



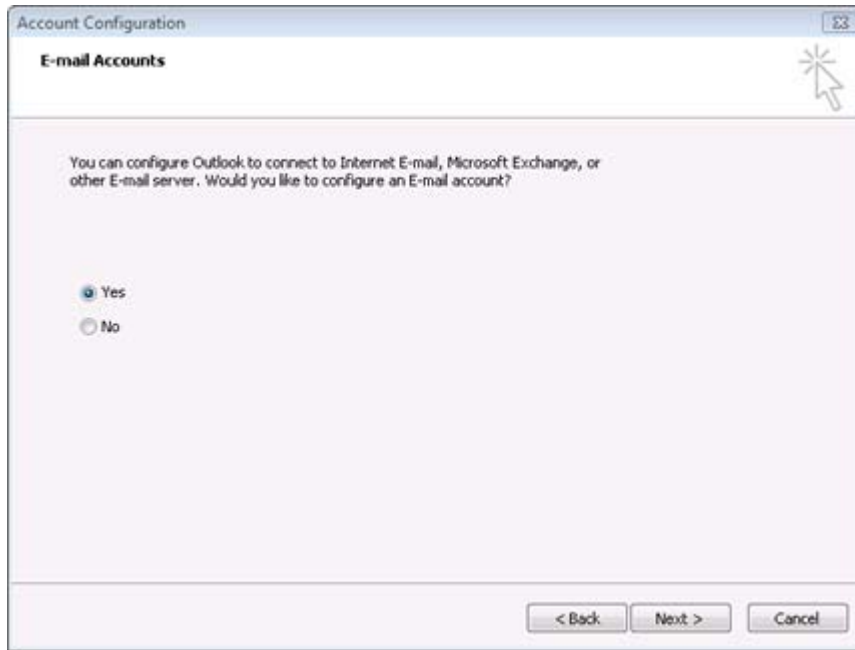
E-mail "Outlook 2007" Set-up

1. Start Microsoft Outlook 2007. (Other version of Microsoft Outlook can be set-up by using the settings in these instructions.) 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, 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.

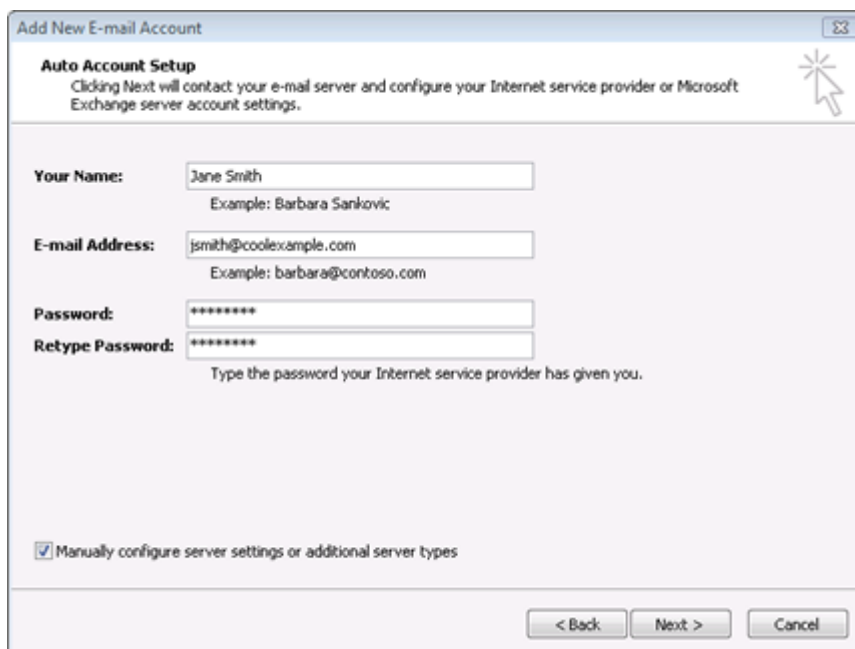
Password

Enter the password you created for your email account.

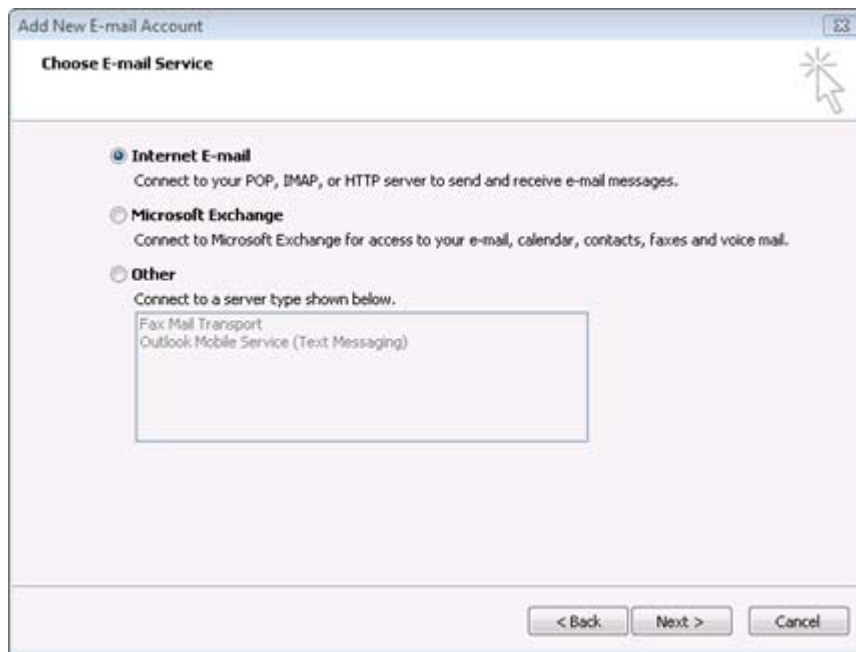
Retype Password

Enter your password again.

4. At the bottom of the page, select **Manually configure server settings or additional server types**, and then click **Next**.



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



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

Type **pop.secureserver.net** for your incoming mail server.

Outgoing mail server (SMTP)

Type **smtpout.secureserver.net** for your outgoing mail server.

User Name

Enter your email address again.

Password

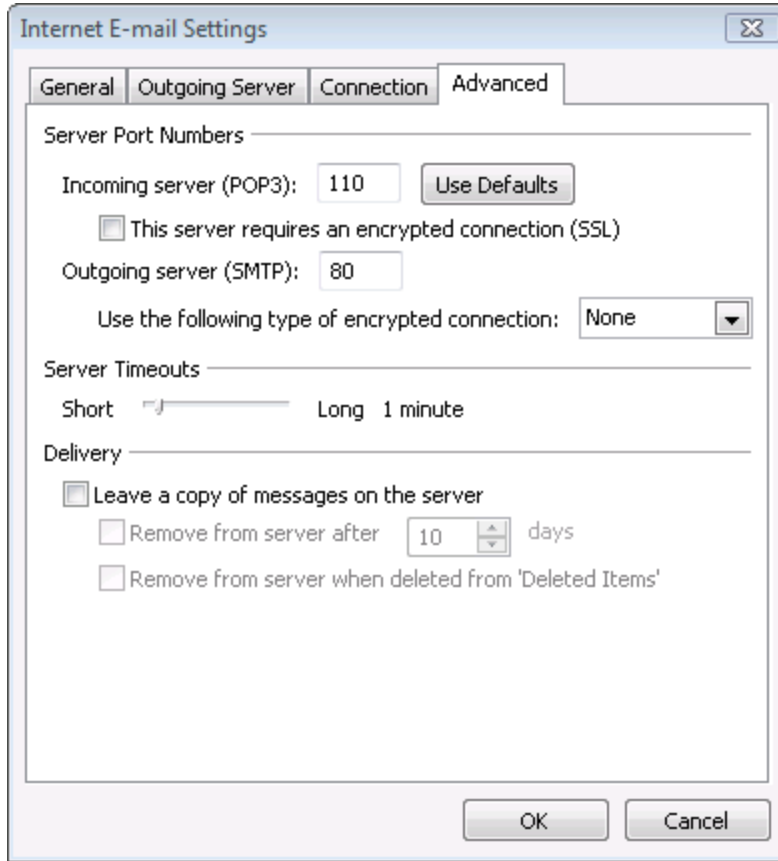
Enter the password you created for your email account.

7. Select the **Remember Password** checkbox, and then click **More Settings**.

- 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**.

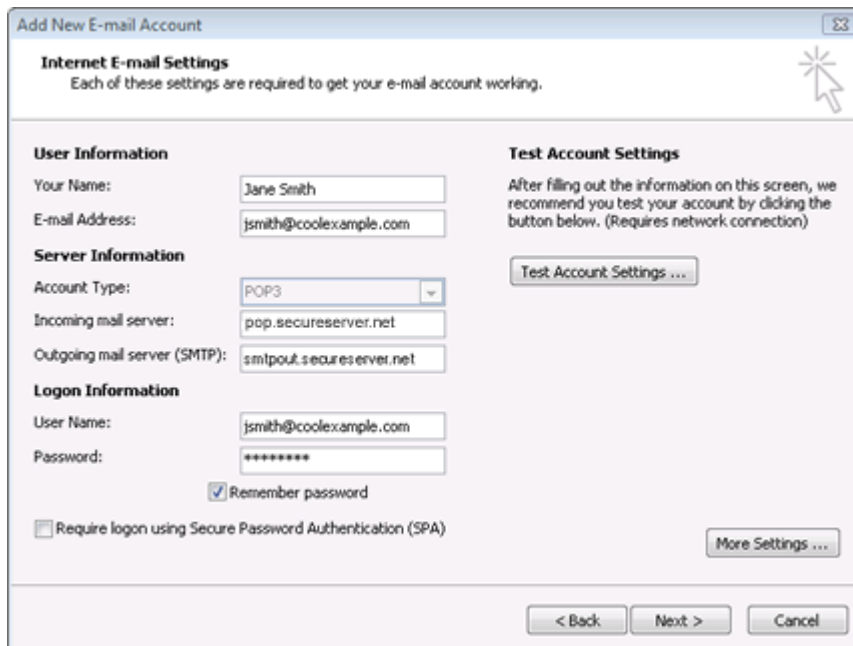
- Go to the **Advanced** tab. Verify that you have **110** for your incoming server (POP3) and **80** for your outgoing server (SMTP), and then click **OK**.

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



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (POP3)' set to 110 and 'Outgoing server (SMTP)' set to 80. There is a checkbox for 'This server requires an encrypted connection (SSL)' which is unchecked. Below that, 'Use the following type of encrypted connection:' is set to 'None'. The 'Server Timeouts' section shows a slider between 'Short' and 'Long' (1 minute). The 'Delivery' section has a checkbox for 'Leave a copy of messages on the server' which is checked, and two sub-options: 'Remove from server after 10 days' (unchecked) and 'Remove from server when deleted from 'Deleted Items'' (unchecked). 'OK' and 'Cancel' buttons are at the bottom.

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



The screenshot shows the 'Add New E-mail Account' dialog box. It has a title bar and a close button. Below the title bar, it says 'Internet E-mail Settings' and 'Each of these settings are required to get your e-mail account working.' There is a starburst icon with a mouse cursor pointing to it. The dialog is divided into two columns. The left column has sections for 'User Information' (Name: Jane Smith, E-mail Address: jsmith@coolexample.com), 'Server Information' (Account Type: POP3, Incoming mail server: pop.secureserver.net, Outgoing mail server (SMTP): smtpout.secureserver.net), and 'Logon Information' (User Name: jsmith@coolexample.com, Password: masked, Remember password checked, Require logon using Secure Password Authentication (SPA) unchecked). The right column has a 'Test Account Settings' section with a 'Test Account Settings ...' button. At the bottom right is a 'More Settings ...' button. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

11. Click **Finish**.

