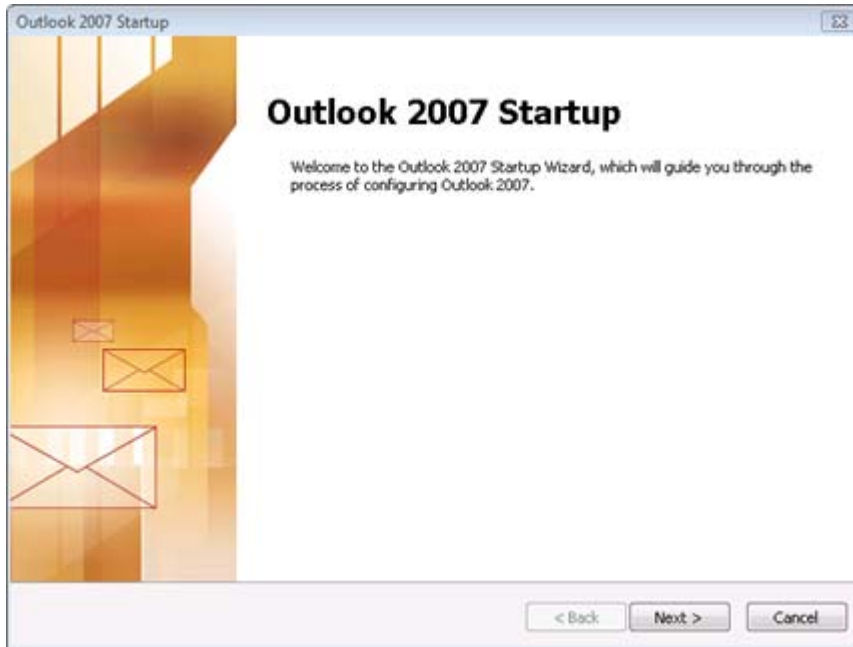


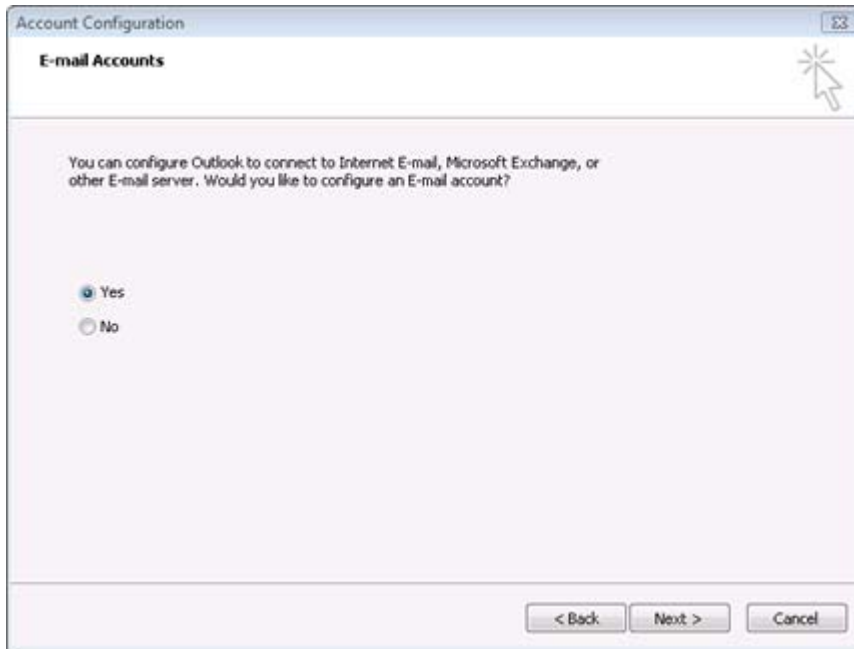
# Setting Up Your E-mail in Microsoft Outlook 2007

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, and 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**.

**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

**Password:**

**Retype Password:**   
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back   Next >   Cancel

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

Fax Mail Transport  
Outlook Mobile Service (Text Messaging)

< Back   Next >   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

Enter mail.yourdomain-name.com for your incoming mail server. (Replace domain-name.com with your domain address. [i.e. mail.globalnetdesigns.com])

### Outgoing mail server (SMTP)

Enter smtp.domain-name.com for your outgoing mail server. (Replace domain-name.com with your domain address. (i.e. mail.globalnetdesigns.com OR if this does not work, please call your ISP and ask them for the proper Outgoing Mail Server. Below is a list of common Outgoing Mail Servers for local providers:

ATT OR SBC: smtp.sbcglobal.net

Information is subject to change.

CenturyTel: mail.so.centurytel.net

Charter: mail.charter.net

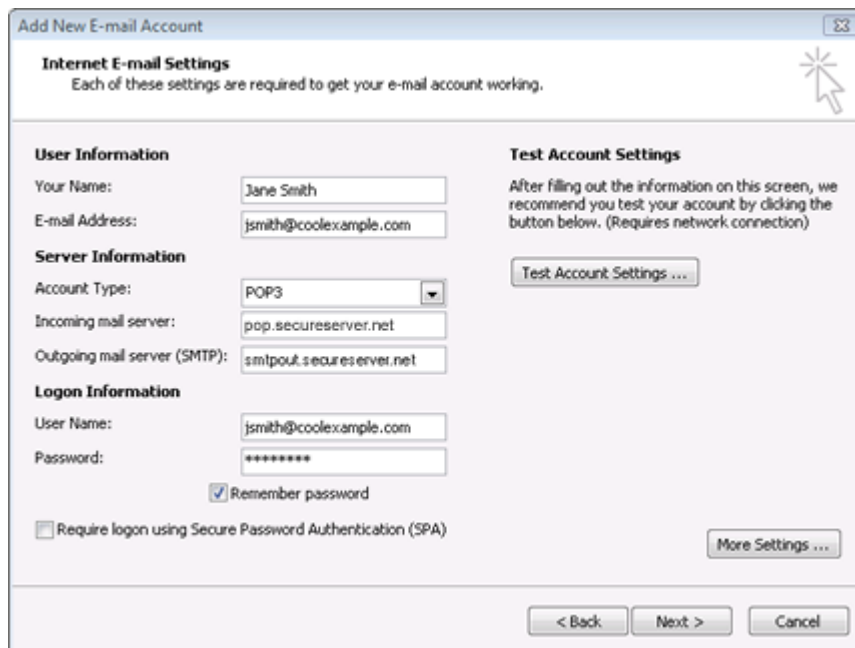
Comcast: smtp.comcast.net

Mediacom: mail.mchsi.com

**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**.

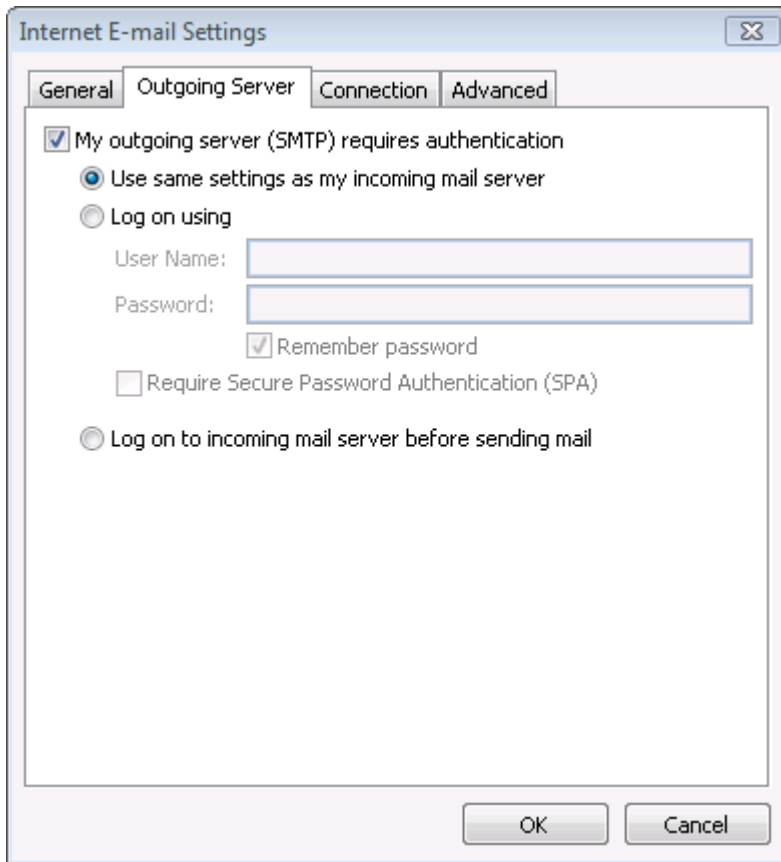


The screenshot shows a window titled "Add New E-mail Account" with a sub-header "Internet E-mail Settings". Below the sub-header is the text "Each of these settings are required to get your e-mail account working." The window is divided into several sections:

- User Information:** Includes fields for "Your Name" (Jane Smith) and "E-mail Address" (jsmith@coolexample.com).
- Server Information:** Includes a dropdown for "Account Type" (POP3), and text boxes for "Incoming mail server" (pop.secureserver.net) and "Outgoing mail server (SMTP)" (smtpout.secureserver.net).
- Logon Information:** Includes fields for "User Name" (jsmith@coolexample.com) and "Password" (masked with asterisks). There is a checked checkbox for "Remember password" and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)".
- Test Account Settings:** Includes a text box with instructions: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)" and a "Test Account Settings ..." button.

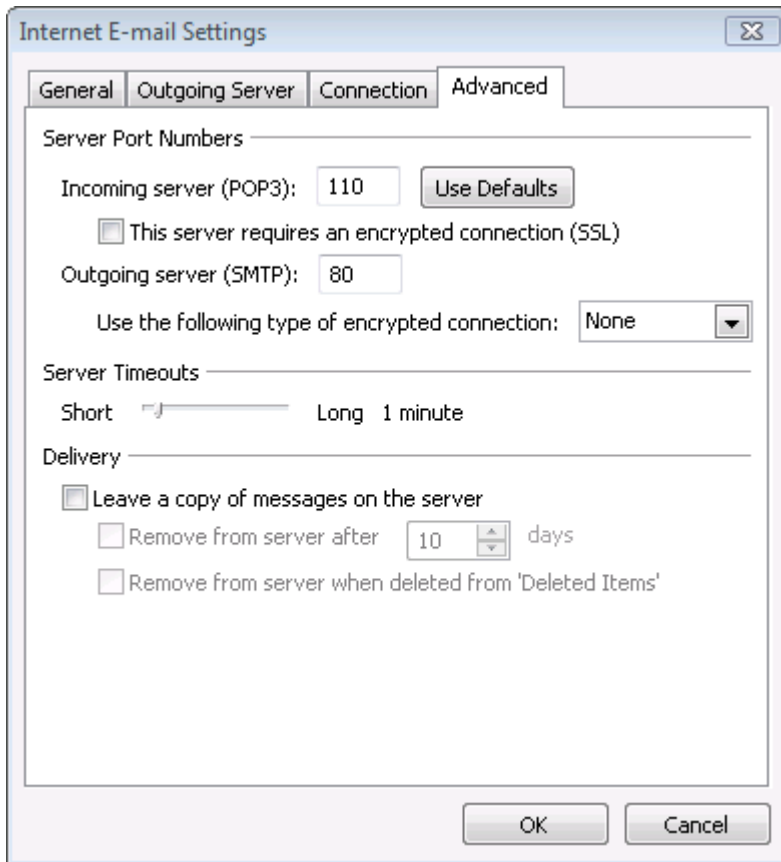
At the bottom right, there is a "More Settings ..." button. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

8. 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**.

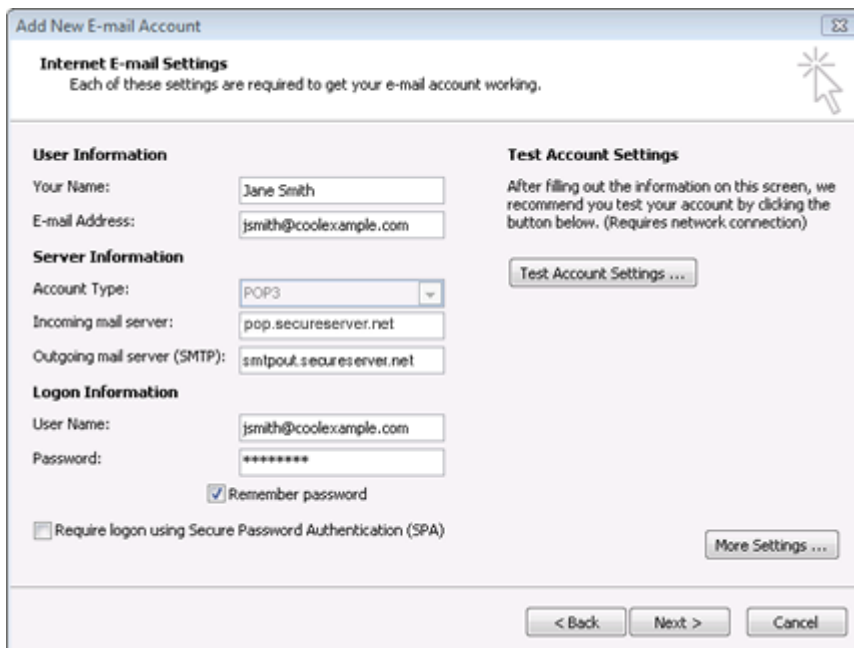


9. Go to the **Advanced** tab. Verify that you have **110** for your incoming server (POP3) and **80** for your outgoing server (SMTP), and then click **OK**.

**NOTE:** If you have trouble sending email you can also try 25 or 3535 for your outgoing server (SMTP) port.



10. Click **Test Account Settings**. Microsoft will send itself a message to test your incoming and outgoing capabilities. Once this is complete, click **Next**.



11. Click **Finish**.

