

Configure Microsoft Outlook 2007

NOTICE:

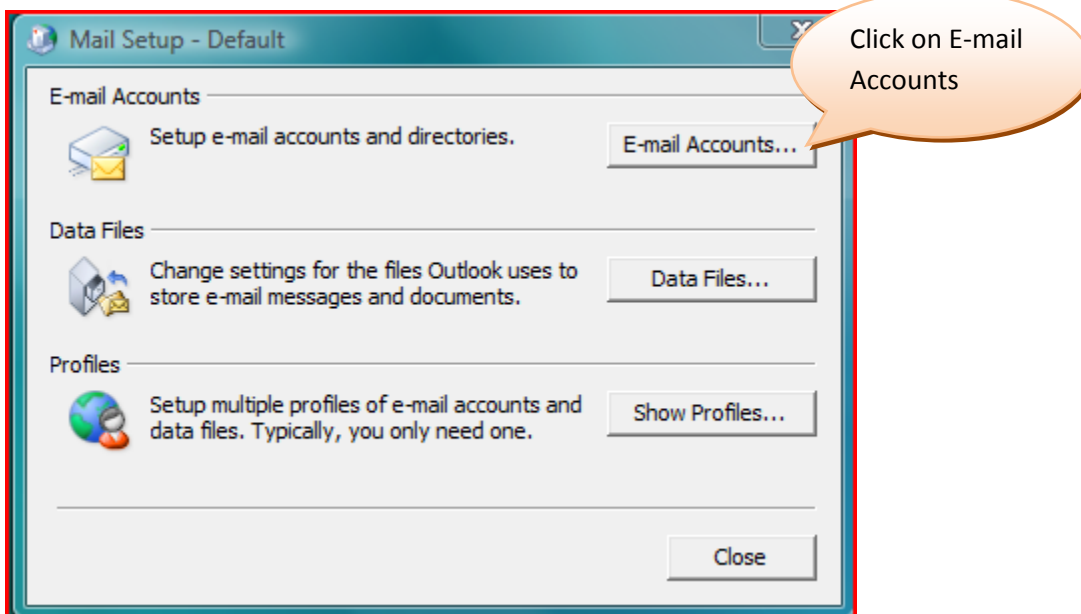
It is important that you have the following information before you start this process:

- Your email address
- Your user name
- Your email password
- Your Incoming mail server (POP3)
- Your Outgoing mail server (SMTP) - You will need contact either your internal IT person or your ISP to find out what to use here.

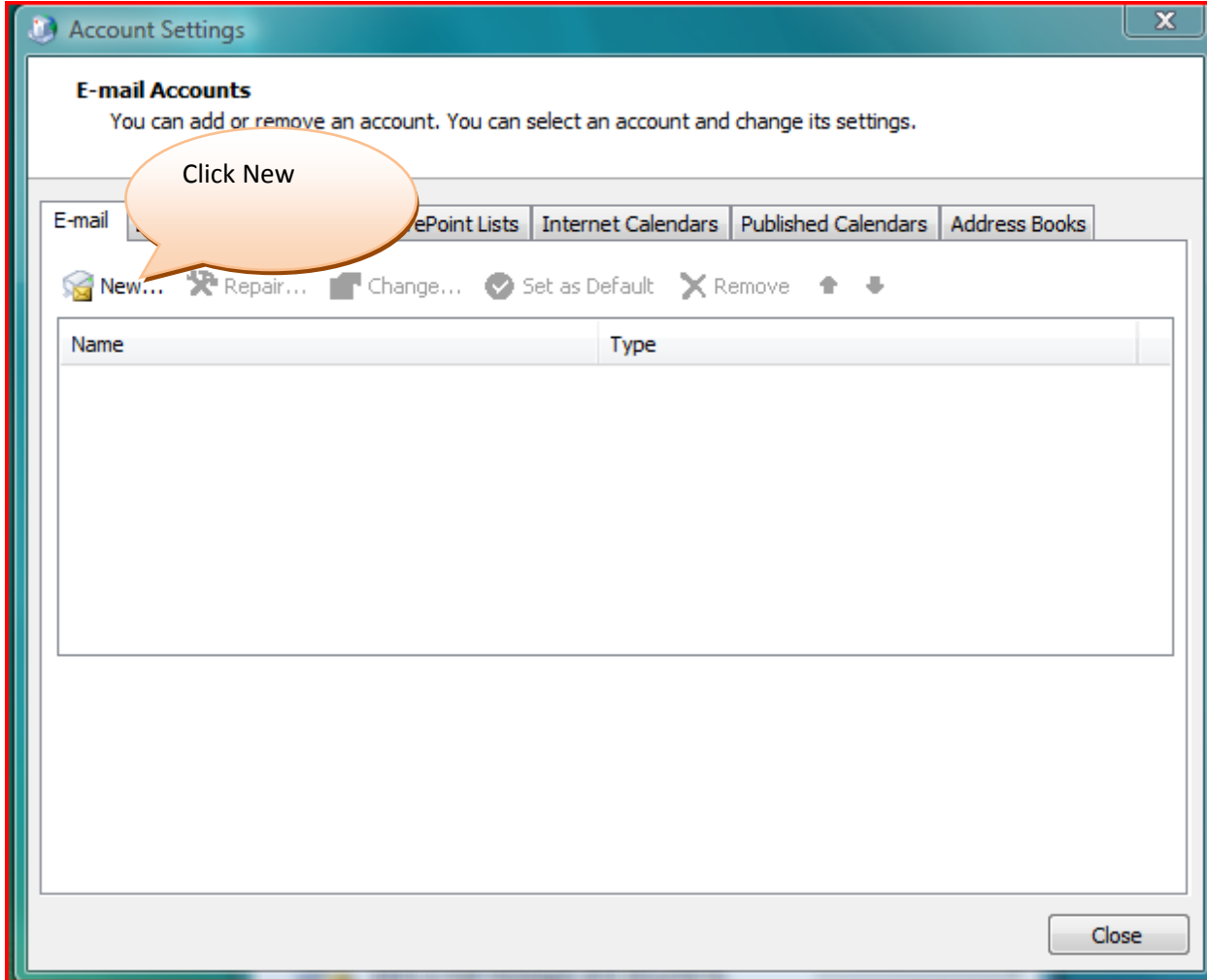
To configure your email client when running Microsoft Office 2003, click on Start, then click on Control Panel, and then click on the



mail icon. A screen similar to the following should then appear-



Configure Microsoft Outlook 2007



Configure Microsoft Outlook 2007

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:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

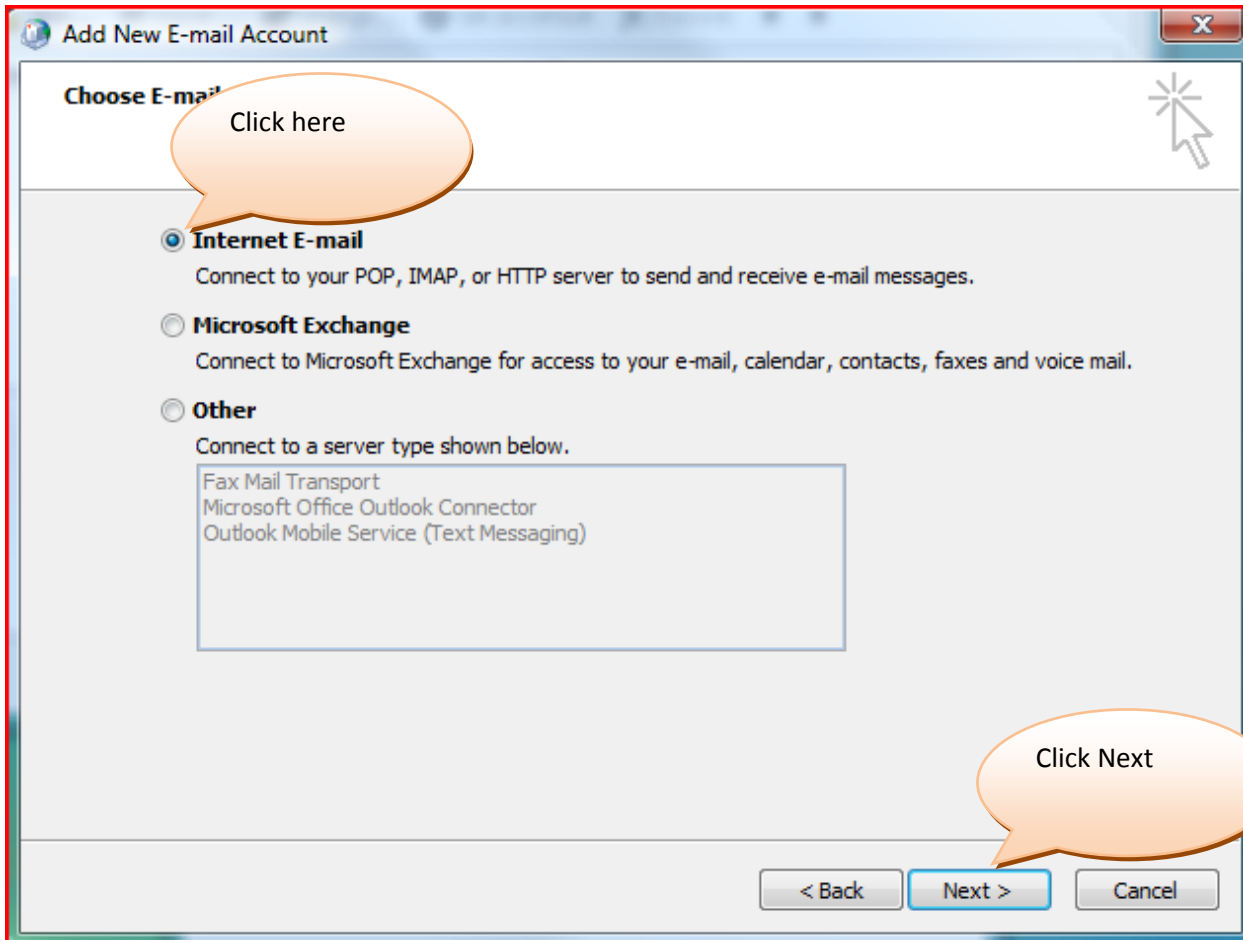
Manually configure server settings or additional server types

< Back **Next >** Cancel

First, click here to Manually configure

Then, Click Next

Configure Microsoft Outlook 2007



Configure Microsoft Outlook 2007

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: POP3

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)

When we configure your mail accounts, we always configure a machine name called Mail.mydomain.com where mydomain.com is whatever domain name you've registered. For example, if your domain name is Acme.com, fill in mail.acme.com in the Internet mail Server field.

Next, fill in the name of your mail account (such as jsmith in the account Name field. This is the name of your "POP" (Post Office Protocol) mailbox. It may be different from your "from" address that you give out to others.

If we configured your mail on our IMAIL server, then your POP account name will be the same as your from address (jsmith@acme.com for example).

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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)

Fill in the form
with your
information

Click More
Settings

Configure Microsoft Outlook 2007

Click Outgoing
Server

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"

jsmith@acme.com

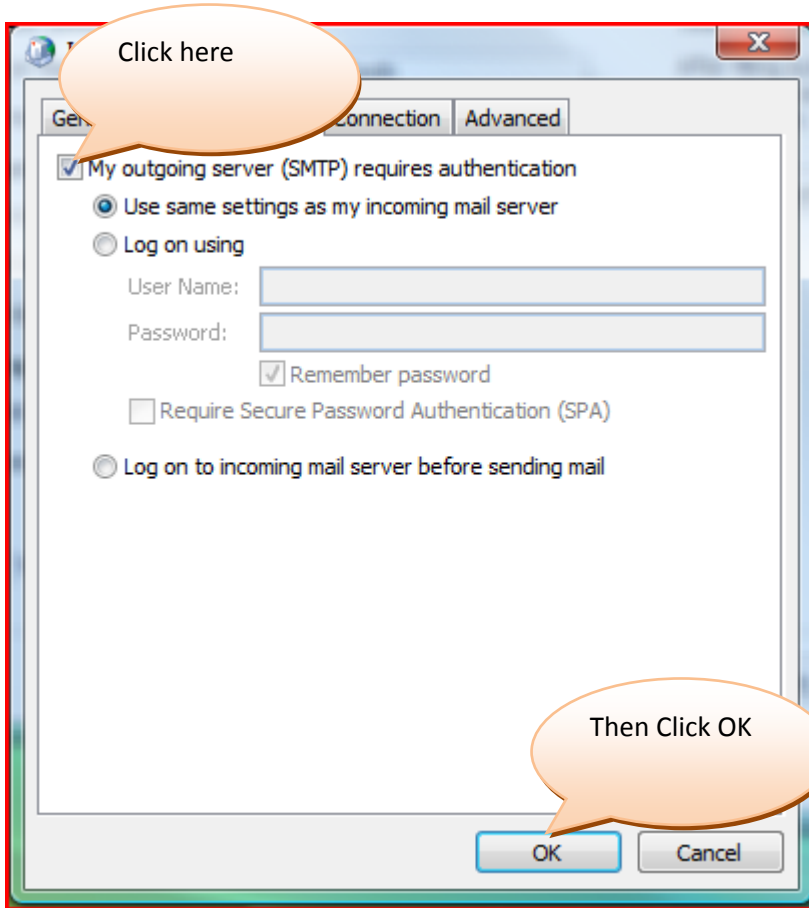
Other User Information _____

Organization: _____

Reply E-mail: _____

OK Cancel

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Configure Microsoft Outlook 2007

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: Jane Smith
E-mail Address: jsmith@acme.com

Server Information
Account Type: POP3
Incoming mail server: mail.acme.com
Outgoing mail server (SMTP): mail.windstream.com

Logon Information
User Name: jsmith@acme.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information, we recommend you test your account settings by clicking the Test Account Settings button below. (Requires network access.)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

Change E-mail Account

Test Account Settings

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

Stop
Close

Tasks Errors

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

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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)

Click New

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