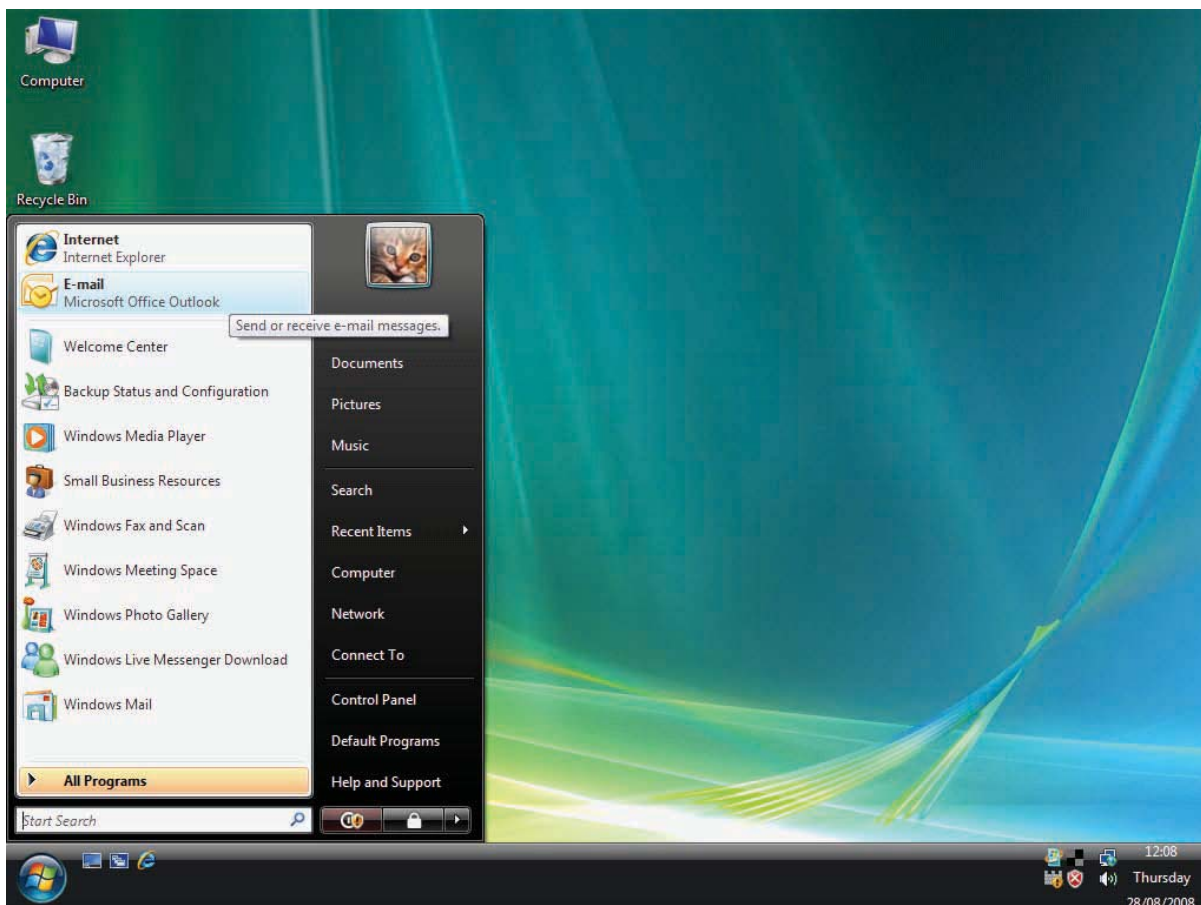


# Setting Up Your E-mail in Office Outlook 2007

Before you can use Outlook 2007 to send and receive e-mail, you need to set up an account.

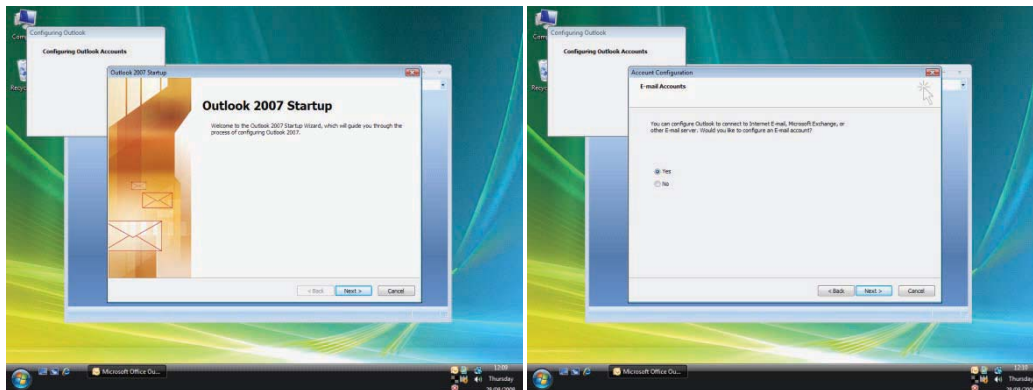
## Start Outlook 2007

1. Click the **Start** button.
2. Point to **Microsoft Office Outlook**

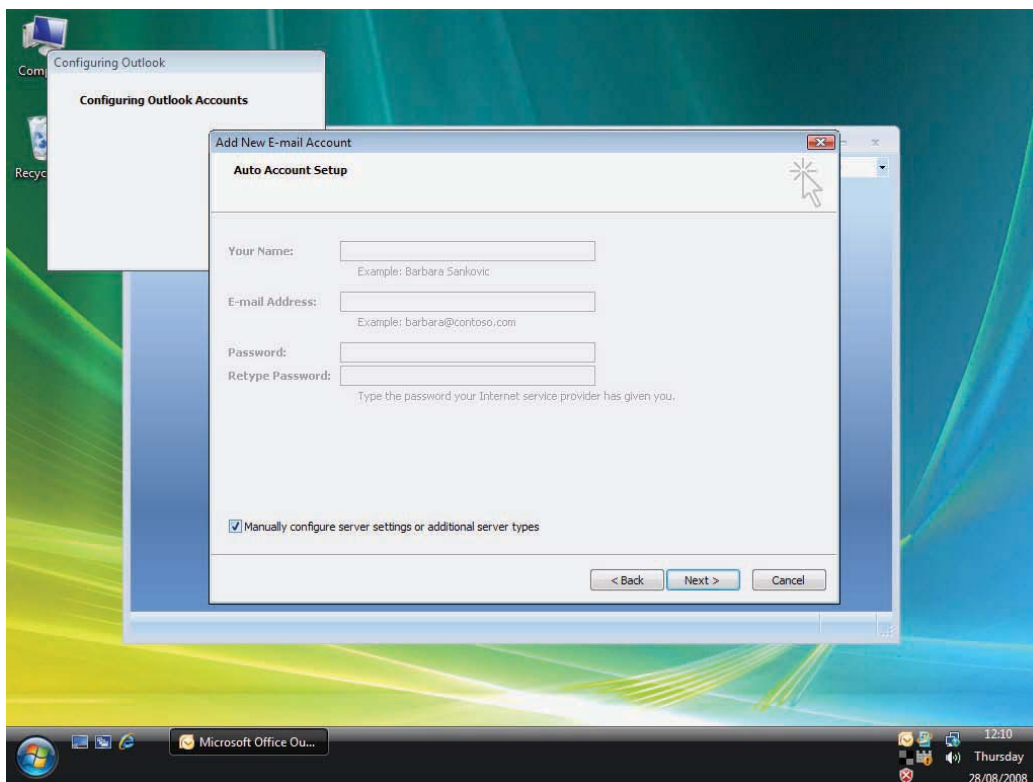


## Set up an Outlook E-mail Account

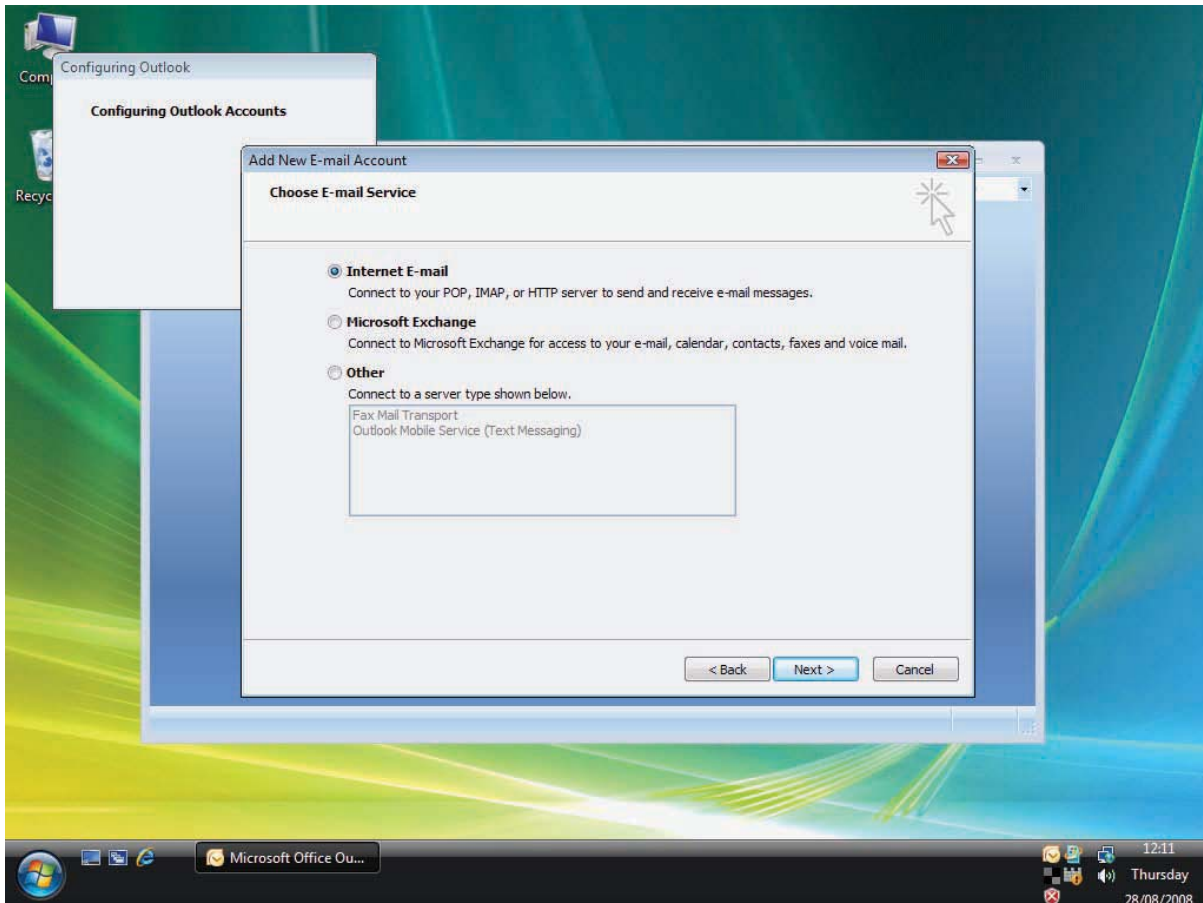
An email setup wizard should launch to assist you. (if the setup wizard doesn't automatically launch, you can start it by selecting **The Tools menu..... Select Account Settings..... then select New...**  )



If the wizard starts with the screen **“Auto Account Setup”** (see below), tick the box that says **“Manually Configure server settings”** and click **Next >**

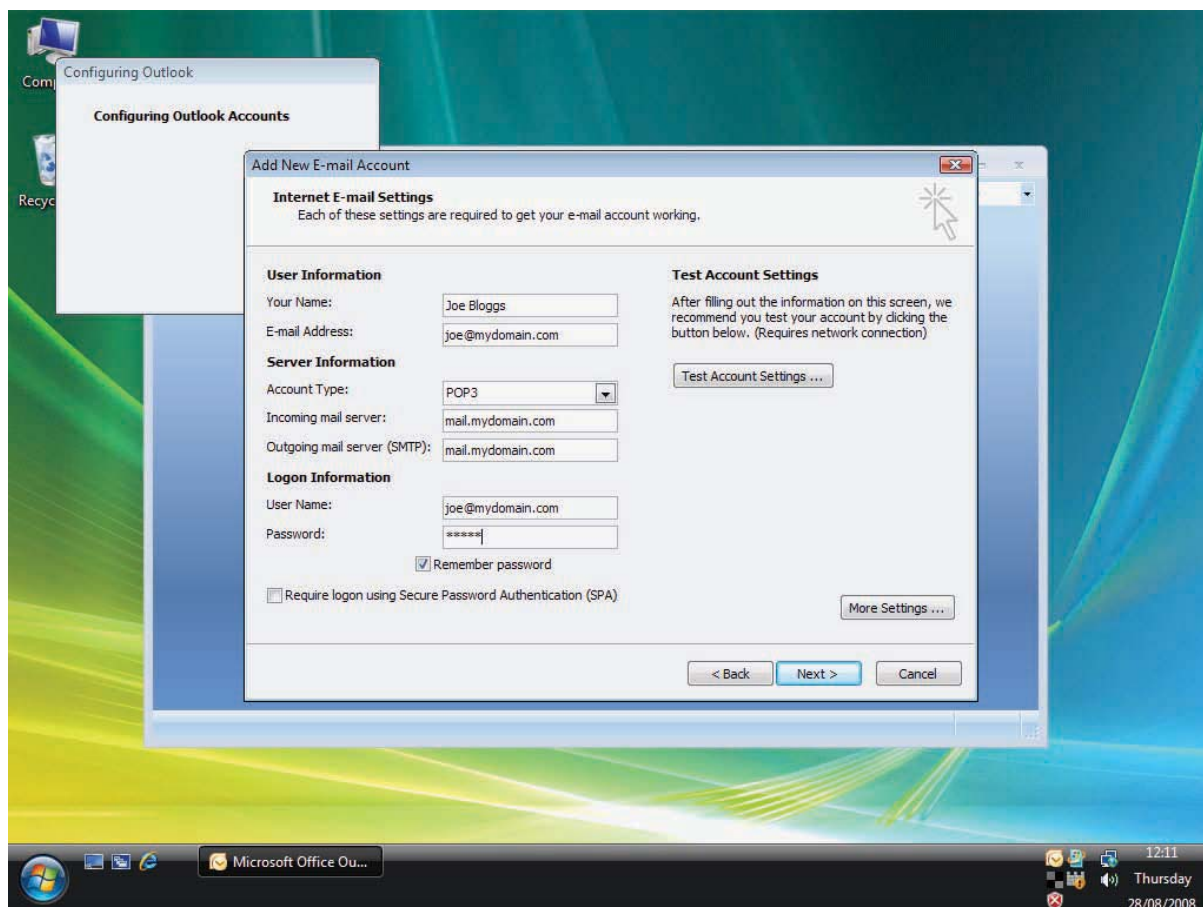


## 1. Select **Internet E-Mail**



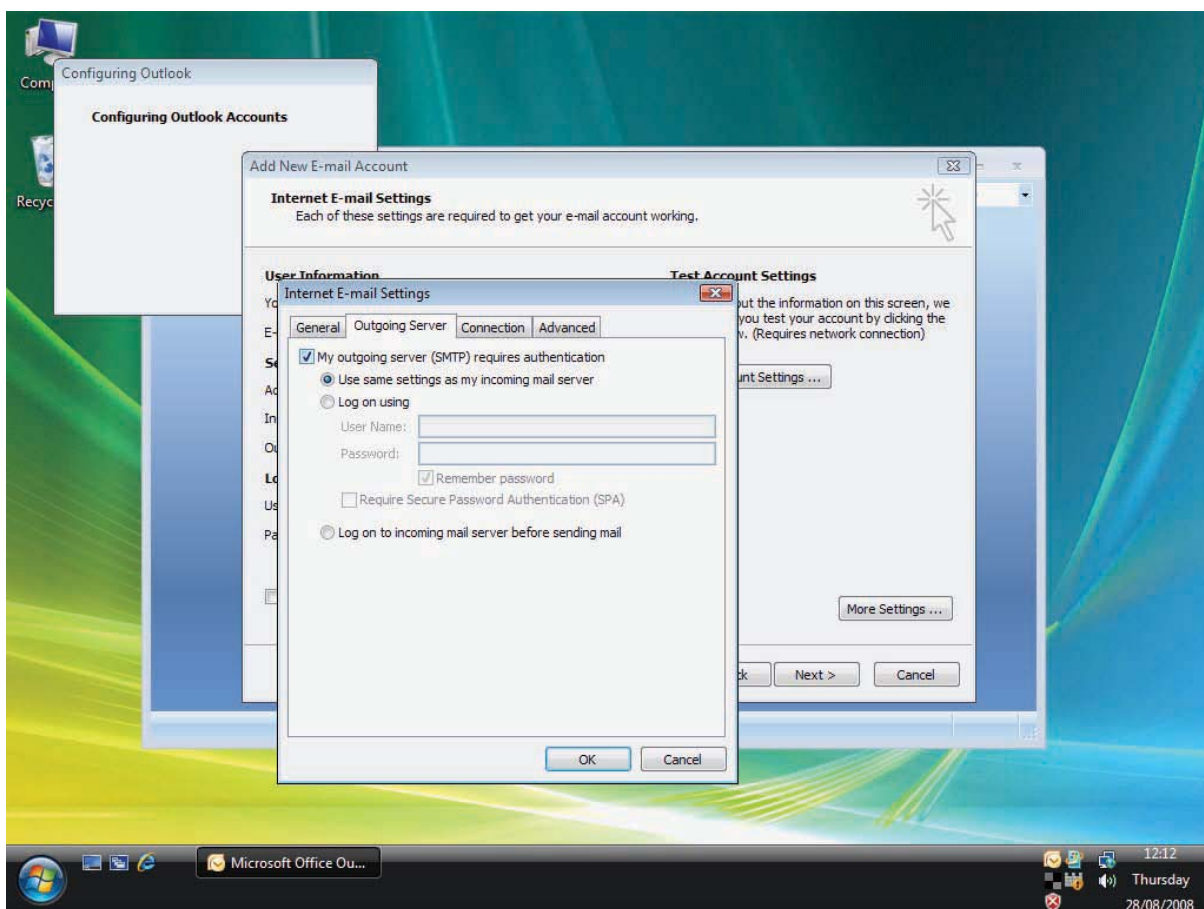
2. Type in the following details :

- **Your Name** - Type in Your Name. (This is what is shown to people in their inbox when they receive a message from you. Some people may prefer to put in their company name here)
- **E-mail Address** – Type in your e-mail address.
- **Account Type** – Select **POP3** as the account type.
- **Incoming mail server** - should be set as **mail.yourdomain.com** (If you are unsure of your exact setting, call us and we can advise)
- **Outgoing mail server** - should also be set as **mail.yourdomain.com** (If you are unsure of your exact setting, call us and we can advise)
- **Email username** – this is usually the same as your email address
- **Password** – Type in your password (again if you are unsure of the password, don't guess it, call us)
- **Do NOT** tick the box “Require login using SPA”, leave this blank.
- Click **More Settings...**



### 3. More Settings

- Click the tab that says **“Outgoing Server”**
- Place a Tick in the box **“My Outgoing Server (SMTP) requires authentication**, leave all other settings as they are.
- Click **OK**, Then **Next >**



## 4. Setup is complete

- Click **Finish**

