How To:

Set Up E-mail in Microsoft Outlook 2007





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Introduction

This guide takes you step-by-step through the process of setting up a new email account in Microsoft Outlook 2002 / 2003.

Note: This guide defaults to IMAP and No SSL.

Which Setup do I Use?

Microsoft Outlook's **Auto Account Setup** option is the recommended option to use, as it is quick and easy.

However, if you want to use **POP**, or if this is a new hosing account and domain propagation has not been completed, you need to use **Manual setup**.

Auto Account Setup

- 1. Launch the Microsoft Outlook application.
- 2. From the menu bar, select **Tools > Account Settings**.





The Account Settings dialog box opens.

E-mail Accounts You can add or remove an account. You can select an account and change its settings. mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books New Repair		
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- 3. Click the E-mail tab and click "New...".
- 4. In the Add New Account box, choose Auto Account Setup
- 5. Enter your details under **E-mail Account** > **Next**.

You can safely ignore any warning messages.

- 6. Outlook will now **automatically configure** your account as an IMAP account with **all the correct settings.**
- 7. Click the **Finish** button and then click **Close**.

Congratulations! You have set up a new account.

If you have problems with the Auto Account setup, you can try to manually set up the new account.



Manual Account Setup

1. In the Account Settings form, click the Email tab and click "New...".

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-ma Yi	ail Account ou can add (: s or remove an	account. You can	select an account and	I change its settings.	
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nail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
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The Add New E-mail Account Wizard opens.

2. Select the Microsoft Exchange, POP3, IMAP or HTTP option, and then click **Next**.

I New E-mail Account	
Choose E-mail Service	×
Microsoft Exchange, POP3, IMAP, or HTTP	
Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.	
Other	
Connect to a server type shown below.	

3. On the next page of the Wizard, you will see that **Auto Account Setup** has been disabled. Make sure that the **Manually configure server settings or additional server types** check box is selected, and click **Next**.

Manually configure server settings or additional server types



4. On the next page, select Internet Email and click Next.

Add New E-mail Account	
Choose E-mail Service	×~
Internet E-mail Connect to your POP, IMAP, or HTTP server to send and receive	e-mail messages.
 Microsoft Exchange Connect to Microsoft Exchange for access to your e-mail, calend Other 	ar, contacts, faxes and voice mail.
Connect to a server type shown below. Outlook Mobile Service (Text Messaging)	
	< Back Next > Cancel



Internet E-mail Settings Each of these settings ar	e required to get your e-mail accour	it working.
User Information		Test Account Settings
Your Name:	Name Surname	After filling out the information on this screen, we
E-mail Address:	name@example.com	recommend you test your account by clicking the button below. (Requires network connection)
Server Information		
Account Type:	POP or IMAP	Test Account Settings
Incoming mail server:	mail.example.com	
Outgoing mail server (SMTP):	smtp.example.com	
Logon Information		
User Name:	name@example.com	
Password:	*****	
F I	Remember password	
Require logon using Secure	Password Authentication (SPA)	More Settings
		< Back Next > Cancel

- 5. On the next page, enter the information required as shown in the picture above. For **Account type**, you can specify POP or IMAP according to your requirements.
- 6. Click the **More Settings...** button.



eneral	Outgoing Ser	ver Connect	ion Advance	d	
a	1	(CLATE)			
JMy o	utgoing server	(SMTP) requir	es authenticati	ion	
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- 7. Click 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
- 8. Click the **Advanced** tab.

General	Outaoina Server	Connection Advanced
Sarvar D	ort Numbers	
Der ver P		
Incomi	na server (POP3):	110 Use Defaults
Incomi	ng server (POP3):	110 Use Defaults
Incomi	ng server (POP3): This server require	110 Use Defaults s an encrypted connection (SSL)

- For POP settings: Incoming server is 110, Outgoing server is 587
- Make sure that the "This server requires an encrypted connection (SSL)" checkbox is **not** ticked.
- Use the following type of encrypted connection must be "None".



Seneral	Outgoing Server	Connection Advanced
Server F	ort Numbers	
Incom	ing server (IMAP)	143 Use Defaults
	This corver require	es an encrypted connection (SSL)
	This server require	

- For IMAP settings: Incoming server is 143, Outgoing server is 587
- Make sure that the "This server requires an encrypted connection (SSL)" checkbox is **not** ticked.
- "Use the following type of encrypted connection" must be "None".
- 9. Click OK to save the settings and return to the Wizard.
- 10. Click **Next**, and then Click **Finish**.

Congratulations! You have manually set up your Outlook account to send and receive email.