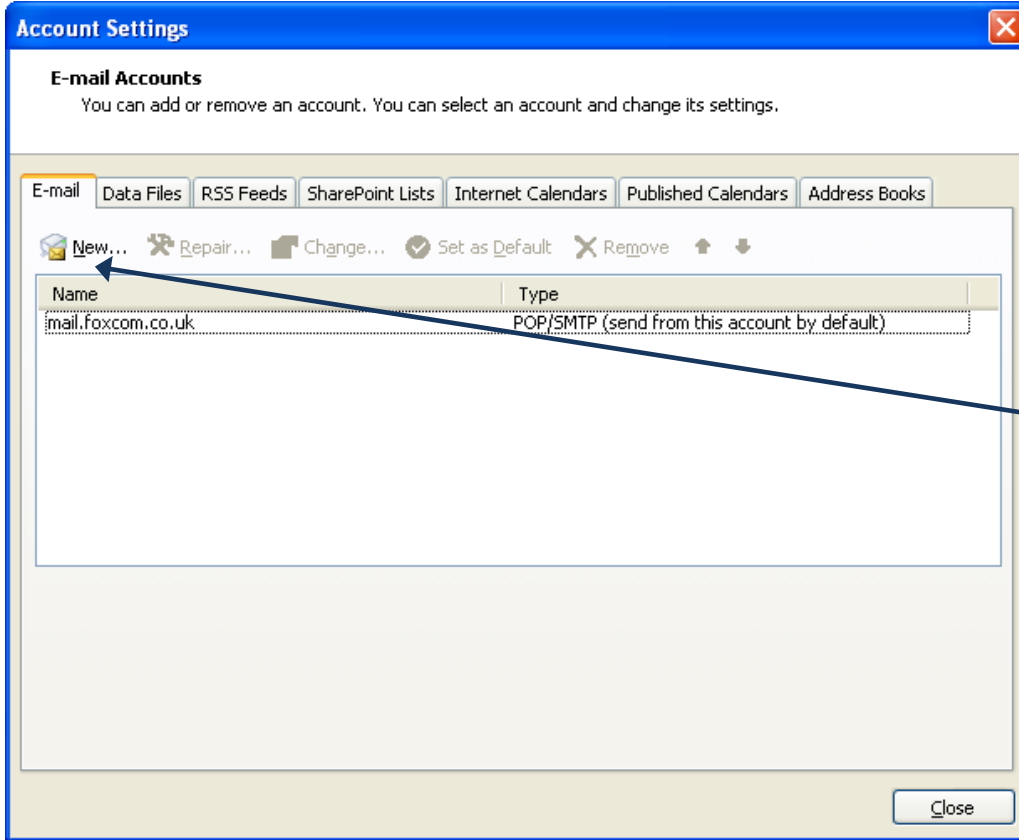
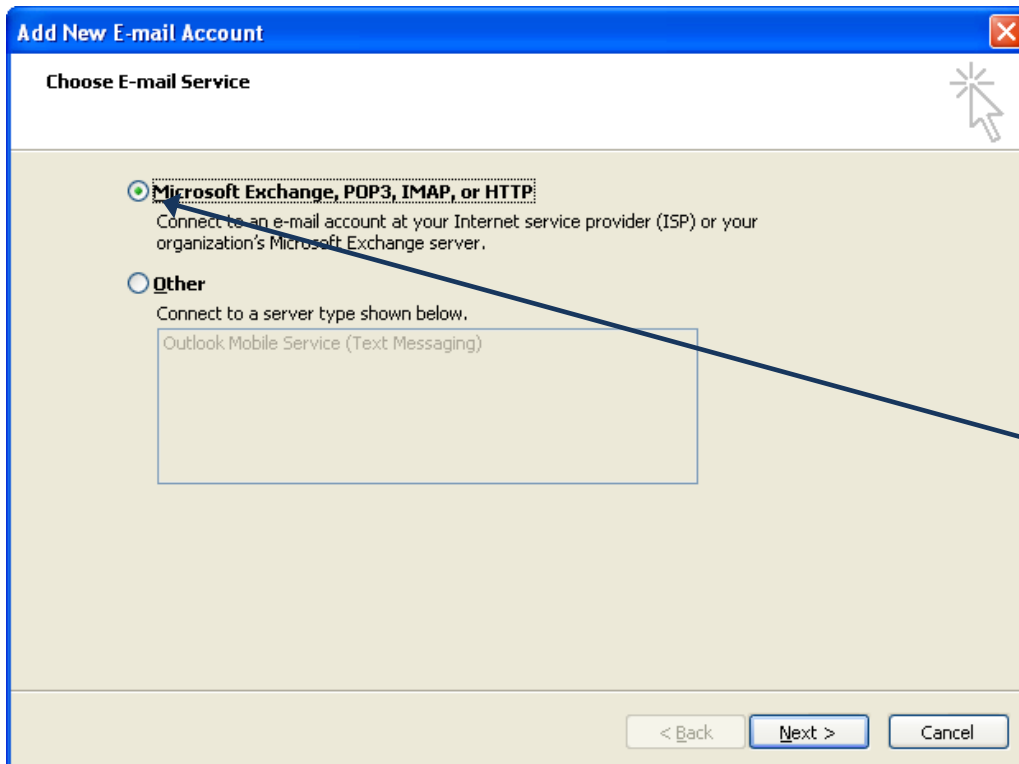


# How to configure your email account in Outlook 2007



In Outlook click Tools, and then Account settings. This box will appear... Click the "New" Button



Next, select Microsoft Exchange, POP3, IMAP, or HTTP radio button. 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

< Back   Next >   Cancel

Select manually configure server settings for additional server types. 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.

< Back   Next >   Cancel

Select Internet E-mail. Click Next

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

In your name type how you would like it to appear. In email address put your email address e.g. me@you.co.uk. In incoming and outgoing mail servers put mail.yourdomain.co.uk (using your own relevant domain name. The user name is your email address as above. Click to remember password. Click Next

**Internet E-mail Settings**

General | **Outgoing Server** | Connection | Advanced

Mail Account  
Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

Other User Information  
Organization:   
Reply E-mail:

**Internet E-mail Settings**

General | **Outgoing Server** | Connection | Advanced

My outgoing server (SMTP) requires authentication  
 Use same settings as my incoming mail server  
 Log on using  
 User Name:   
 Password:   
 Remember password  
 Require Secure Password Authentication (SPA)  
 Log on to incoming mail server before sending mail

Next click More Settings and then click Outgoing Server. tick "my outgoing server (SMTP) Requires Authentication" Then click "Use the same settings as my incoming mail server." Click okay

**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)

To test the account Click "Test Account Settings"

**Test Account Settings**

Congratulations! All tests completed successfully. Click Close to continue.

Tasks | Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

If correctly configured you will get 2 green ticks. If not, go back and double check your settings