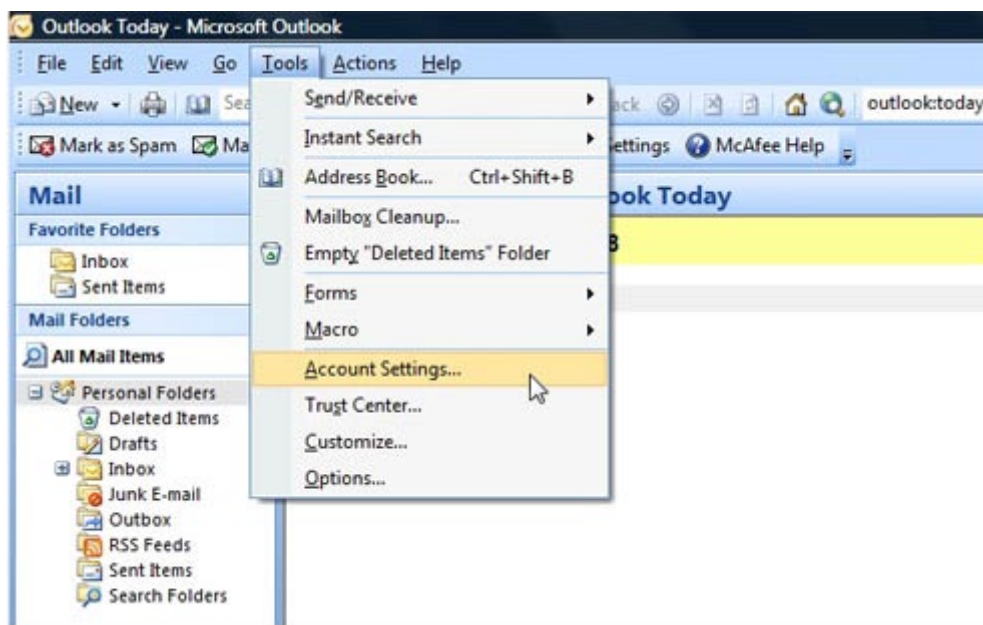


Setup your email account in Microsoft Outlook 2007

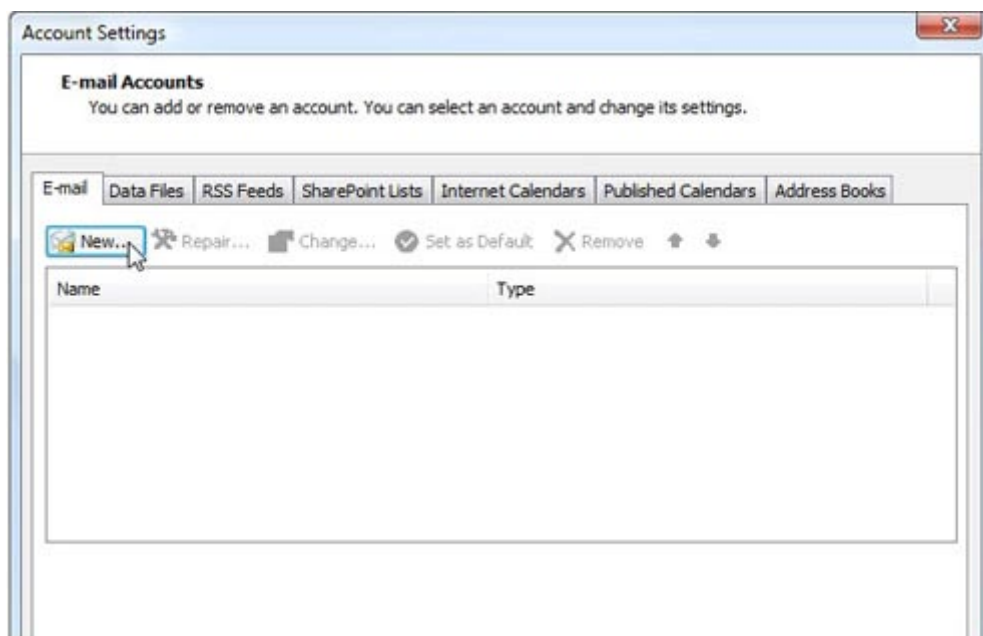


The following instructions describe in detail how to create and setup your email account when using Microsoft Outlook 2007. The instructions included here are easy to follow and can be used for setting up emails (mail servers) provided also by other web-hosting providers.

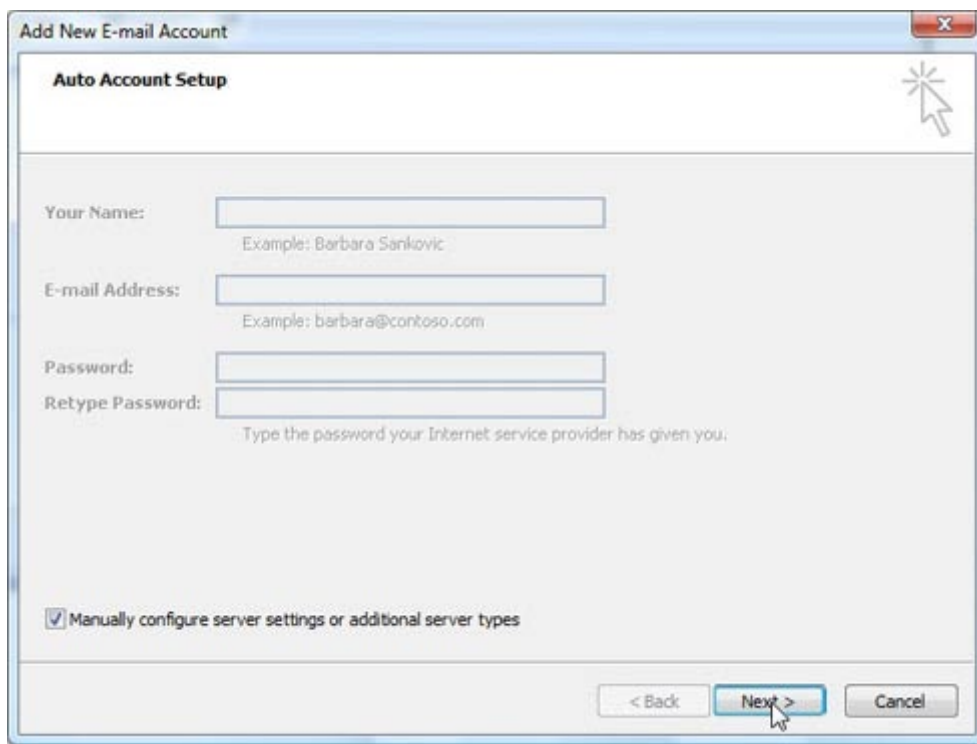
1. From **Start** choose **Microsoft Office Outlook 2007** (it is assumed that you have used this program before so as the Internet Connection Wizard is not initiated).
2. Then go to **Tools > Accounts**



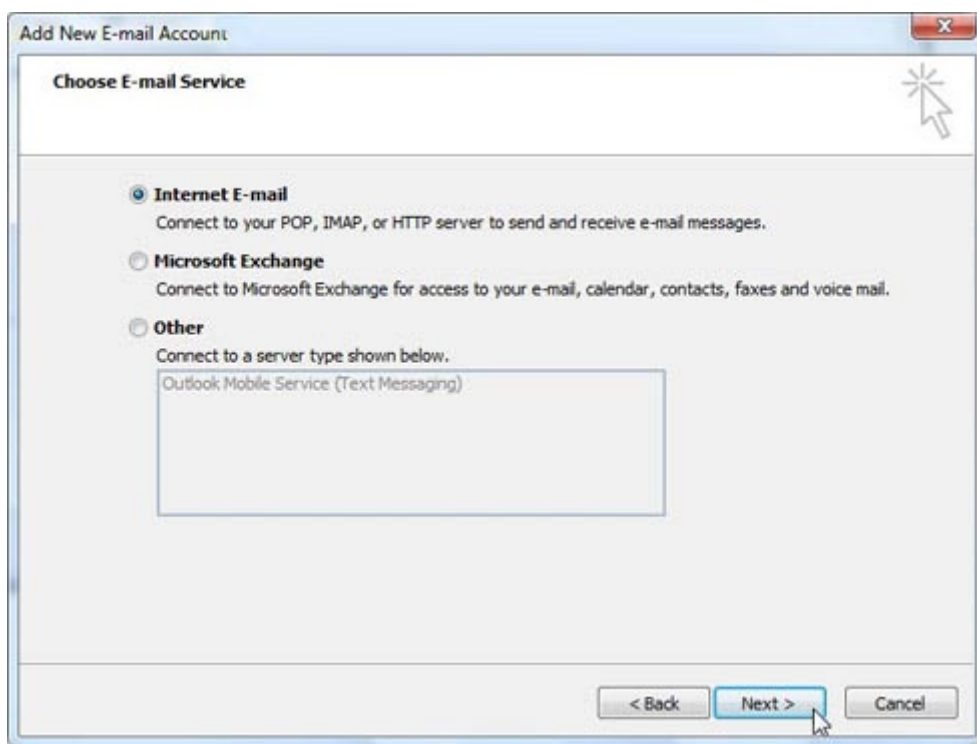
3. Click **New** which is the first button on the left.



4. On the next window that appears **select** the check box at the bottom **Manually configure server settings or additional server types** and then click **Next**.



5. On the next window **Choose E-mail Service** the option **Internet E-mail** should be **selected** (this is the default choice) and then click **Next**.



On the next window **Internet E-mail Settings** you are required to complete various fields related with your personal data, server and logon information:

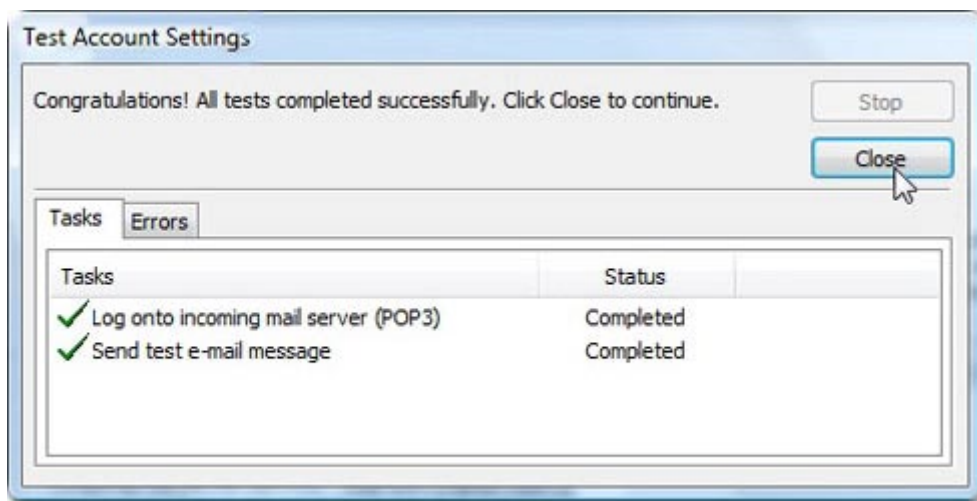
- 6.
- **Your Name**
Enter your name, your nick name, or your company's name depending on how you want to be displayed when you sent an email.
 - **E-mail Address**
Enter your e-mail address (in the example we are creating an email account for an imaginary email:

user@yourdomain.com.au).

- **Account Type**
Should be **POP3** (this is the default option).
- **Incoming mail server**
Your incoming server is **mail.mydomain.com.au**, where **mydomain.com.au** is the name of your domain.
- **Outgoing mail server (SMTP)**
You must use the Outgoing Mail Server Name of your current Internet Server Provider (ISP).
- **User Name**
The email address you have been given.
- **Password**
The password is case sensitive. Decide if you want to check the "Remember password" field.

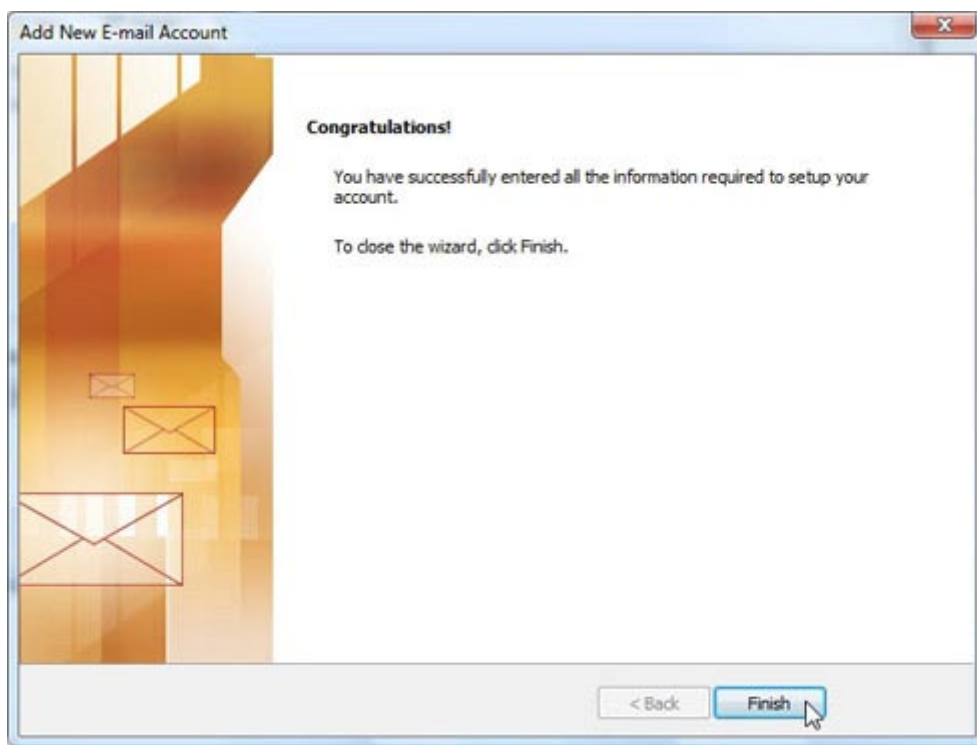
The screenshot shows a window titled "Add New E-mail Account" with a close button in the top right corner. Below the title bar is a section titled "Internet E-mail Settings" with a sub-header "Each of these settings are required to get your e-mail account working." and a help icon. The window is divided into two main columns. The left column contains three sections: "User Information" with fields for "Your Name:" (containing "Nick Name or Company Name") and "E-mail Address:" (containing "user@yourdomain.com.au"); "Server Information" with a dropdown for "Account Type:" (set to "POP3"), and text boxes for "Incoming mail server:" (containing "mail.mydomain.com.au") and "Outgoing mail server (SMTP):" (containing "mail.yourisp.com.au"); and "Logon Information" with fields for "User Name:" (containing "user@yourdomain.com.au") and "Password:" (containing "*****"), a checked checkbox for "Remember password", and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)". The right column is titled "Test Account Settings" and contains the text "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 of the form area is a "More Settings ..." button. At the very bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

7. When you complete all fields required click on the **Test Account Settings**. If you have entered correctly all needed information you should see the following screen verifying the validity of your inputs.



Click on the **Close** button to close this window and also click on the **Next** button of the former window **8. Internet E-mail Settings** to move to the next step.

At this stage you have completed your email setup. The process is completed when you click **Finish**.



9. Finally click **Close** to exit the **E-mail Accounts** window.

