Outlook 2007. When the Startup Wizard displays, click **Next**.

**NOTE:** If the Startup Wizard doesn't automatically display, from the Tools menu, select Account Settings, and then click New. In the Add New E-mail Account dialog box, select Microsoft Exchange, POP3, IMAP, or HTTP, then click Next.



2. On the **Account Configuration** page, select **Yes** to indicate you want to configure an email account, and then click **Next**.



3. On the **Auto Account Setup** page, enter the following:

Your Name

Enter your first and last name.

E-mail Address

Enter your email address.

Password

Enter the password you created for your email account.

Retype Password

Enter your password again.

4. At the bottom of the page, select **Manually configure server settings or additional server types**, and then click **Next**.

**Add New E-mail Account**

**Auto Account Setup**  
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

**Your Name:** Jane Smith  
Example: Barbara Sankovic

**E-mail Address:** jsmith@coolexample.com  
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

< Back   Next >   Cancel

5. On the **Choose E-mail Service** page, select **Internet E-mail**, and then click **Next**.

**Add New E-mail Account**

**Choose E-mail Service**

**Internet E-mail**  
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

**Microsoft Exchange**  
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

**Other**  
Connect to a server type shown below.

Fax Mail Transport  
Outlook Mobile Service (Text Messaging)

< Back   Next >   Cancel

6. On the **Internet E-mail Settings** page, enter your email account information as follows:

- Your Name  
Enter your first and last name.
- E-mail Address  
Enter your email address.
- Account Type

Select **POP3**.

Incoming mail server

Type **mail.mydomain.com** for your incoming mail server.

Outgoing mail server (SMTP)

Type **mail.mydomain.com** for your outgoing mail server.

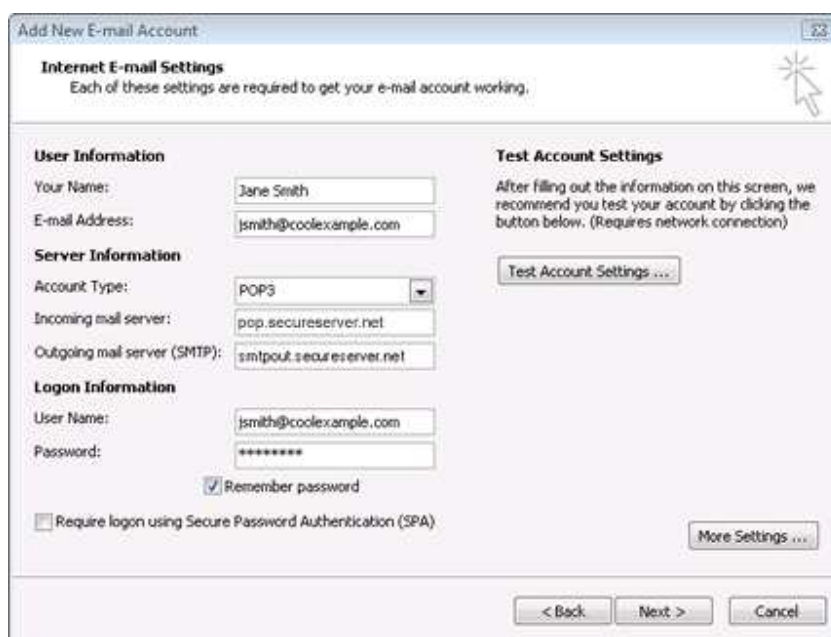
User Name

Enter your email address again.

Password

Enter the password you created for your email account.

7. Select the **Remember Password** checkbox, and then click **More Settings**.



The screenshot shows a window titled "Add New E-mail Account" with a sub-header "Internet E-mail Settings". Below the sub-header is a note: "Each of these settings are required to get your e-mail account working." The window is divided into two main sections: "User Information" and "Test Account Settings".

**User Information:**

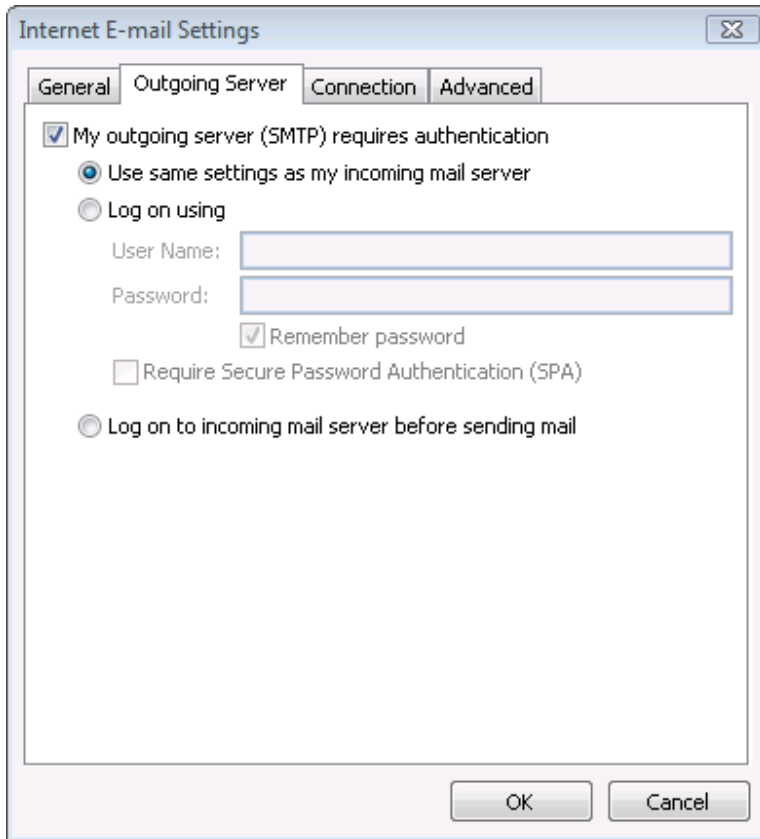
- Your Name: Jane Smith
- E-mail Address: jsmith@coolexample.com
- Server Information:
  - Account Type: POP3 (selected in a dropdown menu)
  - Incoming mail server: pop.secureserver.net
  - Outgoing mail server (SMTP): smtpout.secureserver.net
- Logon Information:
  - User Name: jsmith@coolexample.com
  - Password: \*\*\*\*\*
  - Remember password
  - Require logon using Secure Password Authentication (SPA)

**Test Account Settings:**

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

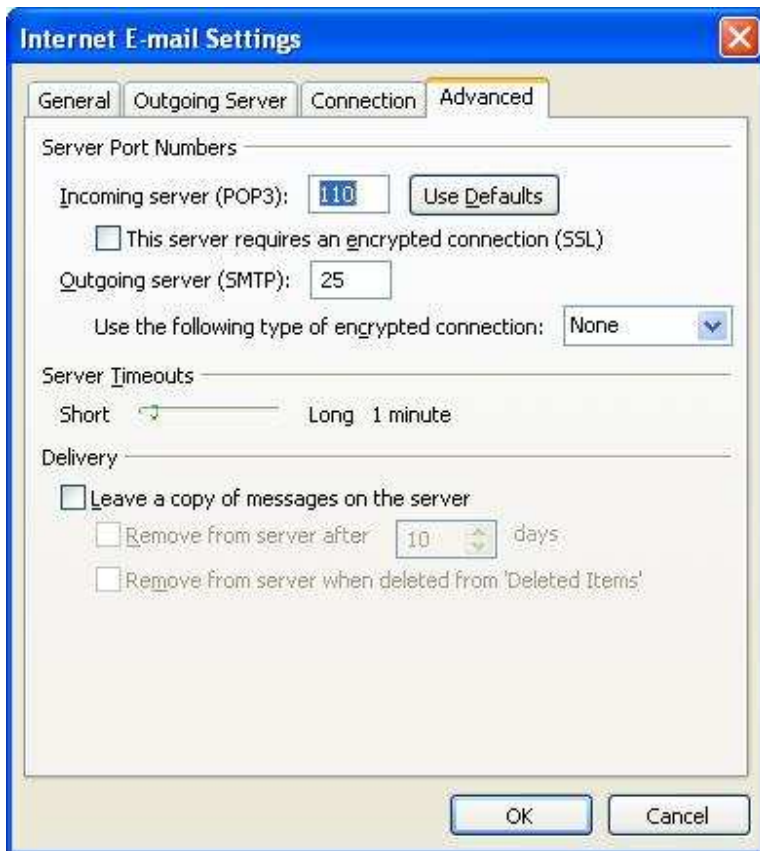
At the bottom right of the window is a button labeled "More Settings ...". At the very bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

8. In the Internet E-mail Settings window, go to the **Outgoing Server** tab. Check **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.

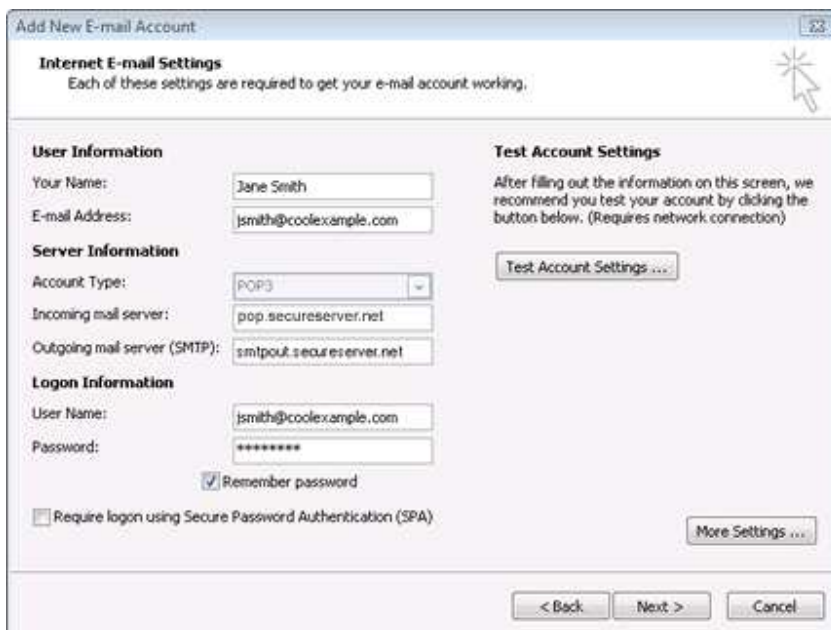


9. Go to the **Advanced** tab. Verify that you have **110** for your incoming server (POP3) and **25** for your outgoing server (SMTP), and then click **OK**.

**NOTE:** If you have trouble sending email you can also try 26 for your outgoing server (SMTP) port.



10. Click **Test Account Settings**. Microsoft will send itself a message to test your incoming and outgoing capabilities. Once this is complete, click **Next**.



11. Click **Finish**.

