

Setting up E-mail Account with Outlook 2007

Before starting:

- 1. Make sure your domain name loads. If it doesn't load your email account won't work.
- 2. Make sure you have setup your email accounts at yourdomain.com/cpanel.

You are now ready to begin setting up your email accounts.

- 1. Open your Outlook
- 2. Select Tools > Account Settings.

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Eile Edit View Go	Tool	ls <u>A</u> ctions <u>H</u> elp				Type a question	for help	•	
🔂 <u>N</u> ew 🗸 🚓 🛛 🖗 🛛		Send/Receive	oks 👻 🔘	🕖 🔓 🚱 <u>B</u> ac		a a			
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Inbox		ULA.	Mailbo <u>x</u> Cleanup		Tasks		Messages		1
Mail Folders		Empty "Deleted Items" Folder				Inbox	0		
All Mail Items			Eorms				Drafts	0	
🖃 🧐 Personal Folders		Macro •				Oubox	0		
Deleted Items	<	Account Settings							
Drafts		Trust Center							
Junk E-mail		<u>C</u> ustomize							
Outbox		Options							
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Tasks									
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3. On the Accounts Settings window, from E-mail tab select New button.



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4. From Add New E-mail Account wizard window check "Manually configure server settings or additional sever types" as shown then click Next.

Auto Account Setu		K
Your Name: [Example; Barbara Sankovic	
E-mail Address: [Example: barbara@contoso.com	
Password:		
influe in a surger of the	Type the password your Internet service provider has given you.	
	erver settings or additional server types	
	< Back Next > Can	el:

5. Select Internet E-mail and click Next.



I New E-mail Account	
Choose E-mail Service	芯
Internet E-mail	
Connect to your POP, IMAP, or HTTP server to send and receive e-mail message	s.
O Microsoft Exchange	
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, fai	xes and voice mail.
O <u>O</u> ther	
Connect to a server type shown below.	
Outlook Mobile Service (Text Messaging)	
	aut > Concel

 On this window, enter your information as follows: Your Name Enter your first and last name.

E-mail Address

Enter your e-mail address.

User Name

Enter your e-mail address, again

Password

Enter the password you set up for your e-mail account.

Incoming Mail Server (POP3)

Enter mail.yoursite.com for your incoming mail server.

Outgoing Mail Server (SMTP)

Enter mail.yoursite.com for your incoming mail server.



Each of these setungs an	e required to get your e	-mail accour	it working.
User Information			Test Account Settings
<u>r</u> our Name:	Your Name		After filling out the information on this screen, we
E-mail Address:	you@yoursite.com		button below. (Requires network connection)
Server Information			
Account Type:	POP3	~	Test Account Settings
Incoming mail server:	mail.yoursite.com		
Outgoing mail server (SMTP):	mail.yoursite.com		
Logon Information	L		
Jser Name:	you@yoursite.com		
eassword:	******		
 <i>⊡</i> F	Remember password		
Require logon using Secure	Password Authenticatio	n (SPA)	More Settings

7. On the same window, click the "More Settings" button, the Internet E-mail Settings window will appear select the "Outgoing Server" tab, check "My outgoing server (SMTP) requires authentication" as shown.

Internet E-mail Settings	
General Outgoing Server Connection Advanced	
My outgoing server (SMTP) requires authentication	
O Log on using	
User <u>N</u> ame:	
Password:	
✓ <u>R</u> emember password	
Reguire Secure Password Authentication (SPA)	
O Log on to incoming mail server before sending mail	
OK	Cancel

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8. Select the "Advanced" tab and change the "Outgoing server (SMTP)" port to 25 or 26, then click OK.

Internet E-mail Settings
General Outgoing Server Connection Advanced
Server Port Numbers Incoming server (POP3): 110 Use Defaults This server requires an encrypted connection (SSL) Outgoing server (SMTP): 26 Use the following type of engrypted connection: None
Server Timeouts Short Long 1 minute
Leave a copy of messages on the server Remove from server after Remove from server when deleted from 'Deleted Items'
OK Cancel

9. Click Next.

hange E-mail Account Internet E-mail Settings Each of these settings a	re required to get your e-mail accour	it working.
User Information		Test Account Settings
E-mail Address:	Your Name	recommend you test your account by clicking the
Server Information	you@yoursite.com	
Account Type:	POP3	Test Account Settings
Incoming mail server:	mail.yoursite.com	
Outgoing mail server (SMTP):	mail.yoursite.com	
Logon Information	**************************************	
<u>U</u> ser Name:	you@yoursite.com	
Password:	*******	
	Remember password	More Settings
		< Back Next > Cancel

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10. Click Finish

