

# How To:

Set Up E-mail in Microsoft  
Outlook 2007





## Contents

<b>Introduction</b> .....	<b>2</b>
Auto Account Setup.....	2
Manual Account Setup.....	4



## 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**.

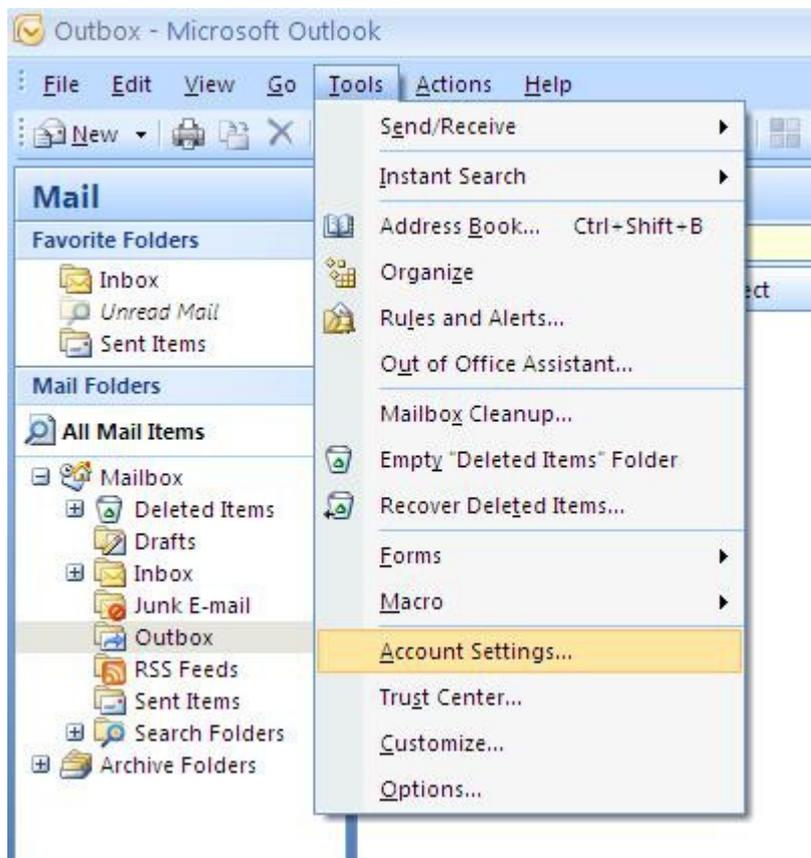
### Which Setup do I Use?

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 hosting account and domain propagation has not been completed, you need to use **Manual setup**.

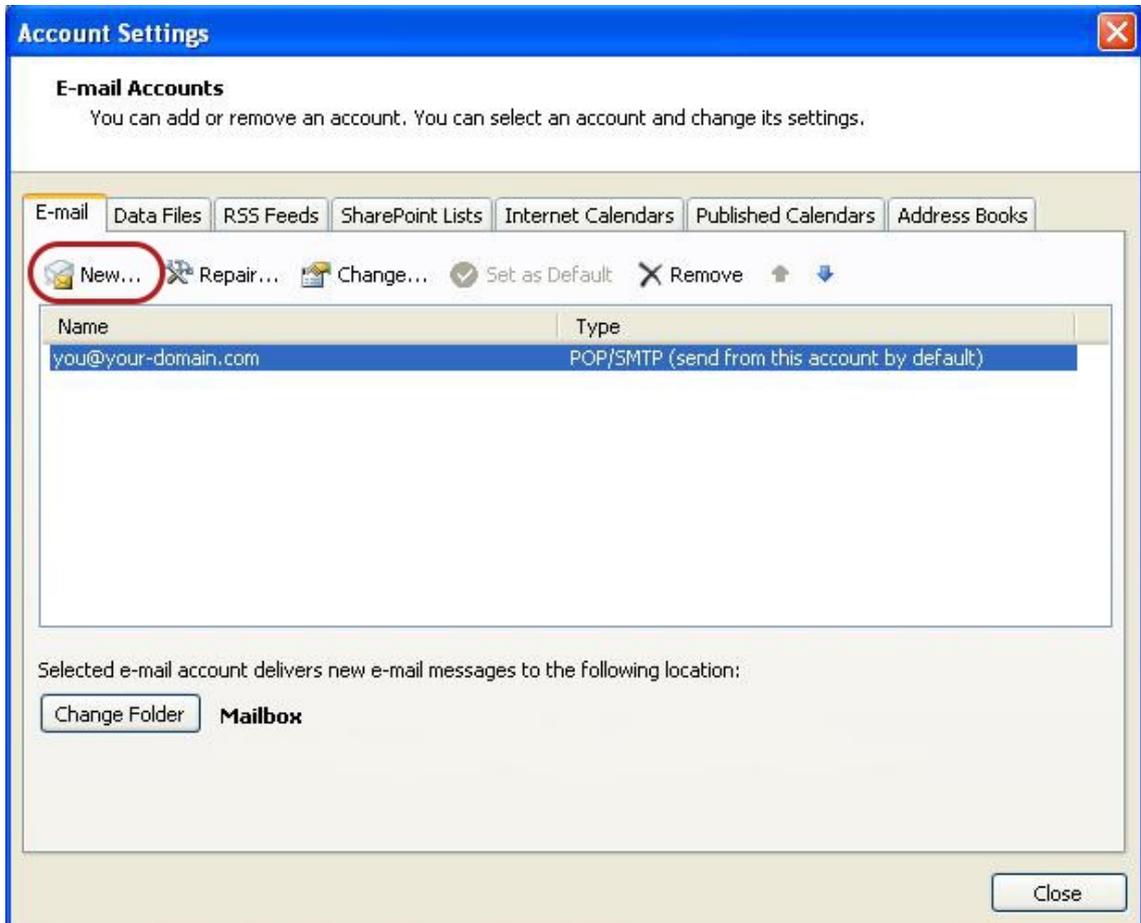
## Auto Account Setup

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





The Account Settings dialog box opens.



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**.

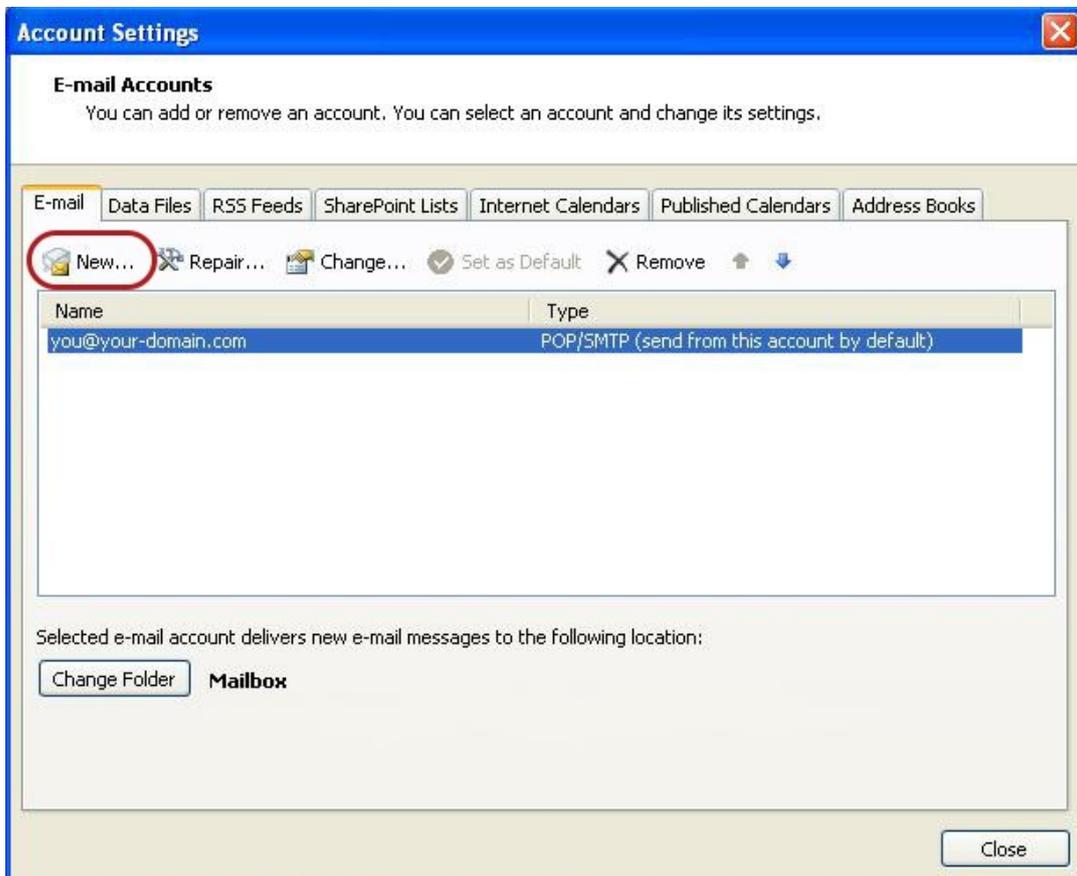
Congratulations! You have set up a new account.

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



## Manual Account Setup

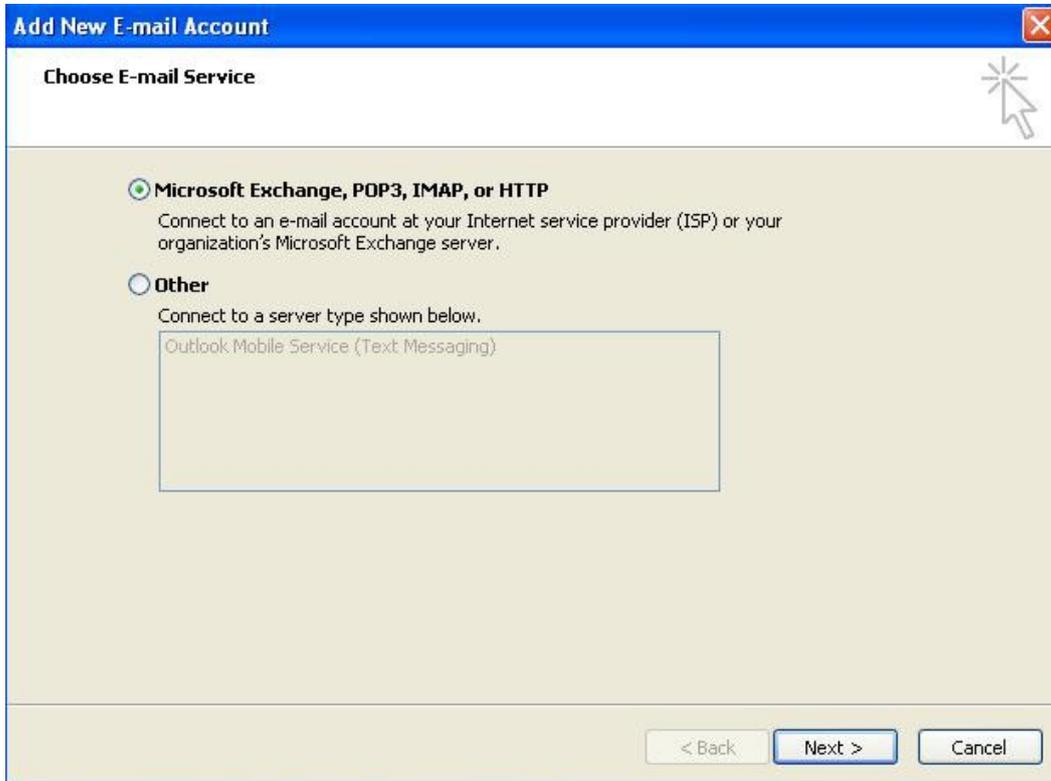
1. In the **Account Settings** form, click the **Email** tab and click “**New...**”.





The Add New E-mail Account Wizard opens.

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

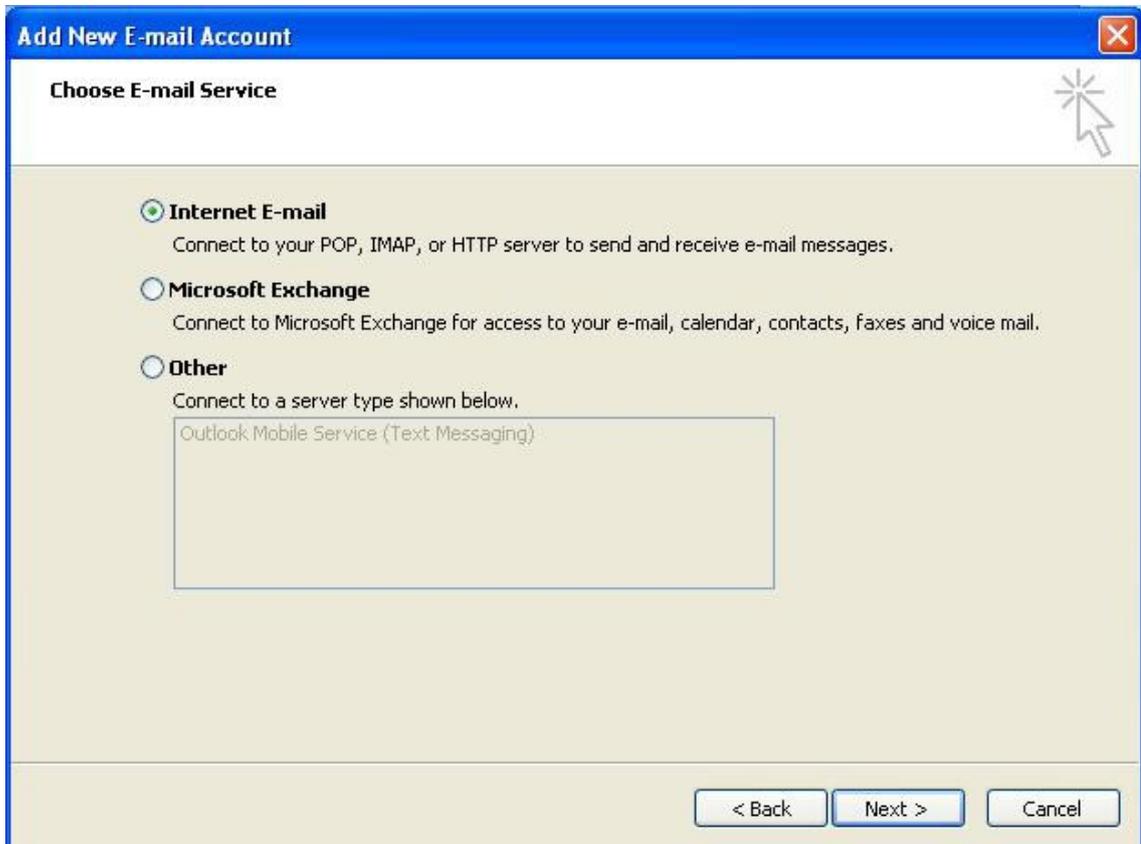


3. On the next page of the Wizard, you will see that **Auto Account Setup** has been disabled. Make sure that the **Manually configure server settings or additional server types** check box is selected, and click **Next**.





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





**Change 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:

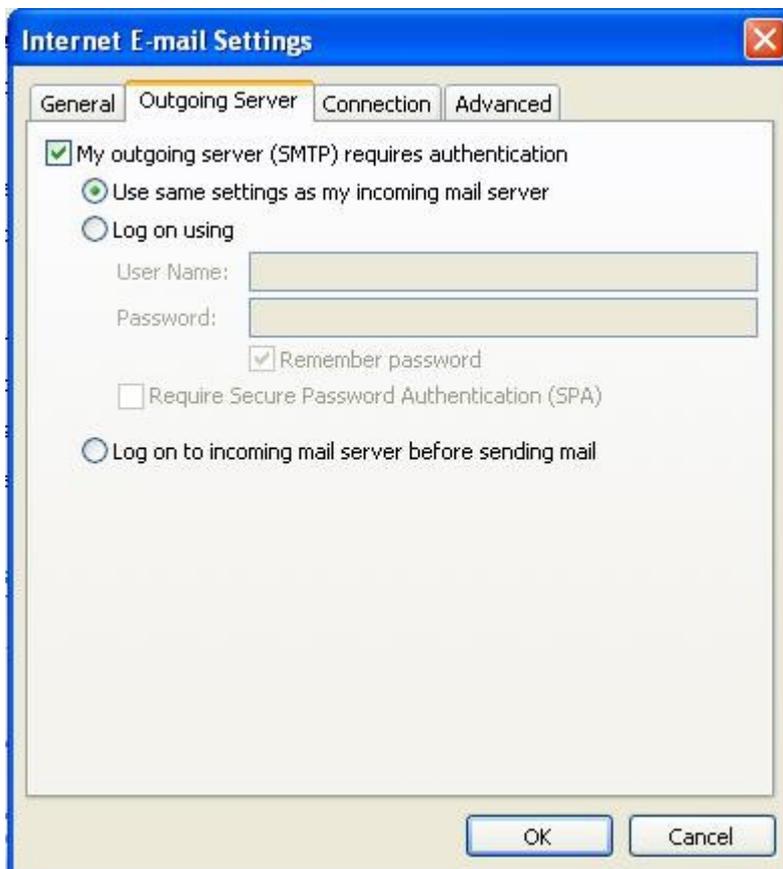
Remember password

Require logon using Secure Password Authentication (SPA)

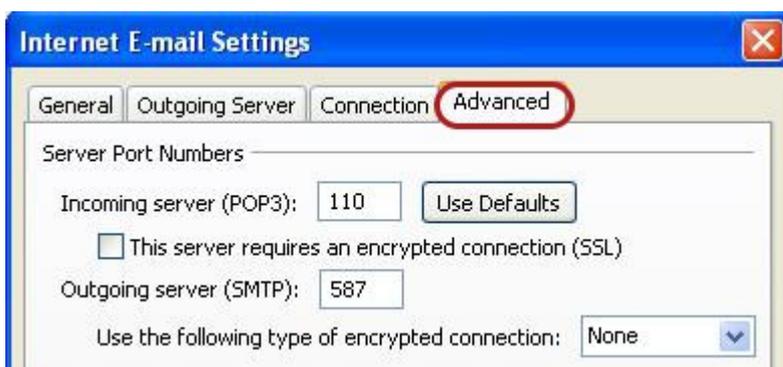
**Test Account Settings**

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

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.



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.



- 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”.



- 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.