

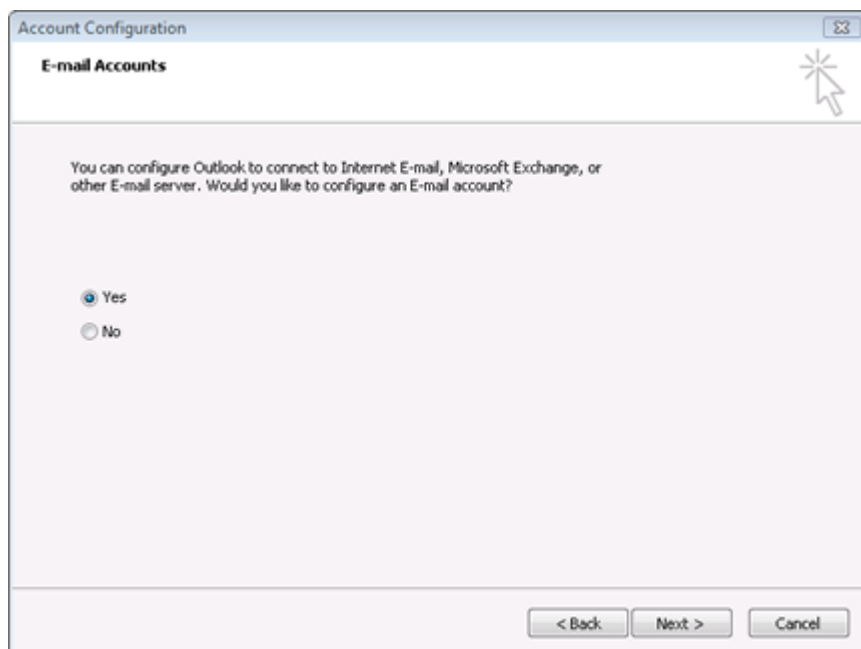
To Set Up Your Email Account in Microsoft Outlook 2007

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**.

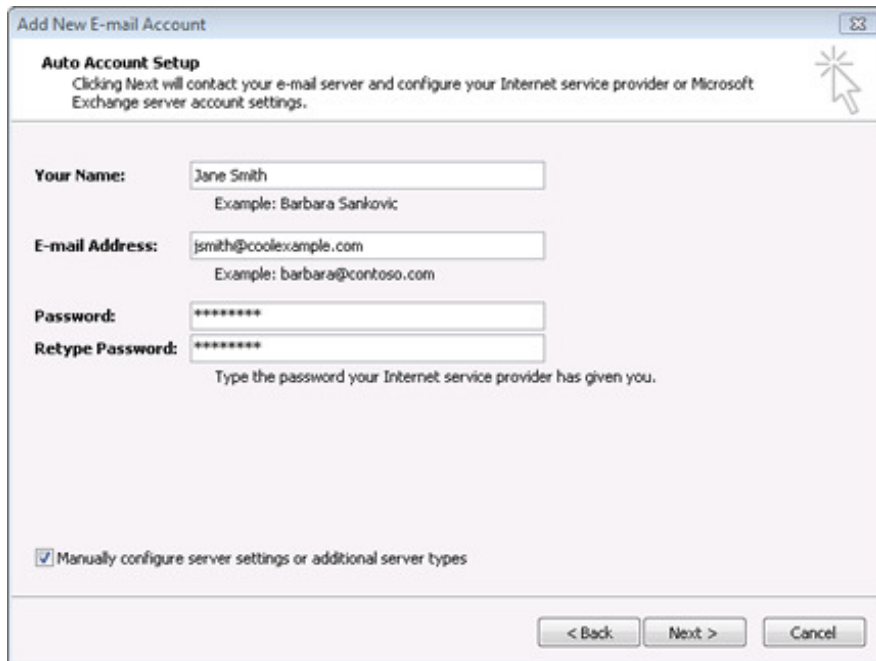


3. On the **Auto Account Setup** page, enter the following:

Your Name

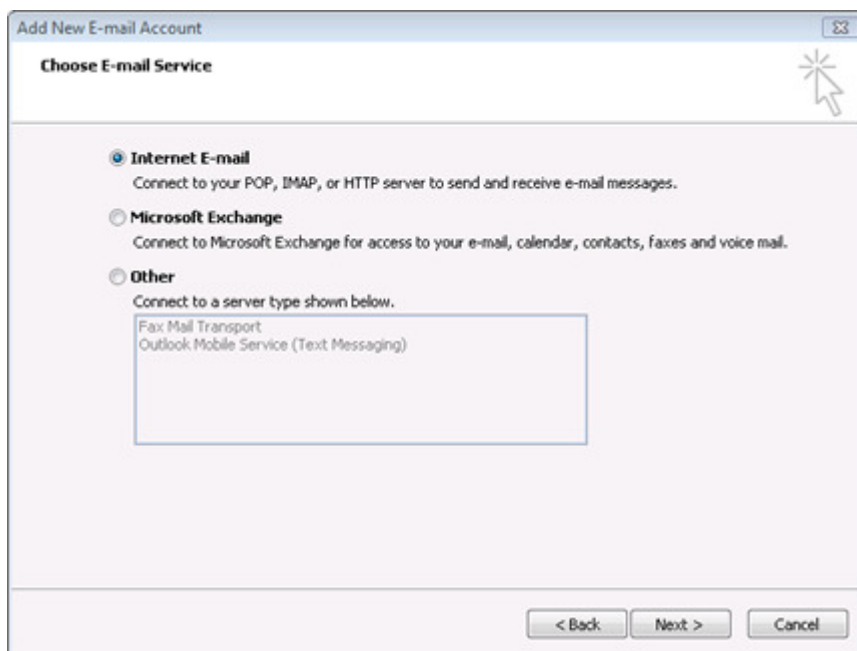
Enter your first and last name.
E-mail Address
Enter your email address.
Password
Enter the password you created for your email account.
Retype Password
Enter your password again.

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



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' page. The title bar reads 'Add New E-mail Account'. Below the title bar, the text says 'Auto Account Setup' and 'Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.' There are three input fields: 'Your Name' with the text 'Jane Smith' and an example 'Example: Barbara Sankovic'; 'E-mail Address' with the text 'jsmith@coolexample.com' and an example 'Example: barbara@contoso.com'; and 'Password' and 'Retype Password' fields, both containing '*****'. Below these fields is a checkbox labeled 'Manually configure server settings or additional server types' which is checked. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

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

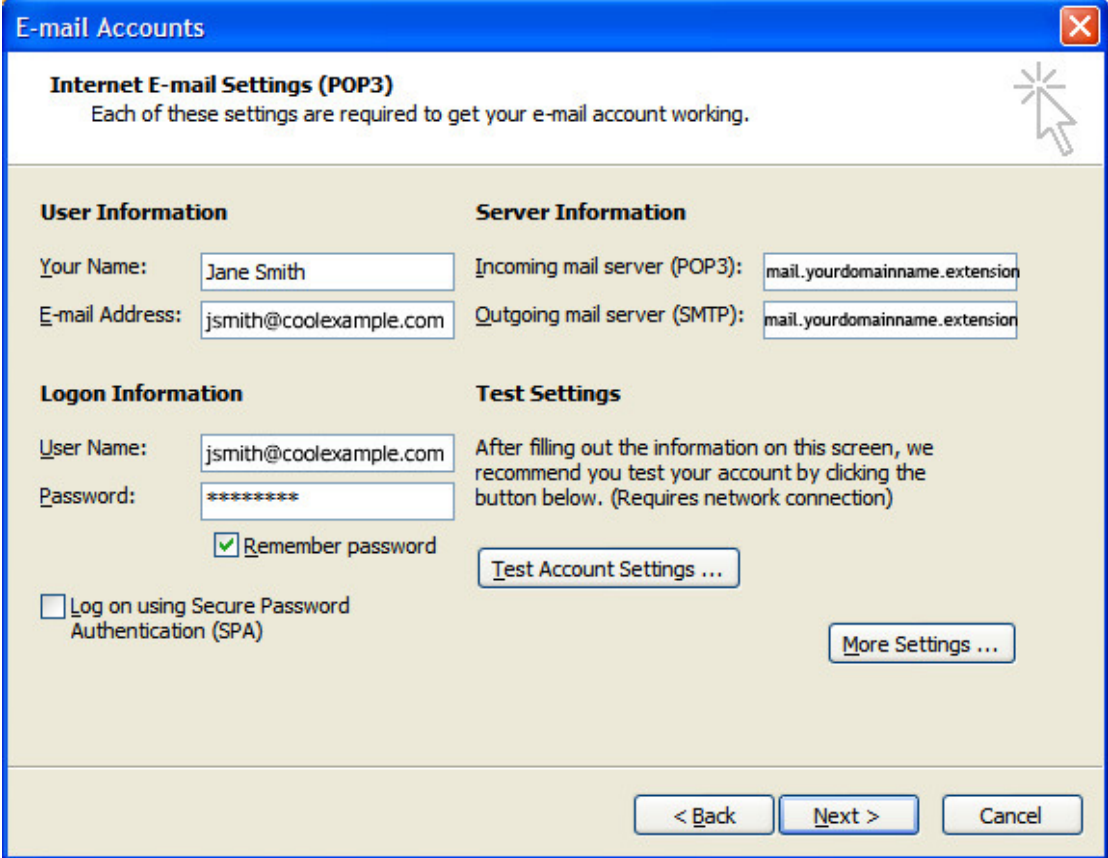


The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' page. The title bar reads 'Add New E-mail Account'. Below the title bar, the text says 'Choose E-mail Service'. There are three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Under 'Internet E-mail', the text says 'Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.' Under 'Microsoft Exchange', the text says 'Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.' Under 'Other', the text says 'Connect to a server type shown below.' Below this text is a list box containing 'Fax Mail Transport' and 'Outlook Mobile Service (Text Messaging)'. At the bottom right, there are three buttons: '< Back', 'Next >', and '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.yourdomainname.extension** for your incoming mail server.
Outgoing mail server (SMTP)
Type **mail.yourdomainname.extension** 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**.



E-mail Accounts

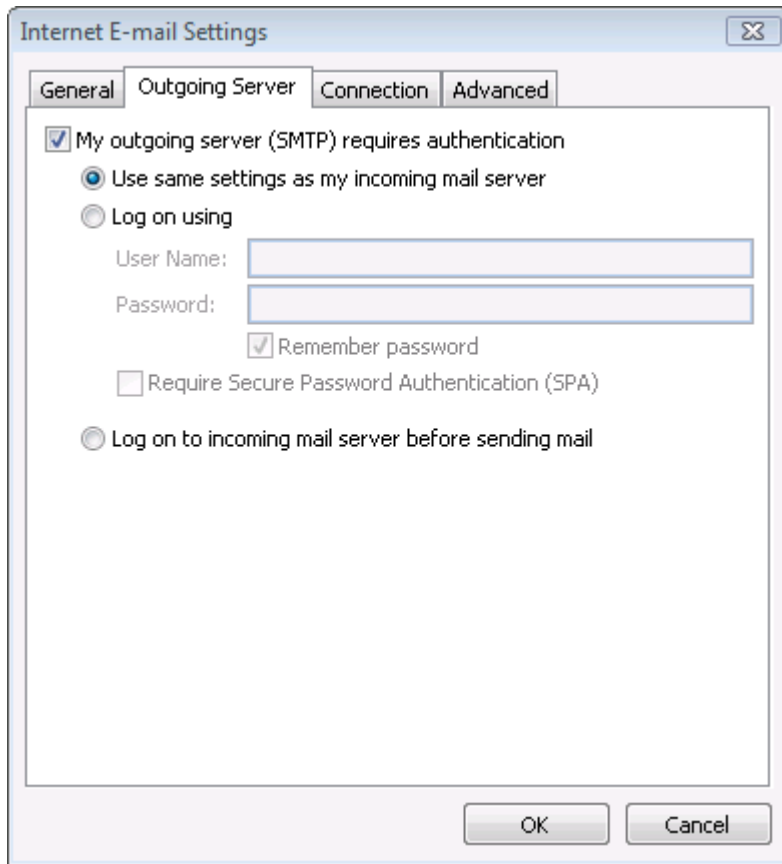
Internet E-mail Settings (POP3)
Each of these settings are required to get your e-mail account working.

User Information	Server Information
Your Name: <input type="text" value="Jane Smith"/>	Incoming mail server (POP3): <input type="text" value="mail.yourdomainname.extension"/>
E-mail Address: <input type="text" value="jsmith@coolexample.com"/>	Outgoing mail server (SMTP): <input type="text" value="mail.yourdomainname.extension"/>

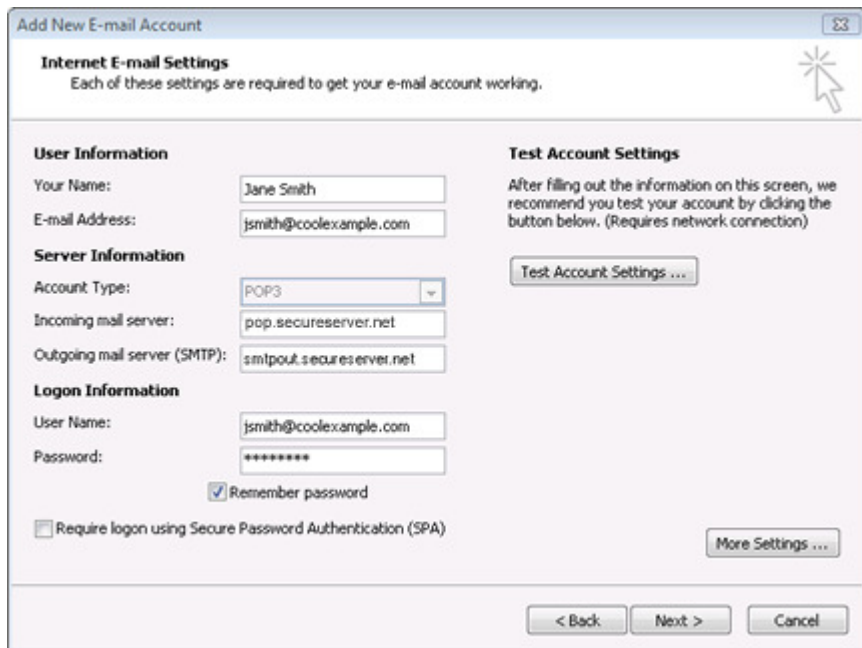
Logon Information	Test Settings
User Name: <input type="text" value="jsmith@coolexample.com"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Password: <input type="password" value="*****"/>	
<input checked="" type="checkbox"/> Remember password	
<input type="checkbox"/> Log on using Secure Password Authentication (SPA)	<input type="button" value="Test Account Settings ..."/>

< Back Next > Cancel

- 8.
9. 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**.



10. Go to the **Advanced** tab. Verify that you have **110** for your incoming server (POP3) and **587 not 25** for your outgoing server (SMTP), and then click **OK**.
11. Click **Test Account Settings**. Microsoft will send itself a message to test your incoming and outgoing capabilities. Once this is complete, click **Next**.



12. Click **Finish**.

