SETTING UP OUTLOOK 2007

STEP 1. Open Outlook. Select **Account Settings...** from the **Tools** menu.
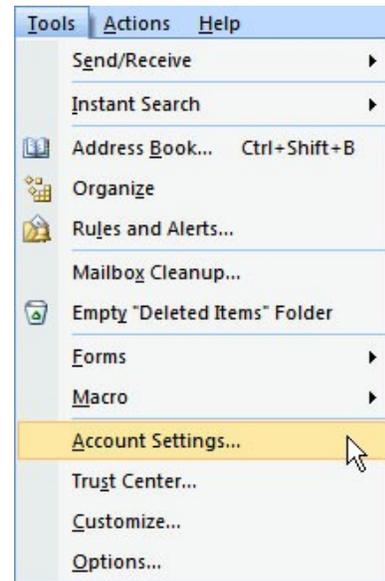
STEP 2. On the E-mail tab, click **New**.
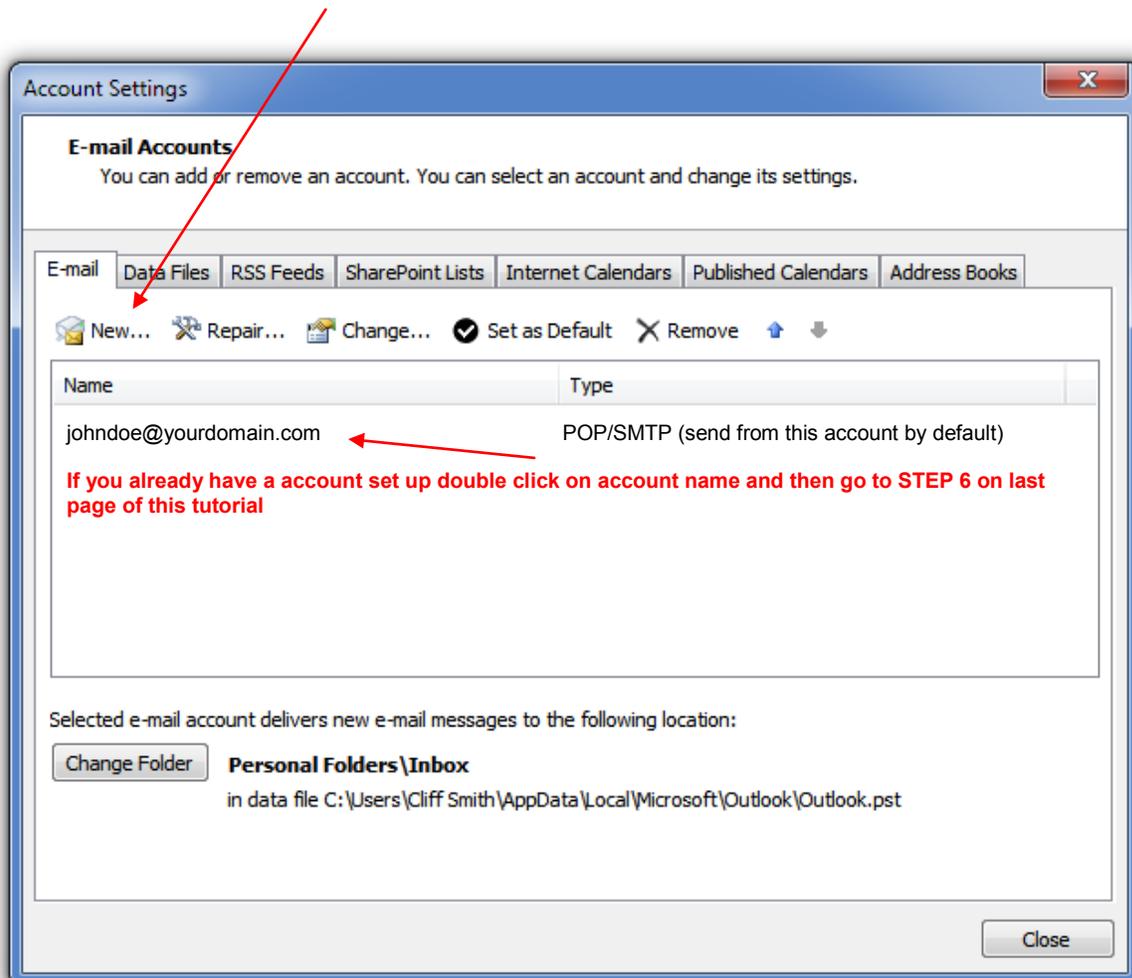
STEP 3. Select **Microsoft Exchange, POP3, IMAP or HTTP** and click **Next**

Add 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.

Fax Mail Transport
Outlook Mobile Service (Text Messaging)

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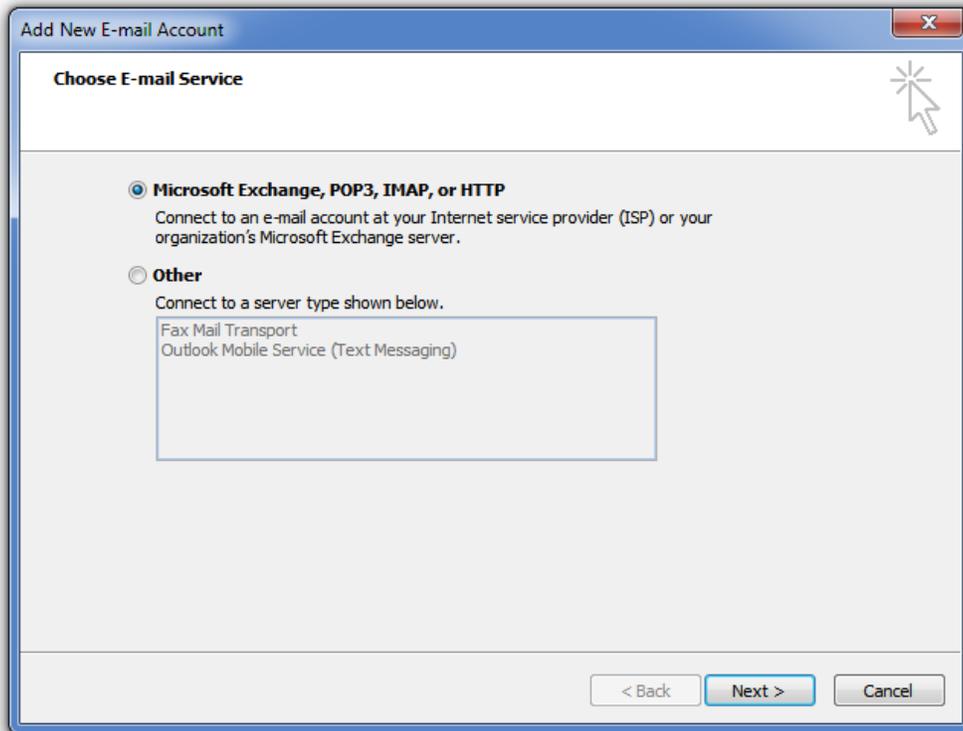
STEP 4. Select "Manually configure server settings or additional server types" and click **Next**

Add New E-mail Account

Auto Account Setup

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.

☑ Manually configure server settings or additional server types

< Back   Next >   Cancel
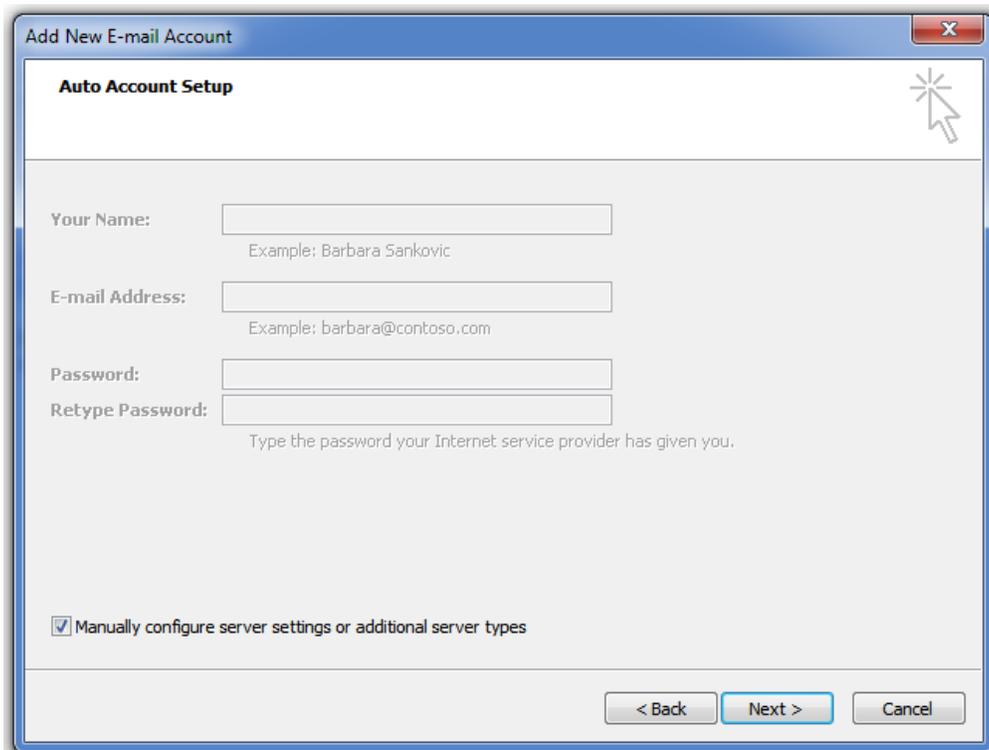
STEP 5. Enter the following information for E-mail Accounts.

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...**

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**
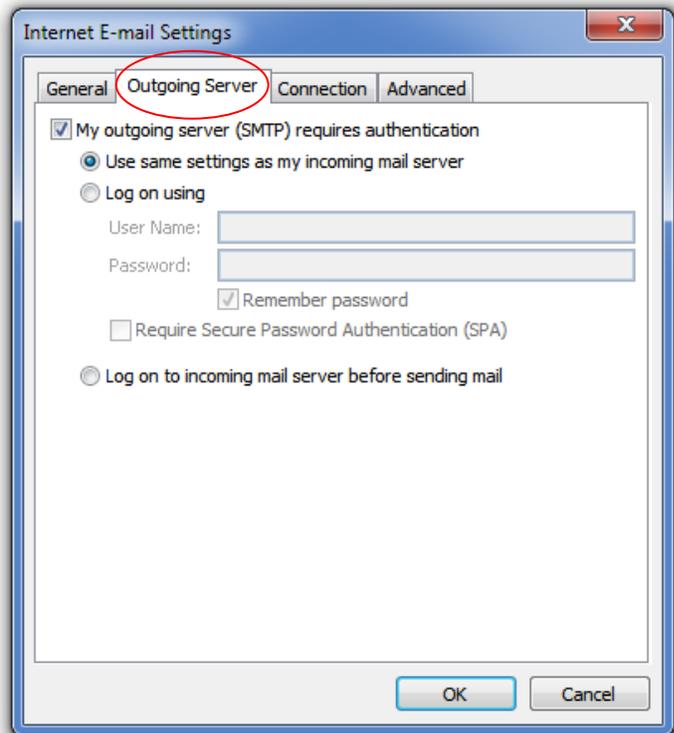
Click on the Advanced tab.

- 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**