

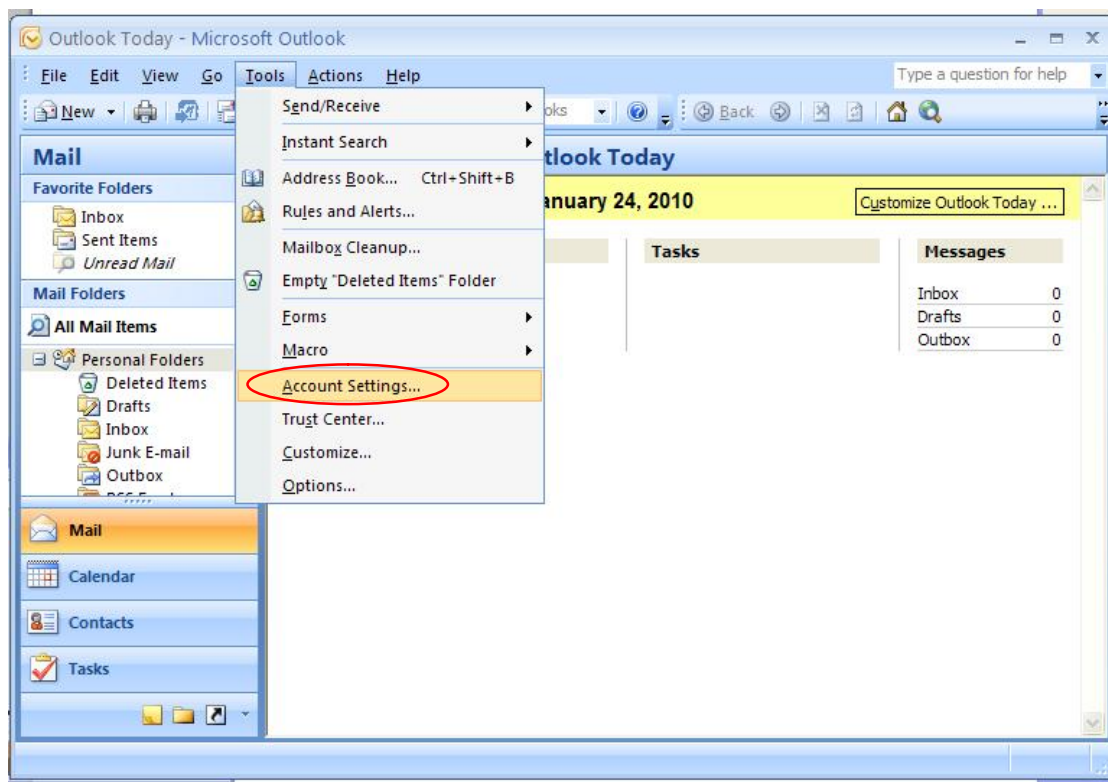
Setting up E-mail Account with Outlook 2007

Before starting:

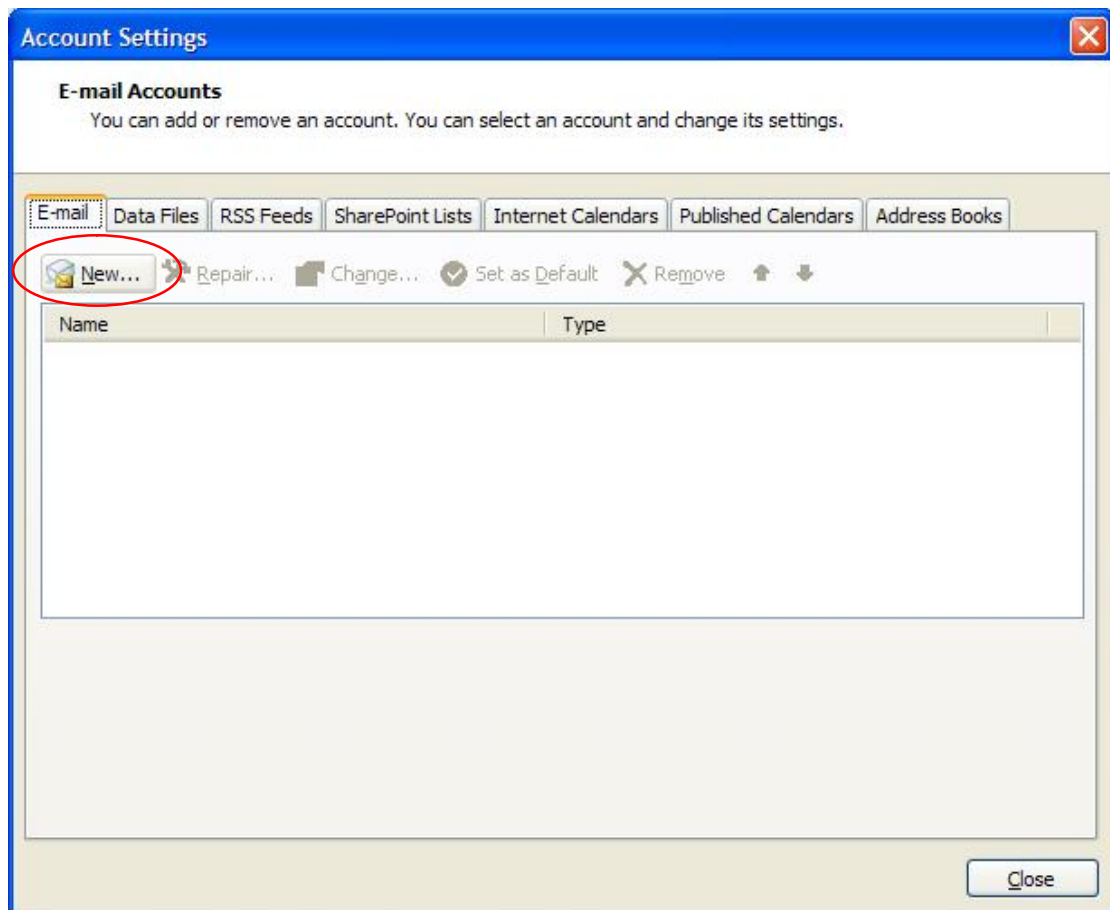
1. Make sure your domain name loads. If it doesn't load your email account won't work.
2. Make sure you have setup your email accounts at yourdomain.com/cpanel.

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

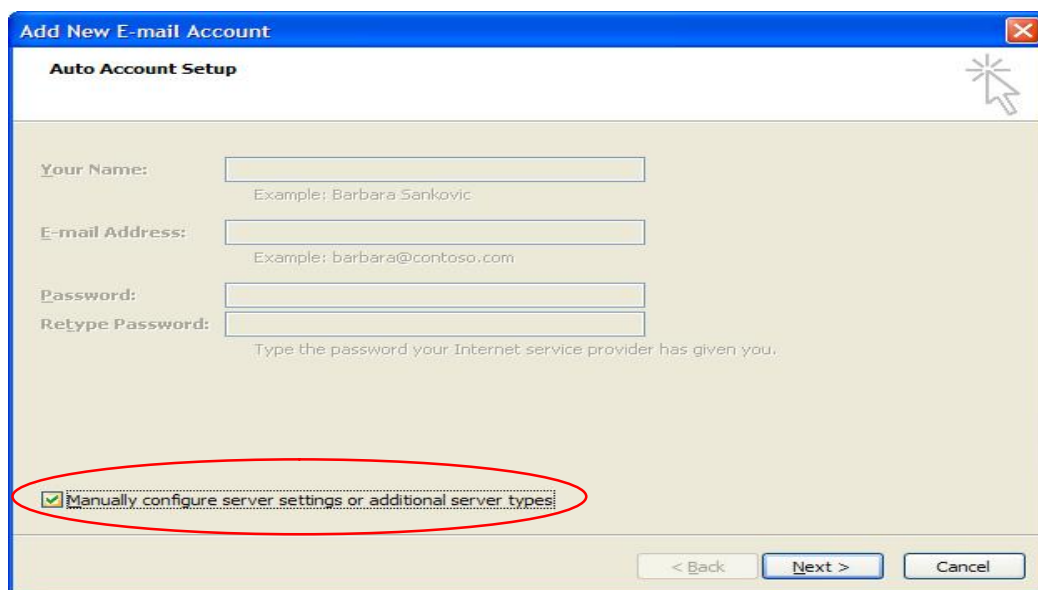
1. Open your Outlook
2. Select **Tools > Account Settings**.



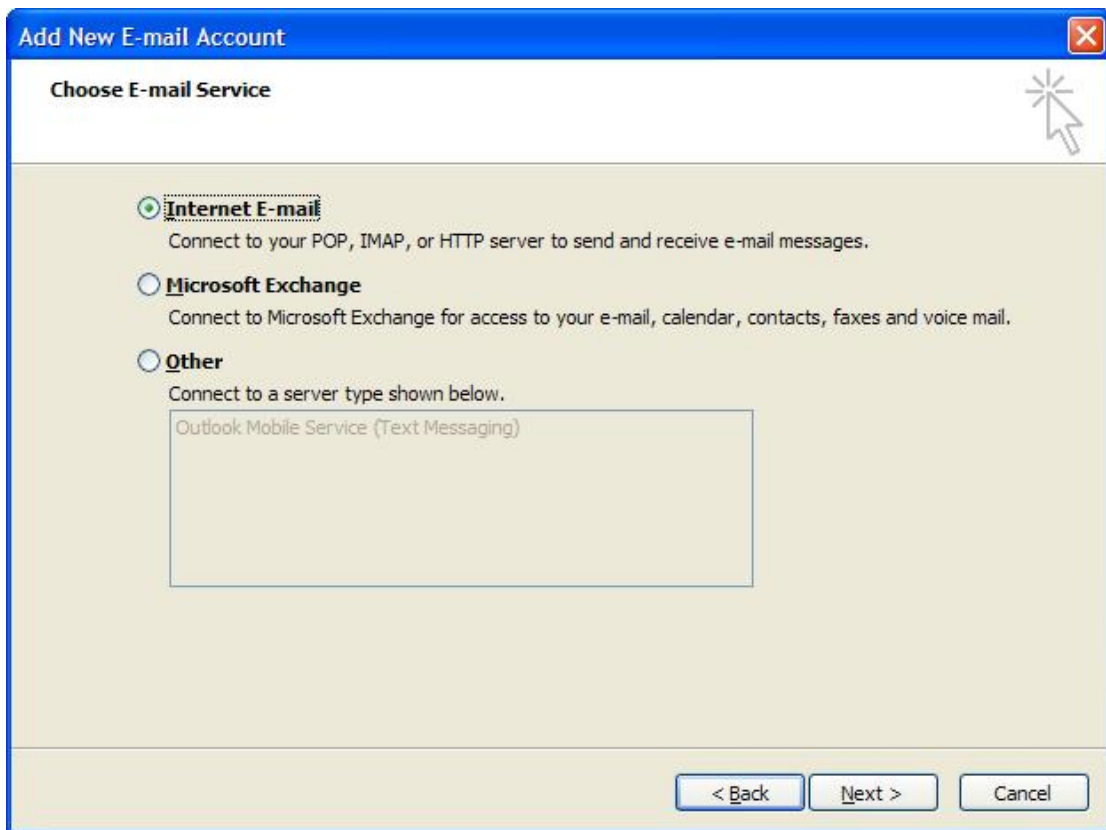
3. On the Accounts **Settings** window, from **E-mail** tab select **New** button.



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



5. Select **Internet E-mail** and click **Next**.



6. 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

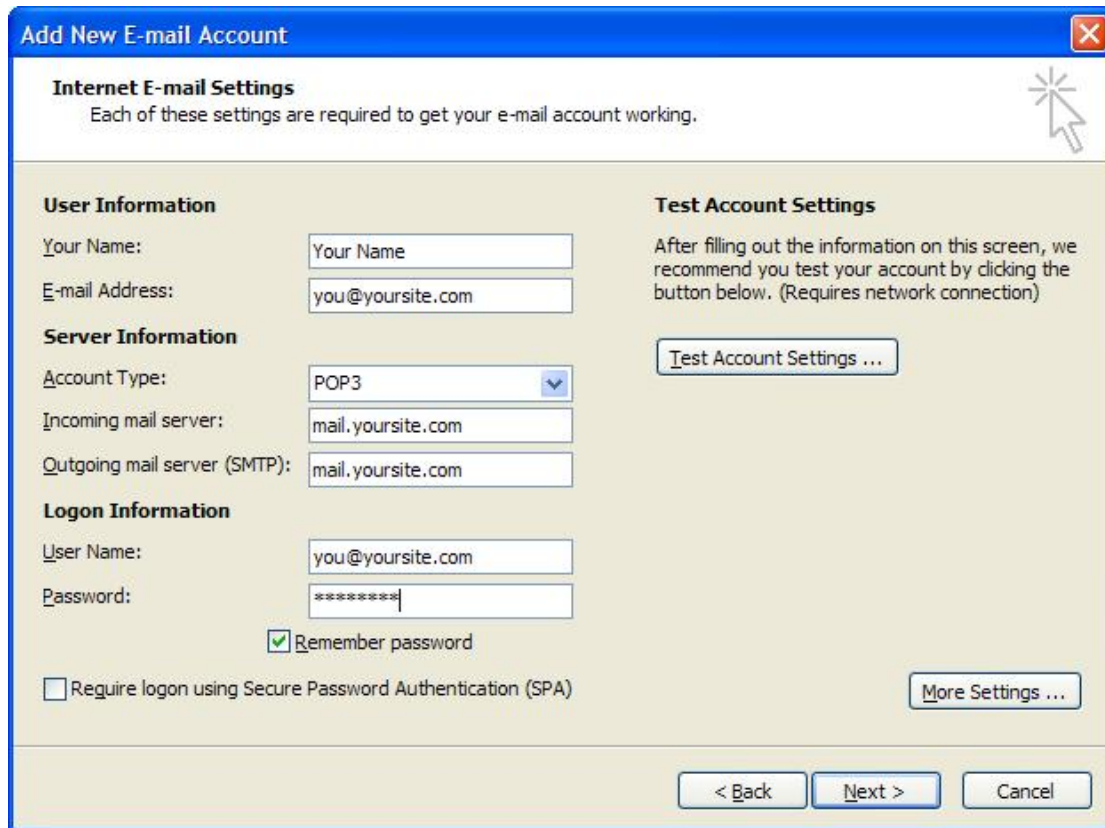
Enter the password you set up for your e-mail account.

Incoming Mail Server (POP3)

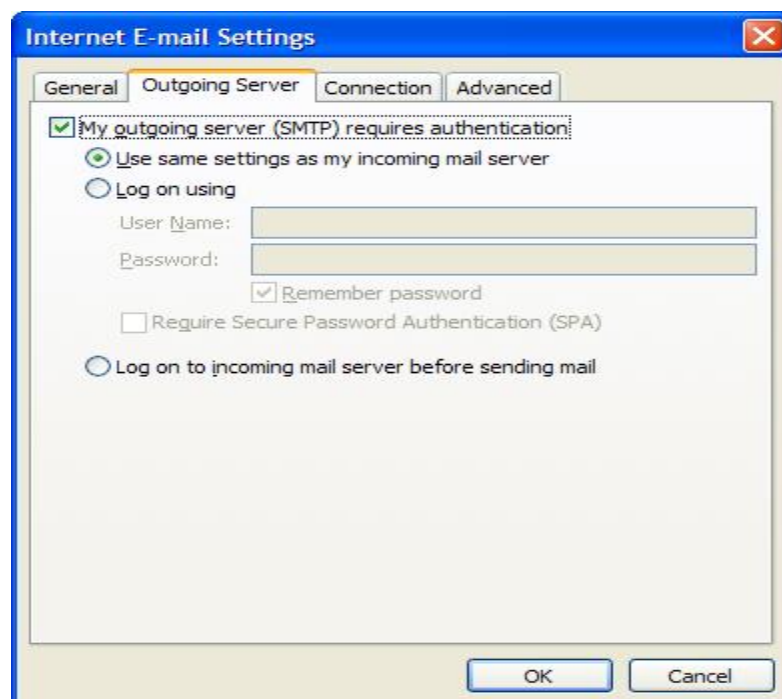
Enter mail.yoursite.com for your incoming mail server.

Outgoing Mail Server (SMTP)

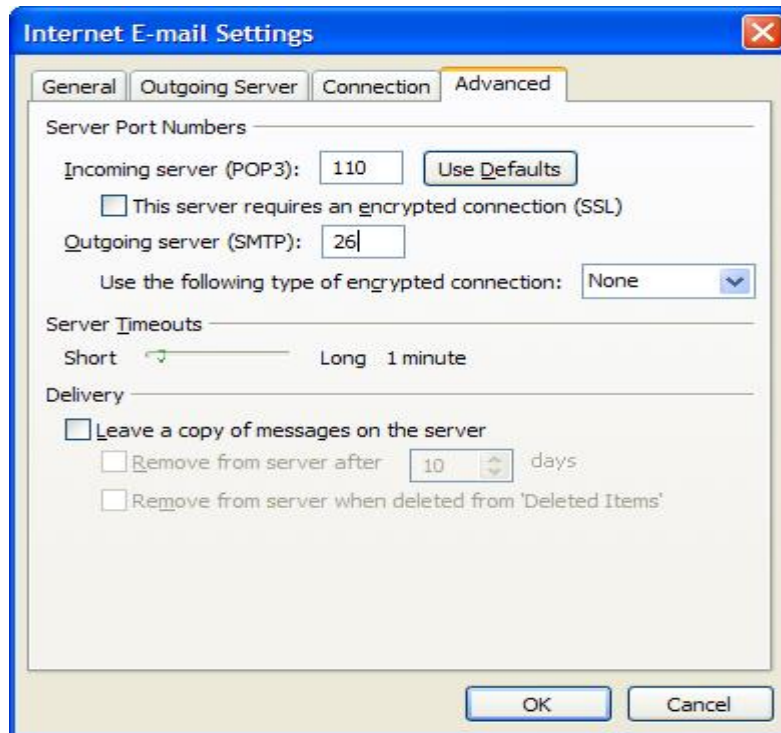
Enter mail.yoursite.com for your incoming mail server.



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.




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



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section has 'Incoming server (POP3)' set to 110 and 'Outgoing server (SMTP)' set to 26. The 'Server Timeouts' section shows 'Short' and 'Long' set to 1 minute. The 'Delivery' section has 'Leave a copy of messages on the server' checked, and 'Remove from server after' set to 10 days.

9. Click Next.



The screenshot shows the 'Change E-mail Account' dialog box. The 'Internet E-mail Settings' section is active, showing fields for 'Your Name', 'E-mail Address', 'Account Type', 'Incoming mail server', 'Outgoing mail server (SMTP)', 'User Name', and 'Password'. The 'Next >' button is highlighted.

10. Click **Finish**

