SETTING UP OUTLOOK 2007

STEP 1. Open Outlook. Select Account Settings... from the Tools menu.



STEP 2. On the E-mail tab, click New.

Account Settings	×
E-mail Accounts You can add or remove an account. You can select an account and change its settings.	
E-mail Date Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address	Books
🥁 New 🎘 Repair 🚰 Change 🛇 Set as Default 🗙 Remove 🔹 🛡	
Name Type	
johndoe@yourdomain.com	ault)
If you already have a account set up double click on account name and then go to STEP (page of this tutorial	; on last
Selected e-mail account delivers new e-mail messages to the following location:	
Change Folder Personal Folders \Inbox in data file C: \Users \Cliff Smith \AppData \Local \Microsoft \Outlook \Outlook.pst	
	Close

STEP 3. Select Microsoft Exchange, POP3, IMAP or HTTP and click Next

Add New E-mail Account	×
Choose E-mail Service	ž
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.	
Fax Mail Transport Outlook Mobile Service (Text Messaging)	
< Back Next >	Cancel

STEP 4. Select "Manually configure server settings or additional server types" and click **Next**

Add New E-mail Accoun	t	×
Auto Account Setu		×
Your Name:	Example: Barbara Sankovic	
E-mail Address:	Example: barbara@contoso.com	
Password: Retype Password:		
	Type the password your Internet service provider has given you.	
Wanually configure s	erver settings or additional server types	
	< Back Next > C	ancel

STEP 5. Enter the following information for E-mail Accounts.

Your Name: Enter the name you wish recipients to see when they receive your message.

Email Address: This is the address that your contacts' email program will reply to your messages. This is also the address that will get recorded in your contacts' address book if they add you as a contact.

Account Type: POP3

Incoming mail server: Enter mail.wundersoltions.com

Outgoing mail server (SMTP): Enter mail.wundersolutions.com

User Name: Enter your full e-mail address

Password: If you wish for Outlook to save your password, check the box labeled *Remember Password* and enter your password in the text field.

Click More Settings...

Change E-mail Account		×			
Internet E-mail Settings Each of these settings are required to get your e-mail account working.					
User Information		Test Account Settings			
Your Name:	John Doe	After filling out the information on this screen, we			
E-mail Address:	johndoe@yourdomain.com	button below. (Requires network connection)			
Server Information	Server Information				
Account Type:	POP3 👻	Vest Account Setungs			
Incoming mail server:	mail.wundersolutions.com	\mathbf{X}			
Outgoing mail server (SMTP):	mail.wundersolutions.com	\mathbf{X}			
Logon Information	Logon Information				
User Name:	johndoe@yourdomain.com				
Password:	*****	\mathbf{X}			
📝 R	emember password	>			
Require logon using Secure Password Authentication (SPA)					
		< Back Next > Cancel			

STEP 6.

Verify these tabs are correct.

Click on the Outgoing Server tab, and check the box labeled **My outgoing** server (SMTP) requires authentication. Then choose to Use same settings as my incoming mail server

Internet E-mail Settings	x	
General Outgoing Server Connection Advanced		
W outgoing server (SMTP) requires authentication		
Our contract of the set of the		
Cog on using		
User Name:		
Password:		
Remember password		
Require Secure Password Authentication (SPA)		
Log on to incoming mail server before sending mail		
OK Ca	ancel	

Click on the Advanced tab.

- Under Incoming Server (POP3), the port number should be set to **993**. CHECK the SSL box
- Under Outgoing Server (SMTP), the port number should be set to 465.

Click OK

Internet E-mail Settings		
General Outgoing Server Connection Advanced		
Server Port Numbers		
Incoming server (POP3): 993 Use Defaults		
This server requires an encrypted connection (SSL)		
Outgoing server (SMTP): 465		
Use the following type of encrypted connection: Auto		
Server Timeouts		
Short Long 1 minute		
Delivery		
Leave a copy of messages on the server		
Remove from server after 5 days		
Remove from server when deleted from 'Deleted Items'		
OK Cancel		