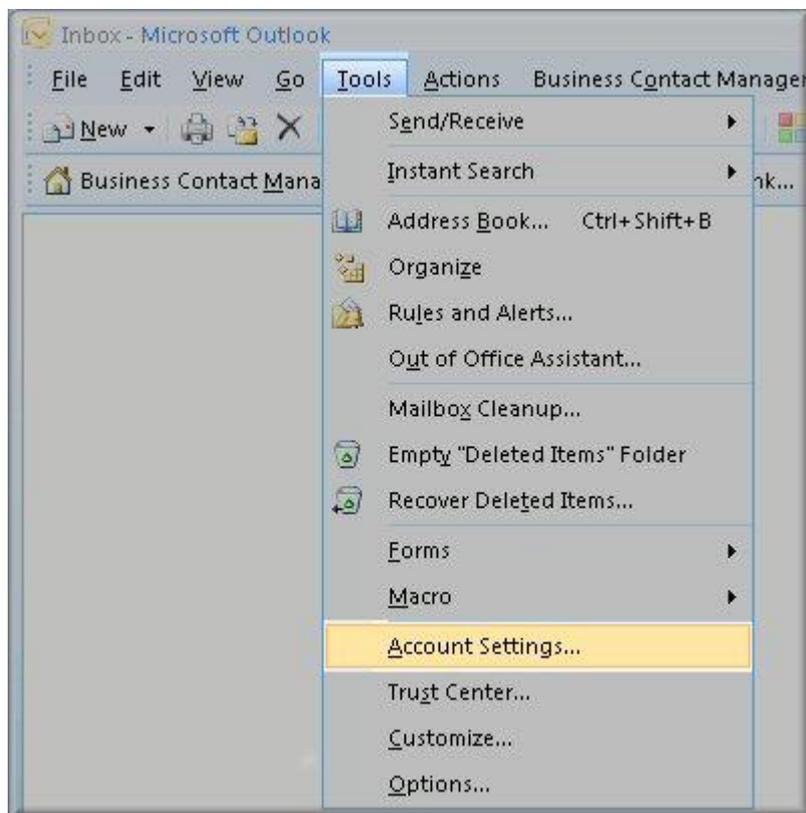


How can I setup email in Outlook 2007?

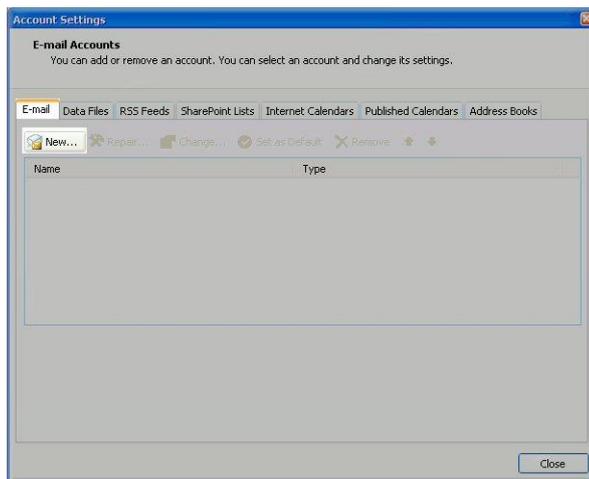
- *Difficulty:* Easy
- *Time needed:* 5 minutes

Configuring your email client: Outlook 2007

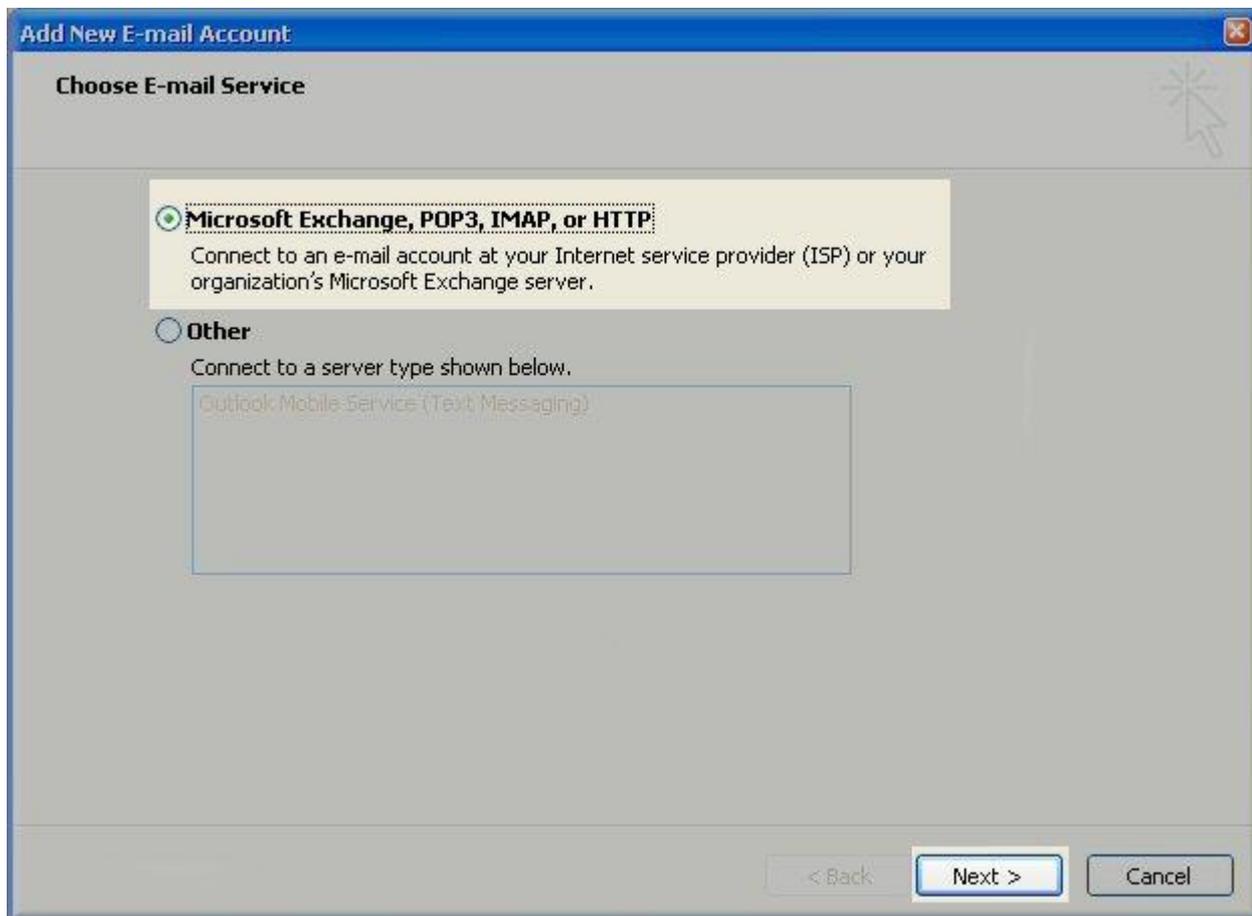
1. Open Outlook 2007.
2. Click the Tools menu, and select Account Settings.



3. Click on the Email tab and click on the New... button.



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



5. On the Auto Account Setup window check the Manually configure server settings or additional server types and click Next.

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Senkovic

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

6. Select Internet E-mail option and 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.

Outlook Mobile Service (Text Messaging)

< Back Next > Cancel

7. Fill in the following fields:
 - o Enter Your Name as you want it to appear.
 - o Enter your full email address username@example.com in the Email address: field.
 - o Select POP3.

- Enter mail.YourWebSiteName.com.au in the Incoming mail (POP3) server: field.
- Enter mail.YourWebSiteName.com.au in the Outgoing mail (SMTP) server: field.
- Enter your full email address in the username field - john@example.com
- Enter your email password in the Password: field.

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: John Smith

E-mail Address: jsmith@my-domain-temple.net

Server Information

Account Type: POP3

Incoming mail server: mail.my-domain-temple.net

Outgoing mail server (SMTP): mail.my-domain-temple.net

Logon Information

User Name: jsmith@my-domain-temple.net

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

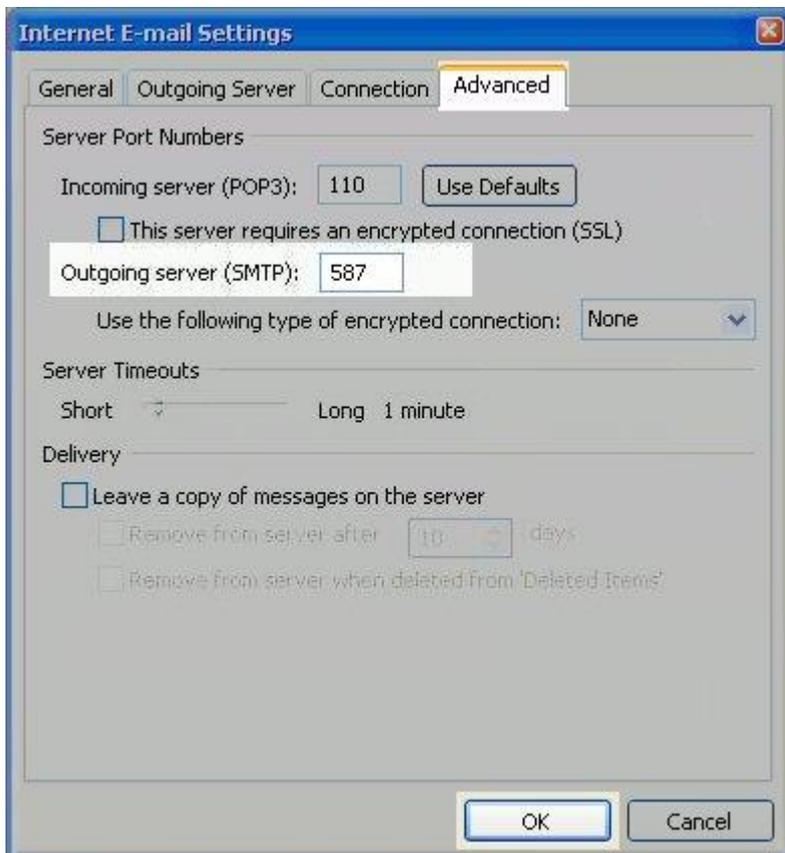
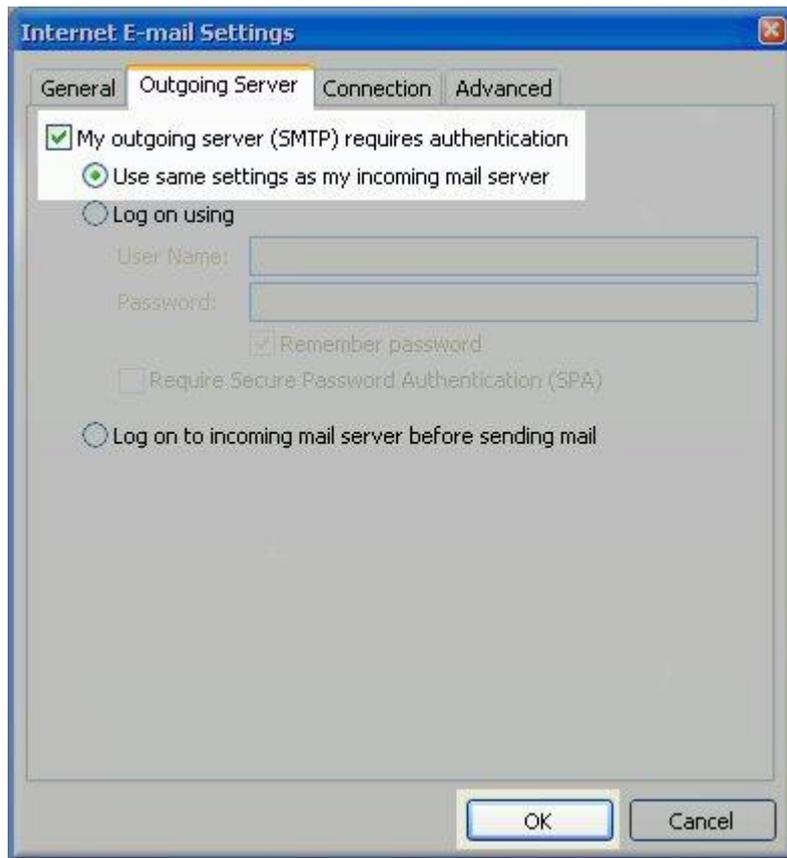
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

8. Perform the following steps:
- Click on More Settings...
 - Click on the Outgoing Server tab.
 - Check My outgoing server (SMTP) Requires Authentication
 - Make sure Use same setting as my incoming mail server is also checked.
 - Click the Advanced tab, and change the smtp port to port 25 then click on OK.



9. Click the Test Account Settings button and you should see all items with green check marks... Click the Close Button to close the test window.
Click OK to save your settings.

The screenshot shows the 'Add New E-mail Account' wizard window. The title bar reads 'Add New E-mail Account'. The main heading is 'Internet E-mail Settings' with a sub-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: John Smith
E-mail Address: jsmith@my-domain-temple.net
Server Information:
Account Type: POP3 (dropdown menu)
Incoming mail server: mail.my-domain-temple.net
Outgoing mail server (SMTP): mail.my-domain-temple.net
Logon Information:
User Name: jsmith@my-domain-temple.net
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 ...'
Buttons at the bottom: '< Back', 'Next >', and 'Cancel'. A 'More Settings ...' button is also visible near the Logon Information section.

10. Congratulations. You have finished the setup of your email account. Click Finish to close the setup wizard.

The screenshot shows the 'Add New E-mail Account' wizard window at the 'Congratulations!' screen. The title bar reads 'Add New E-mail Account'. The background features a decorative graphic of several envelopes in shades of yellow and orange. A white text box in the center contains the following text:
Congratulations!
You have successfully entered all the information required to setup your account.
To close the wizard, click Finish.
At the bottom of the window, there are two buttons: '< Back' and 'Finish'.