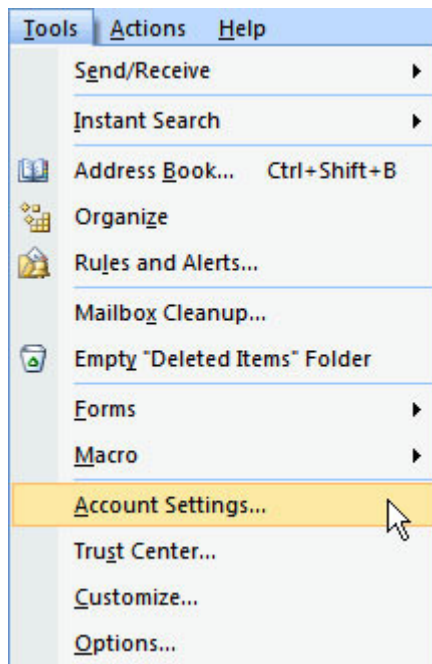


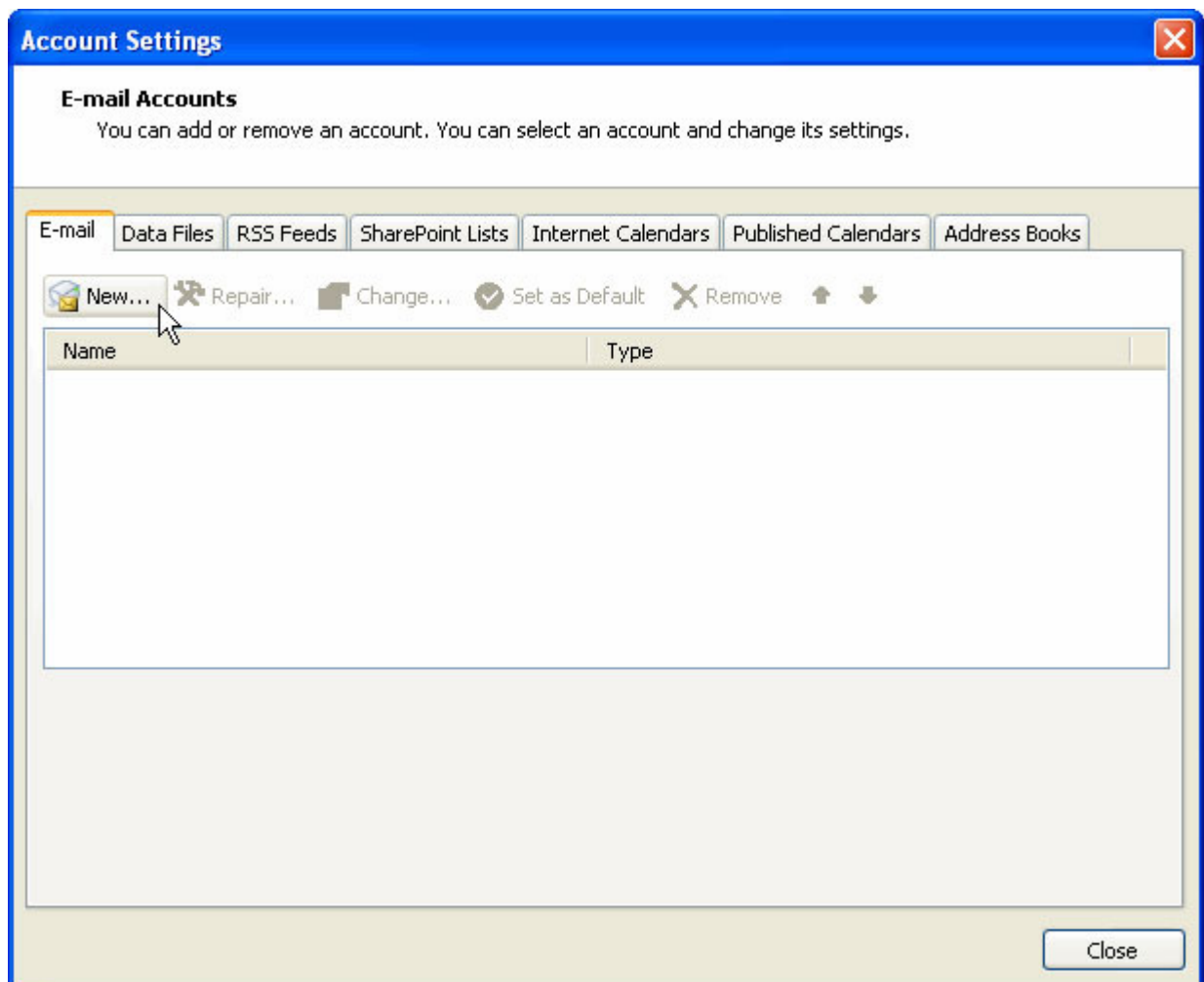
## How to Set Up Microsoft Outlook 2007 for Windows to Send and Receive Email

Follow the steps below to configure Outlook 2007 for Windows to send and receive email.

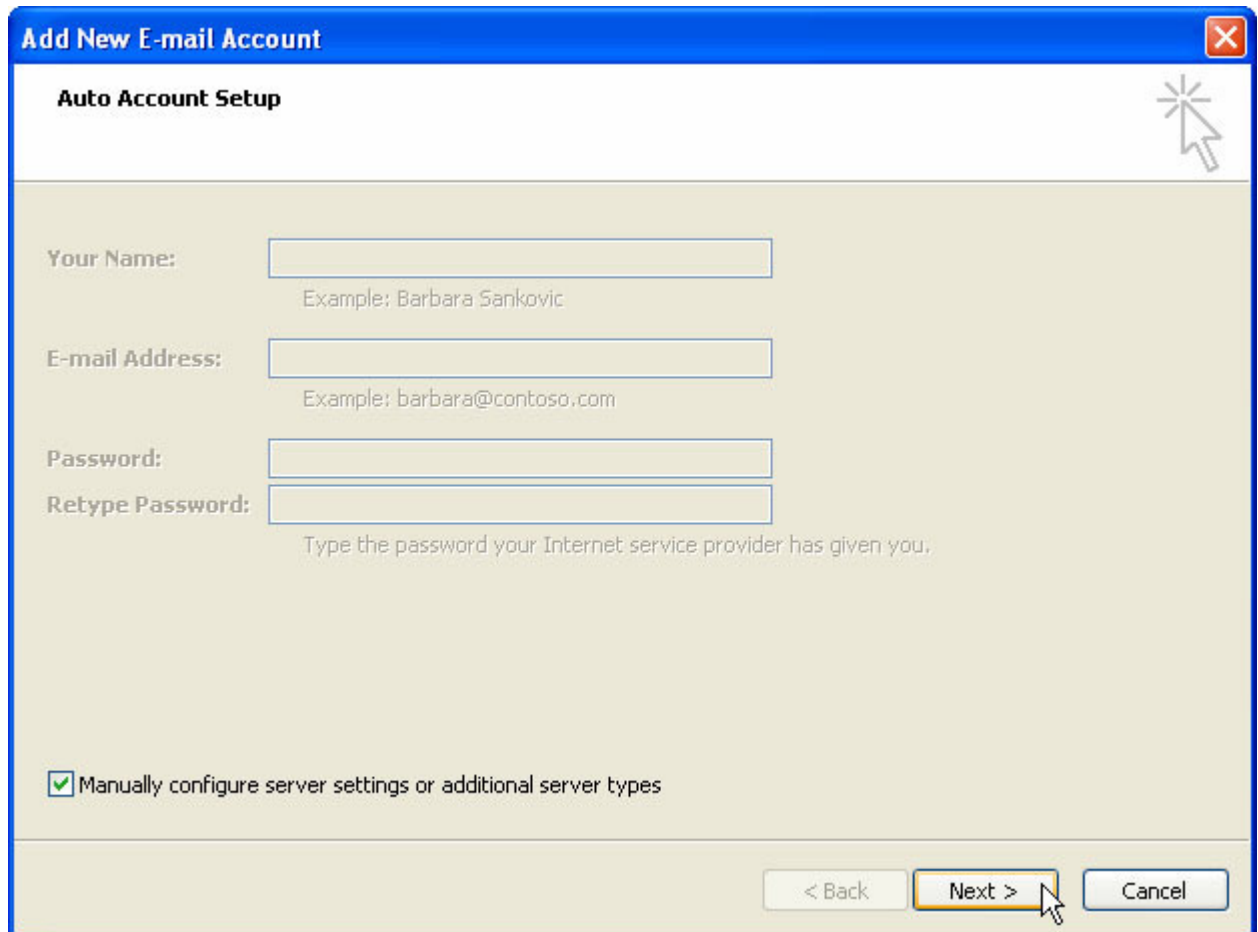
1. Open Outlook. Select **Account Settings...** from the **Tools** menu.



2. On the E-mail tab, click **New**.



3. Select "Manually configure server settings or additional server types" and click **Next >**.

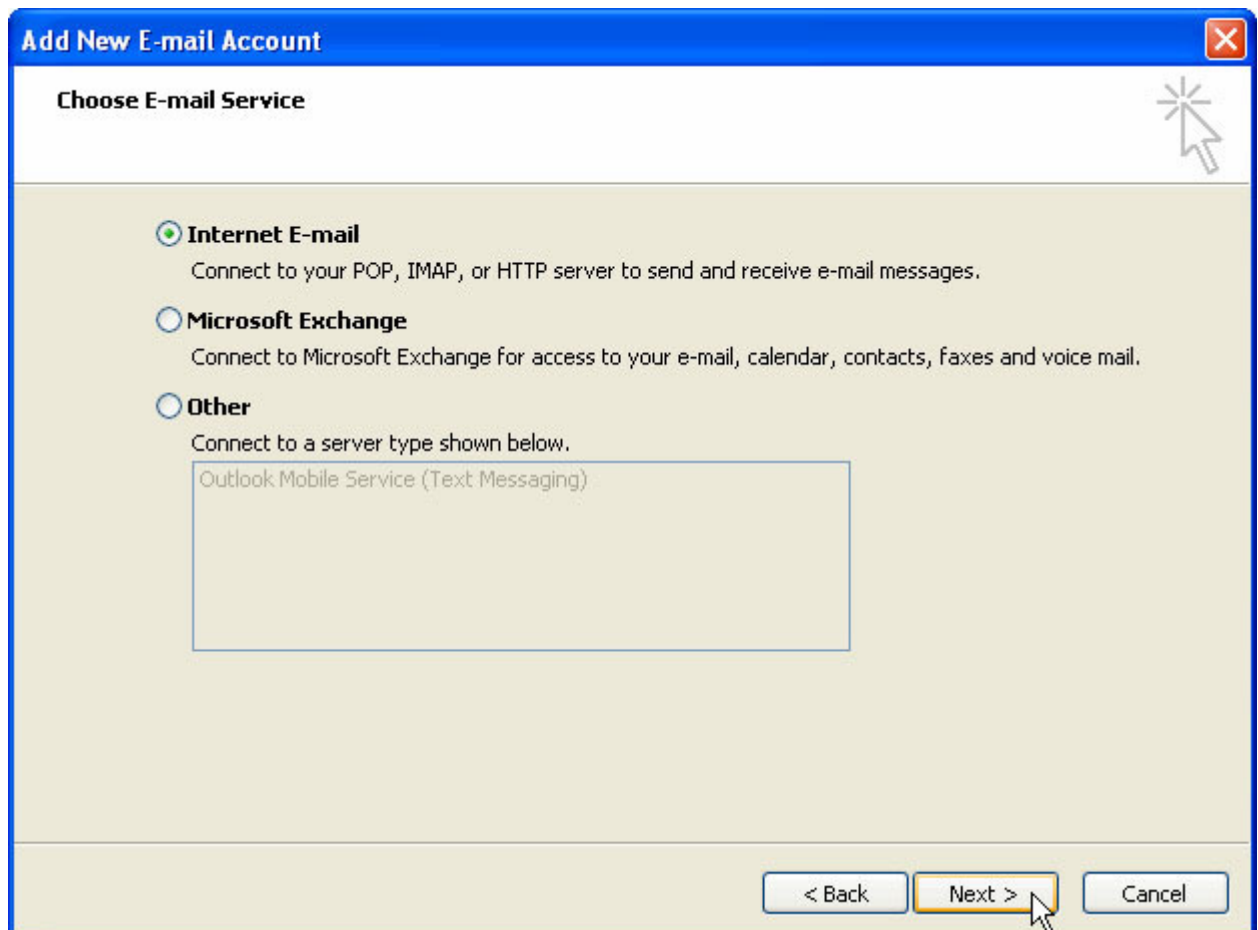


The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light beige and contains the following fields and options:

- Your Name:** A text input field with the example text 'Example: Barbara Sankovic' below it.
- E-mail Address:** A text input field with the example text 'Example: barbara@contoso.com' below it.
- Password:** A text input field.
- Retype Password:** A text input field with the instruction 'Type the password your Internet service provider has given you.' below it.
- 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'. A mouse cursor is pointing at the 'Next >' button.

4. Select **Internet E-mail** and click **Next >**.



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. The dialog has a blue title bar with a close button (X) in the top right corner. The main area is light beige and contains the following options:

- Internet E-mail** (selected with a radio button): Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.
- Microsoft Exchange** (unselected with a radio button): Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.
- Other** (unselected with a radio button): Connect to a server type shown below. Below this option is a list box containing 'Outlook Mobile Service (Text Messaging)'.

At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

5. Enter the following information for E-mail Accounts.
- **Your Name:** Enter the name you wish recipients to see when they receive your message.
  - **Email Address:** This is the address that your contacts' email program will reply to your messages. This is also the address that will get recorded in your contacts' address book if they add you as a contact.
  - **Account Type:** POP3
  - **Incoming mail server:** Enter mail.yourdomain.com
  - **Outgoing mail server (SMTP):** Enter mail.yourdomain.com
  - **User Name:** Enter your full e-mail address
  - **Password:** If you wish for Outlook to save your password, check the box labeled **Remember Password** and enter your password in the text field.
  - Click **More Settings...**

**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 Doe

E-mail Address: sample@yourdomain.com

**Server Information**

Account Type: POP3

Incoming mail server: mail.yourdomain.com

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

**Logon Information**

User Name: sample@yourdomain.com

Password: \*\*\*\*\*

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

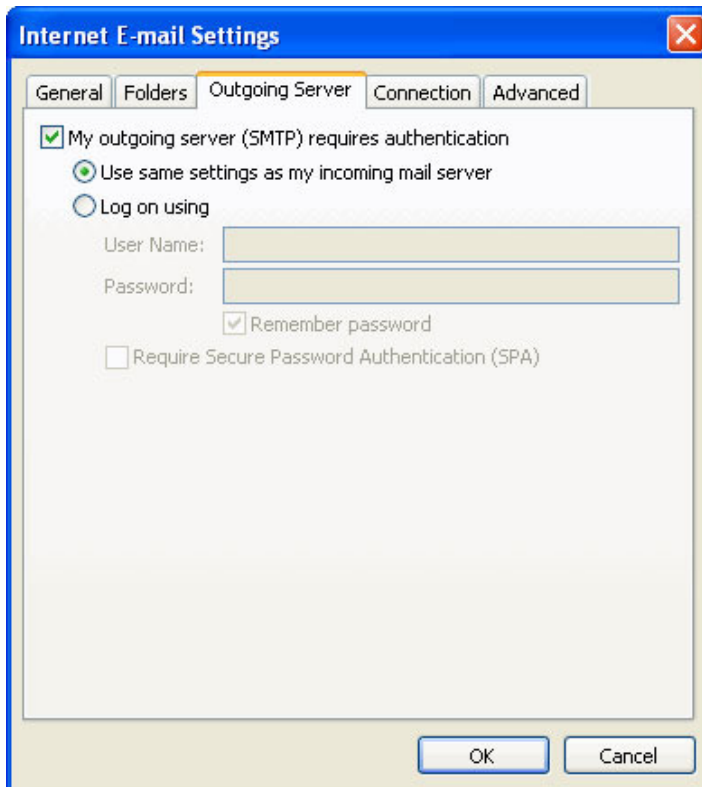
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

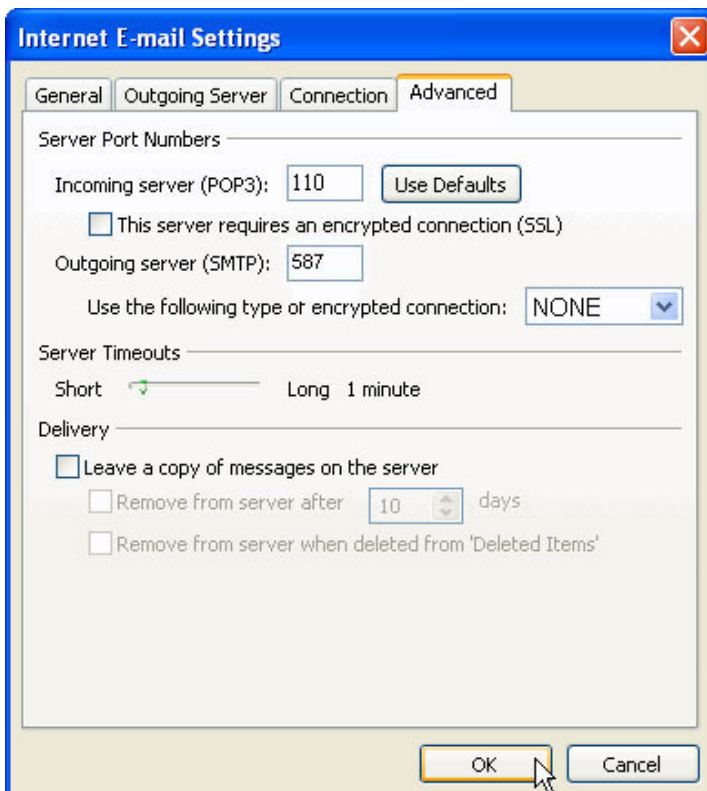
More Settings ...

< Back    Next >    Cancel

- Click on the Outgoing Server tab, and check the box labeled **My outgoing server (SMTP) requires authentication**. Then choose to **Use same settings as my incoming mail server**



- Click on the Advanced tab.
  - Under **Incoming Server (POP3)**, the port number should be set to **110**.
  - Under **Outgoing Server (SMTP)**, the port number should be set to **587**.



- Click **OK**
- Click **Next**. Click **Finish**.