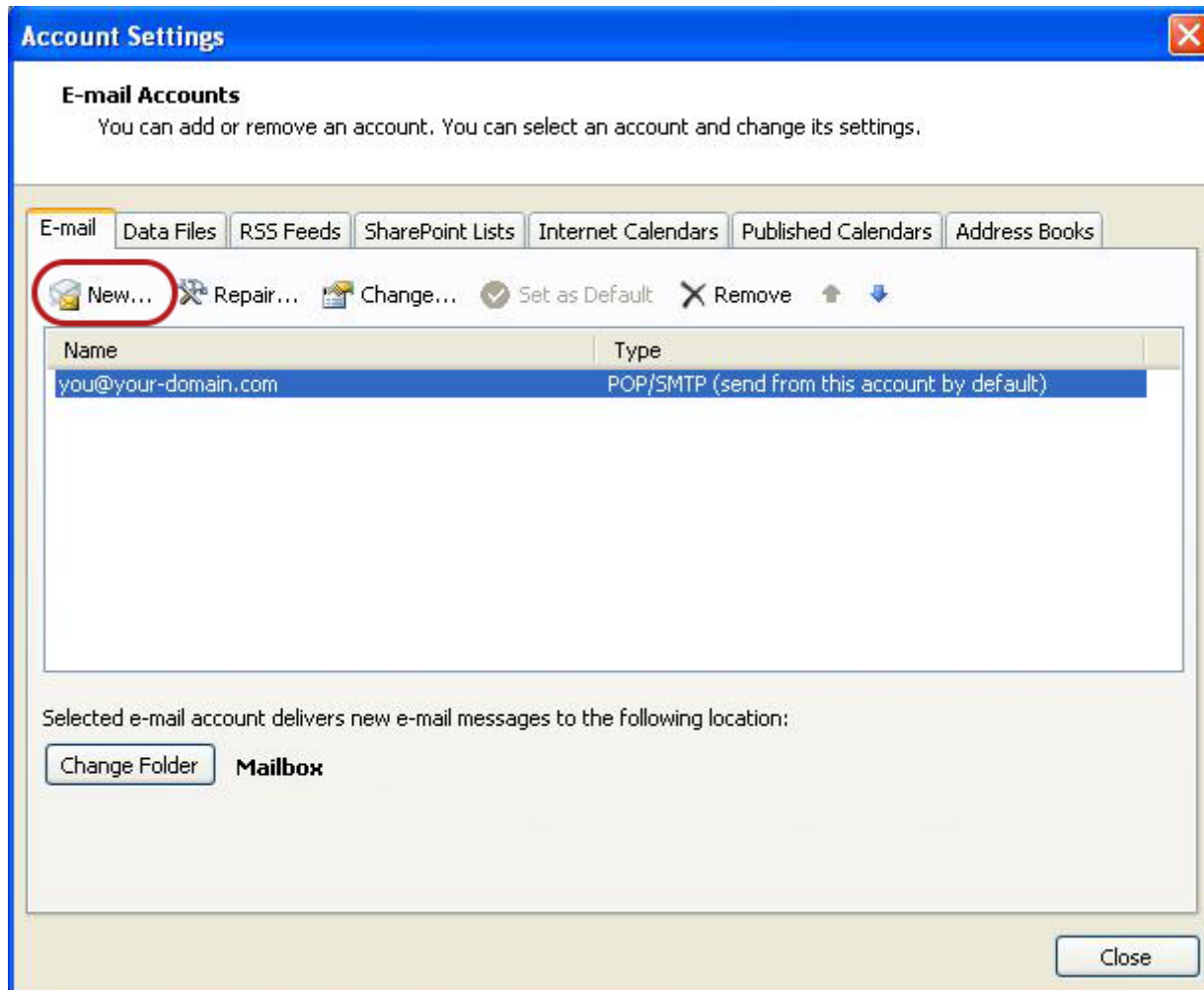


1. Launch Outlook 2007
2. Select **Tools** from the top menu bar, then **Accounts Settings**

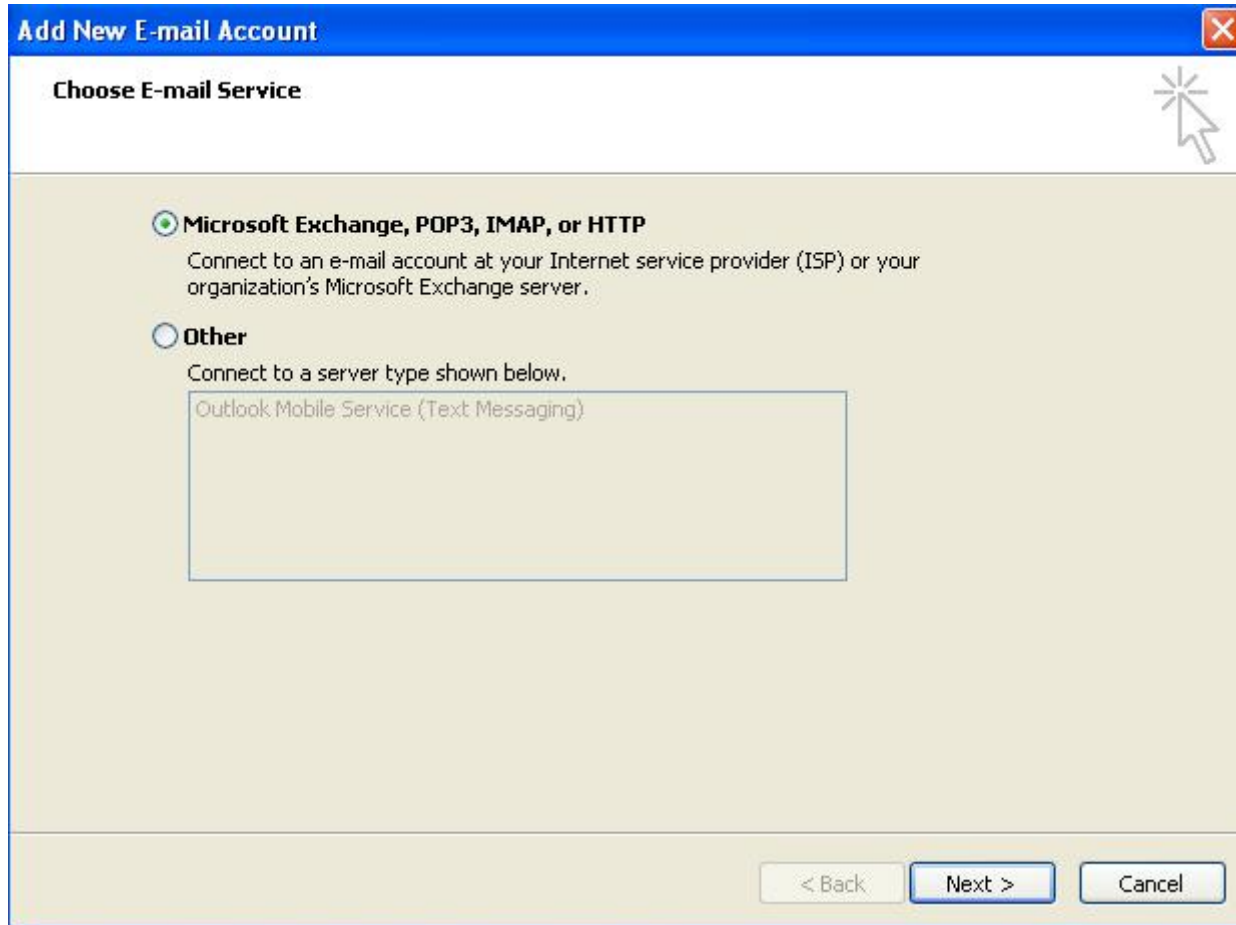
Create new account

3. On the Account Settings screen, click **New** on the E-mail tab




Choose e-mail service


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



Account Setup

5. Tick the **Manually configure server settings or additional server types** checkbox and click **Next**

Add New E-mail Account 

Auto Account Setup 

Your Name:
Example: Barbara Sankovic

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

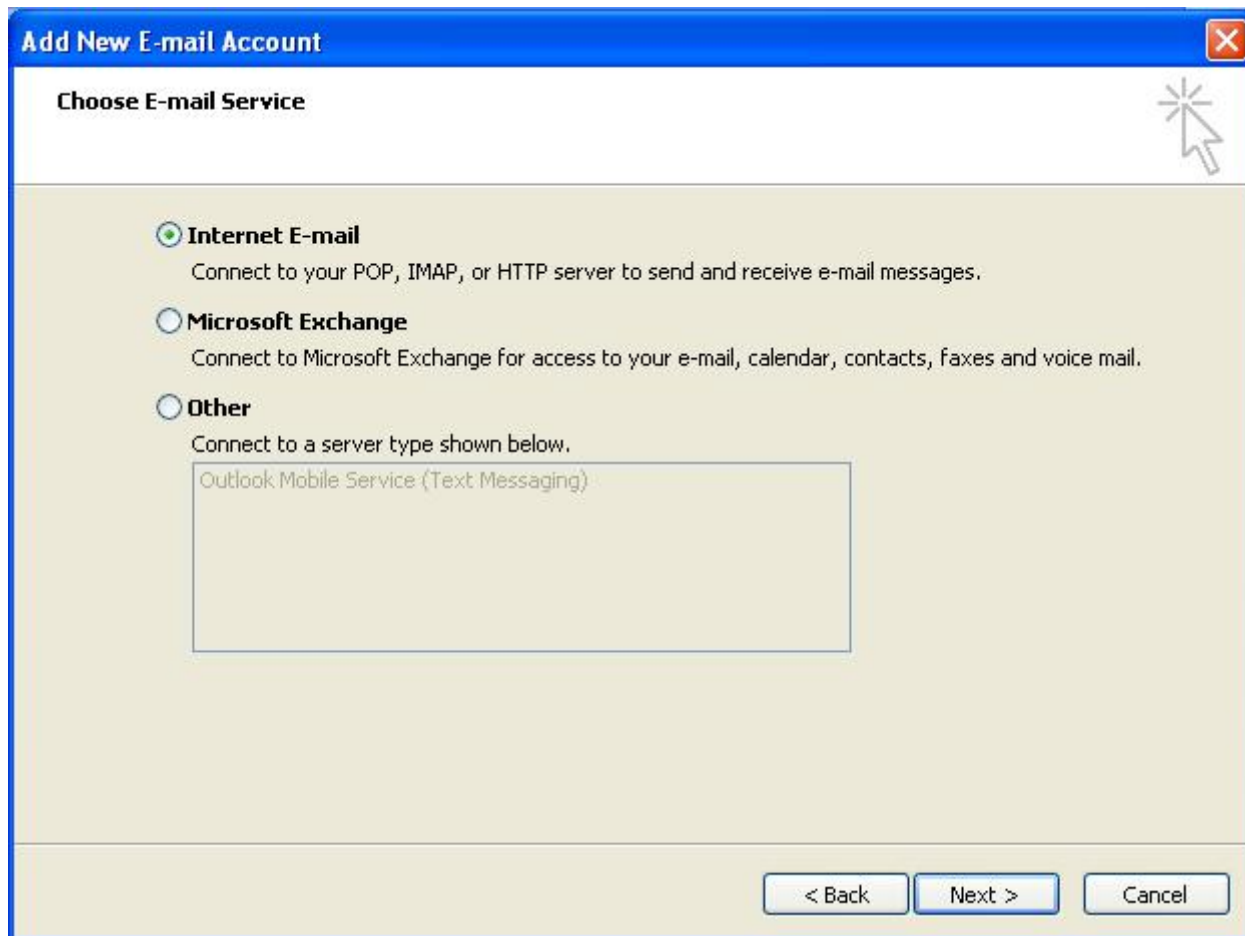
Password:

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

Manually configure server settings or additional server types

Select Internet Email

6. Select **Internet E-mail** and then click **Next**



Email settings

7. Enter all the relevant details (choose either **POP** or **IMAP** according to your needs) and then click **More Settings**

Change 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:

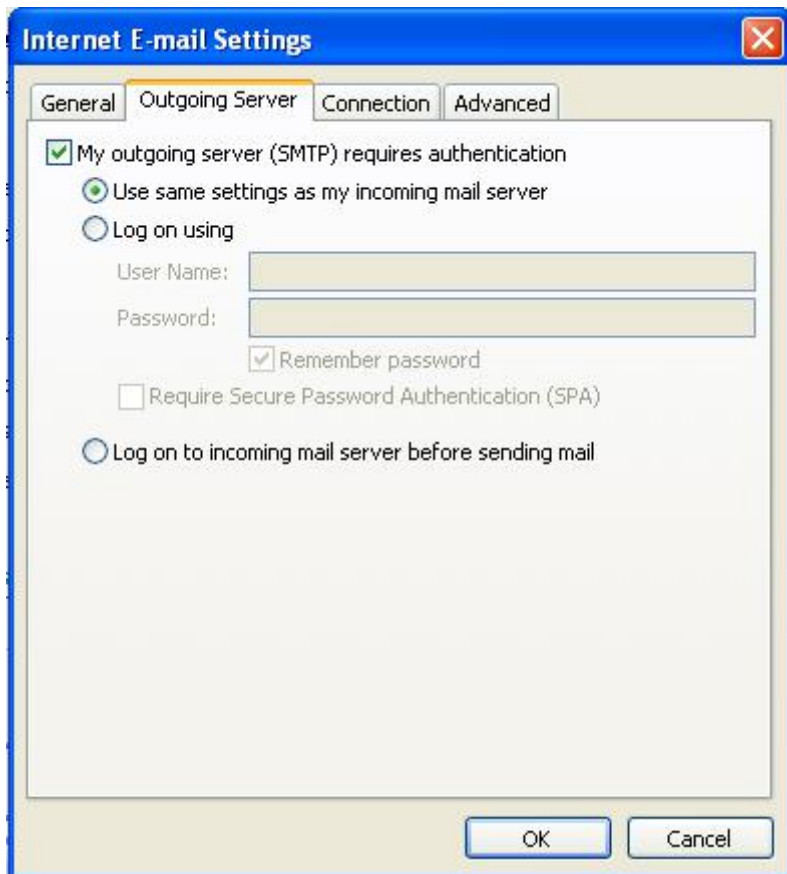
Server Information
Account Type:
Incoming mail server:
Outgoing mail server (SMTP):

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)

Outgoing Server Settings

8. Click on the **Outgoing Server** tab and ensure that the **My outgoing server (SMTP) requires authentication** checkbox is selected, as well as **Use same settings as my incoming mail server**



Advanced Settings

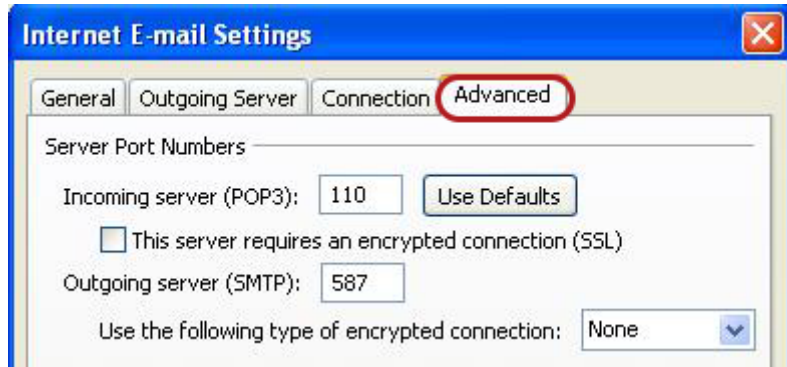
9. Select the 'Advanced' tab

Ensure that your settings are as below for your choice of either POP or IMAP:

POP port settings

- Incoming **110**, outgoing **587**
- **Not ticked:** This server requires an encrypted connection (SSL)
- **Use the following type of encrypted connection** is None

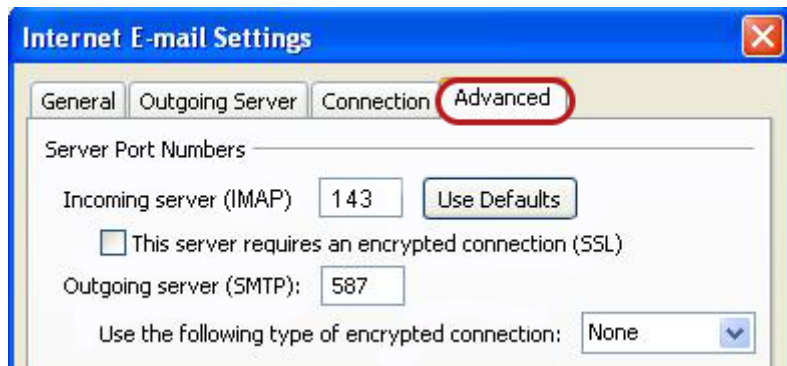
POP settings



IMAP port settings

- Incoming **143**, outgoing **587**
- **Not ticked:** This server requires an encrypted connection (SSL)
- **Use the following type of encrypted connection** is None

IMAP settings



10. Click **OK** to save these settings

11. Click **Next** and **Finish**

Your Outlook mail program should now be set up to send and receive mail.