



Setting Up Your Email in Microsoft Outlook 2007

This tutorial shows you how to set up Microsoft Outlook to work with your email account. You can set up previous versions of Microsoft Outlook using the settings in this tutorial.

To Set Up Your Email Account in Microsoft Outlook 2007

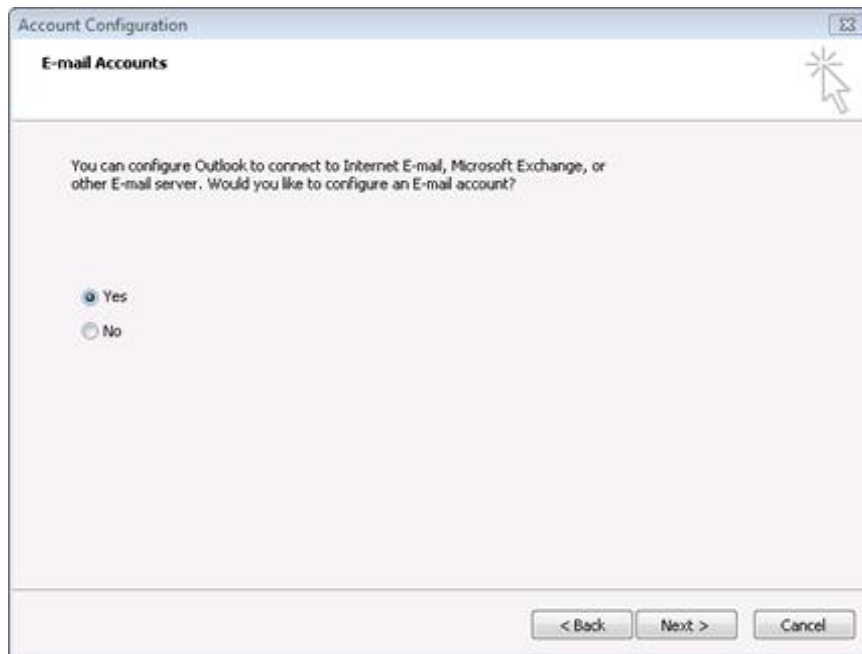
1. Start Microsoft Outlook 2007. When the Startup Wizard displays, click **Next**.

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 POP3, 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 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**.

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The dialog has a title bar with a close button. Below the title bar, there is a section titled 'Auto Account Setup' with a sub-header 'Auto Account Setup' and a note: 'Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.' There are three input fields: 'Your Name' with the text 'Jane Smith' and an example 'Example: Barbara Sankovic'; 'E-mail Address' with the text 'jsmith@coolexample.com' and an example 'Example: barbara@contoso.com'; and 'Password' and 'Retype Password' fields, both containing seven asterisks. Below these fields is a checkbox labeled 'Manually configure server settings or additional server types' which is checked. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

5. On the **Choose E-mail Service** page, select **Internet E-mail**, and then 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 title bar with a close button. Below the title bar, there is a section titled 'Choose E-mail Service'. There are three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Below 'Internet E-mail' is the text 'Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.' Below 'Microsoft Exchange' is the text 'Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.' Below 'Other' is the text 'Connect to a server type shown below.' There is a list box containing 'Fax Mail Transport' and 'Outlook Mobile Service (Text Messaging)'. At the bottom of the dialog are three buttons: '< Back', 'Next >', and '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.com* for your incoming mail server.

(replace *mail.yourdomain.com* with Your domain e.g. if your domain is *bobsite.com* then it should be *mail.bobsite.com*)

Outgoing mail server (SMTP)

Enter *mail.yourdomain.com* for your outgoing mail server.

(replace *mail.yourdomain.com* with Your domain e.g. if your domain is *bobsite.com* then it should be *mail.bobsite.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**.

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

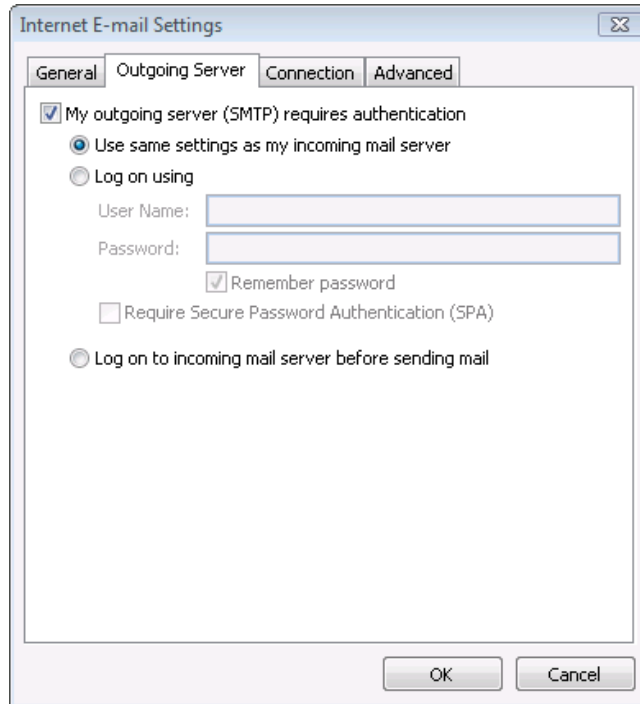
Require logon using Secure Password Authentication (SPA)

Test Account Settings

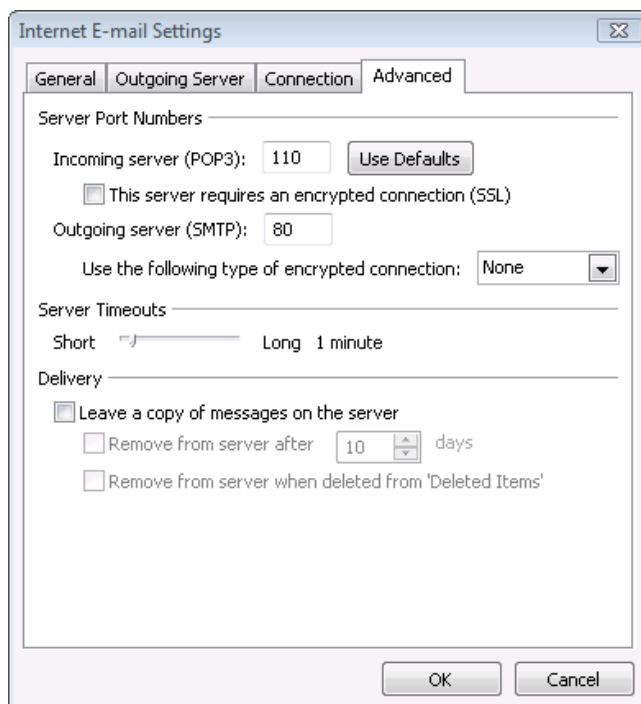
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)



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 **28** for your outgoing server (SMTP), and then click **OK**.





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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' wizard window. The title bar reads 'Add New E-mail Account'. The main heading is 'Internet E-mail Settings' with a sub-note: 'Each of these settings are required to get your e-mail account working.' The window is divided into two columns. The left column contains sections for 'User Information', 'Server Information', and 'Logon Information'. The right column is titled 'Test Account Settings' and contains a 'Test Account Settings ...' button. At the bottom of the window are '< Back', 'Next >', and 'Cancel' buttons.

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@coolexample.com

Server Information
Account Type: POP3
Incoming mail server: pop.secureserver.net
Outgoing mail server (SMTP): smtpout.secureserver.net

Logon Information
User Name: jsmith@coolexample.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

11. Click **Finish**.

The screenshot shows the 'Add New E-mail Account' wizard window at the 'Congratulations!' screen. The title bar reads 'Add New E-mail Account'. The main heading is 'Congratulations!' with the text: 'You have successfully entered all the information required to setup your account. To close the wizard, click Finish.' The background features a decorative graphic of three envelopes. At the bottom of the window are '< Back' and 'Finish' buttons.

Congratulations!
You have successfully entered all the information required to setup your account.
To close the wizard, click Finish.

< Back Finish