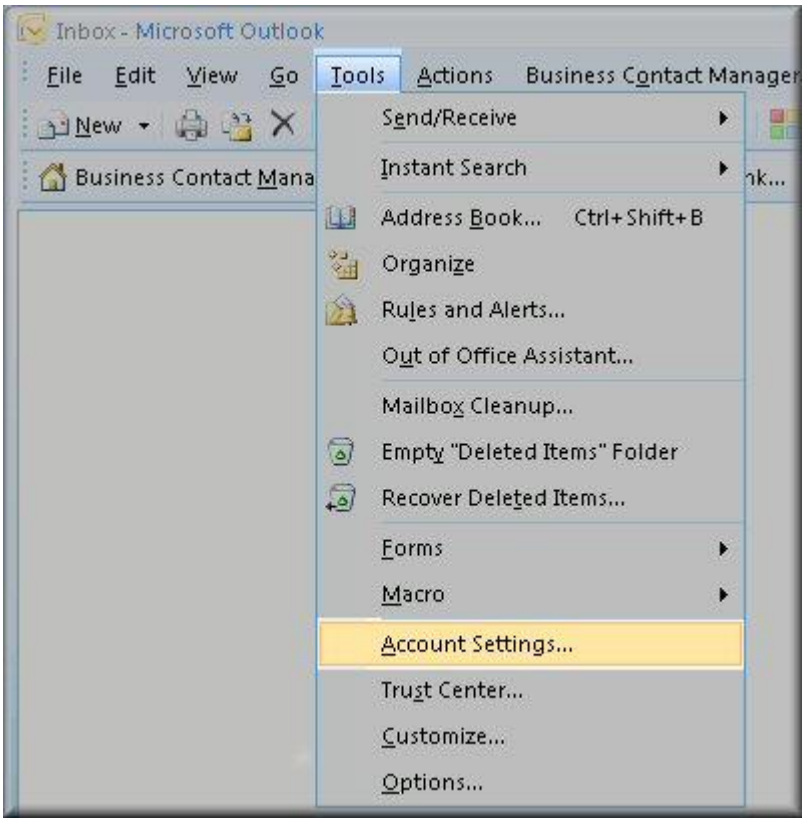
How can I setup email in Outlook 2007?

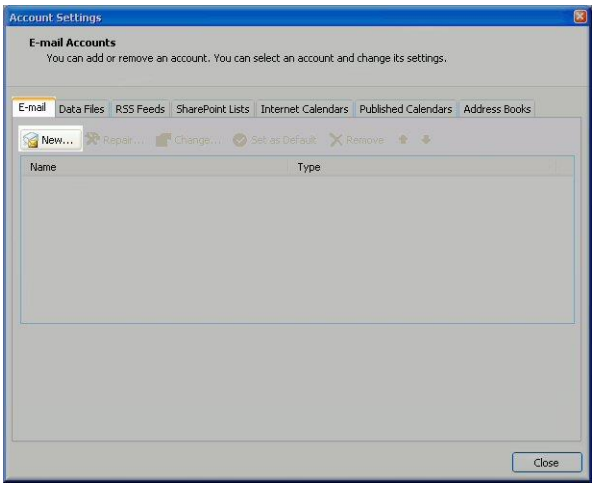
- *Difficulty:* Easy
- *Time needed:* 5 minutes

Configuring your email client: Outlook 2007

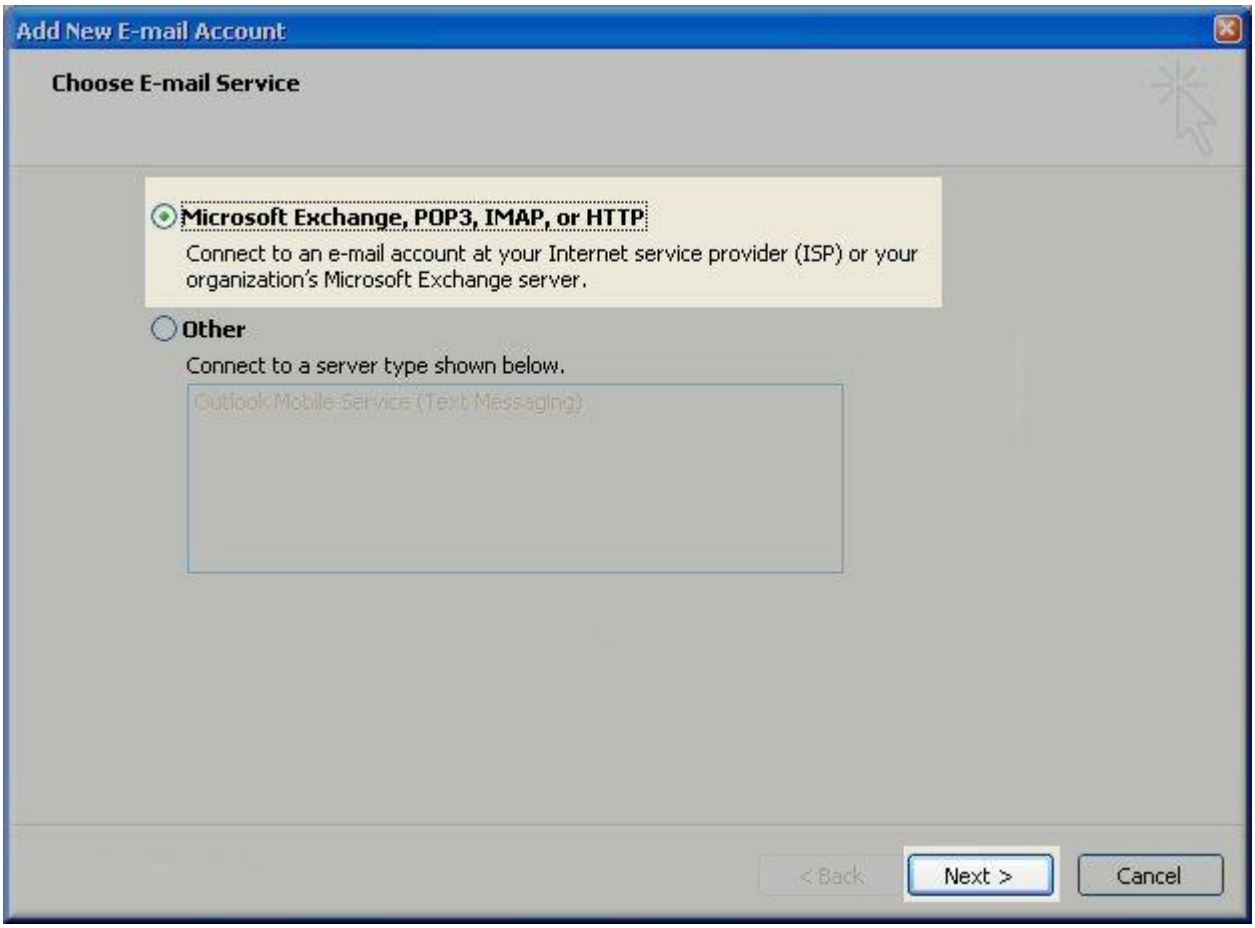
1. Open Outlook 2007.
2. Click the Tools menu, and select Account Settings.



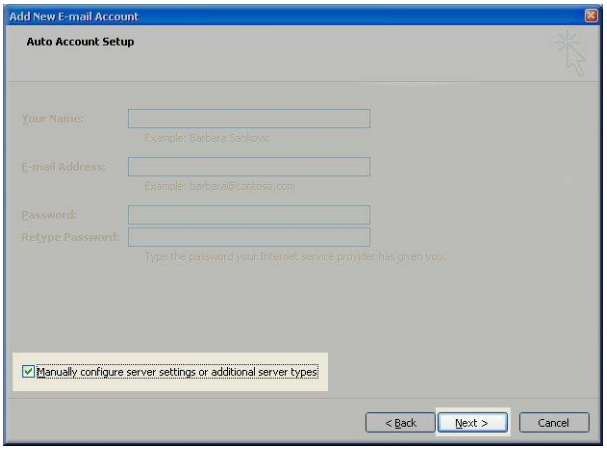
3. Click on the Email tab and click on the New... button.



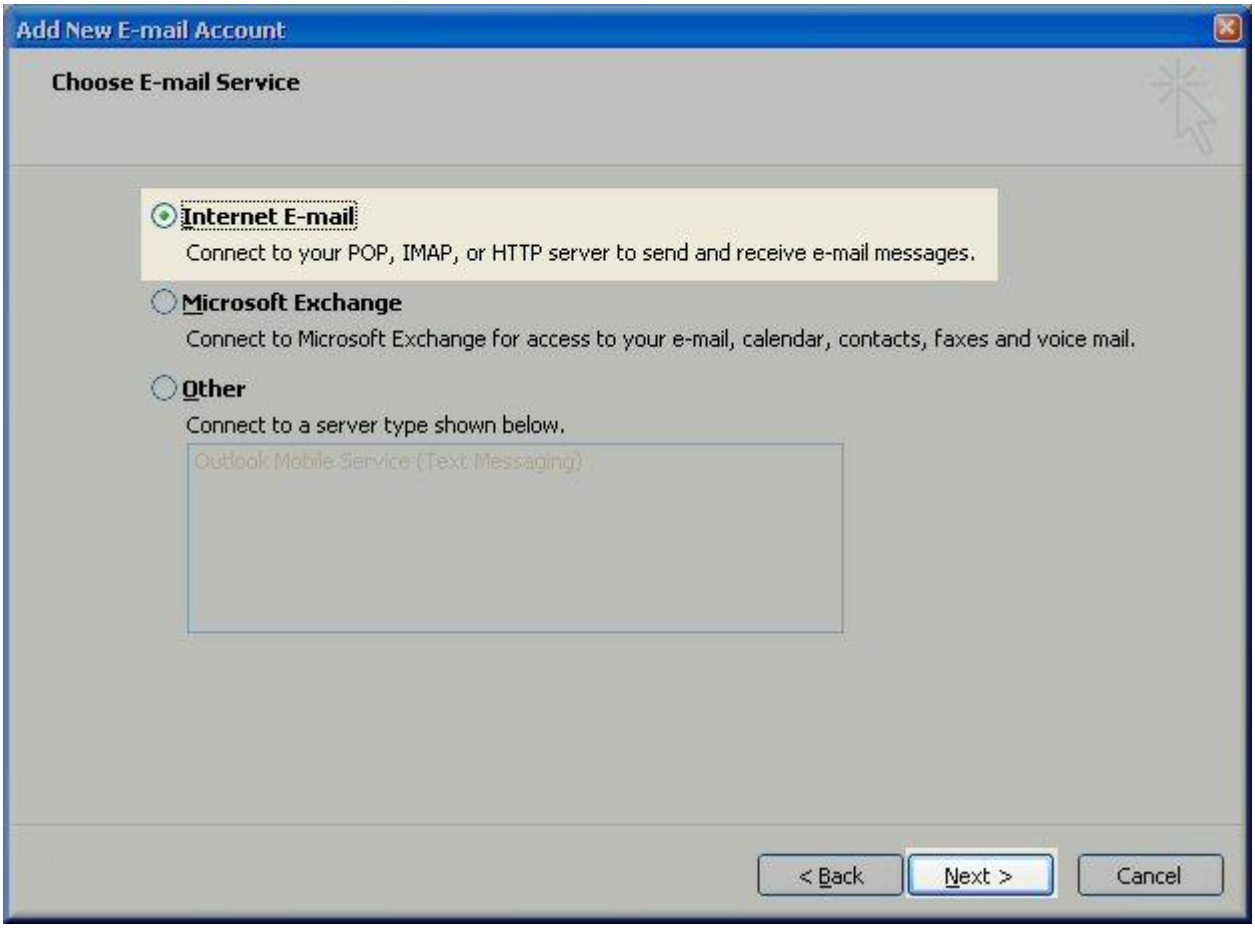
4. Next select Microsoft Exchange, POP3, IMAP or HTTP and click Next.



5. On the Auto Account Setup window check the Manually configure server settings or additional server types and click Next.

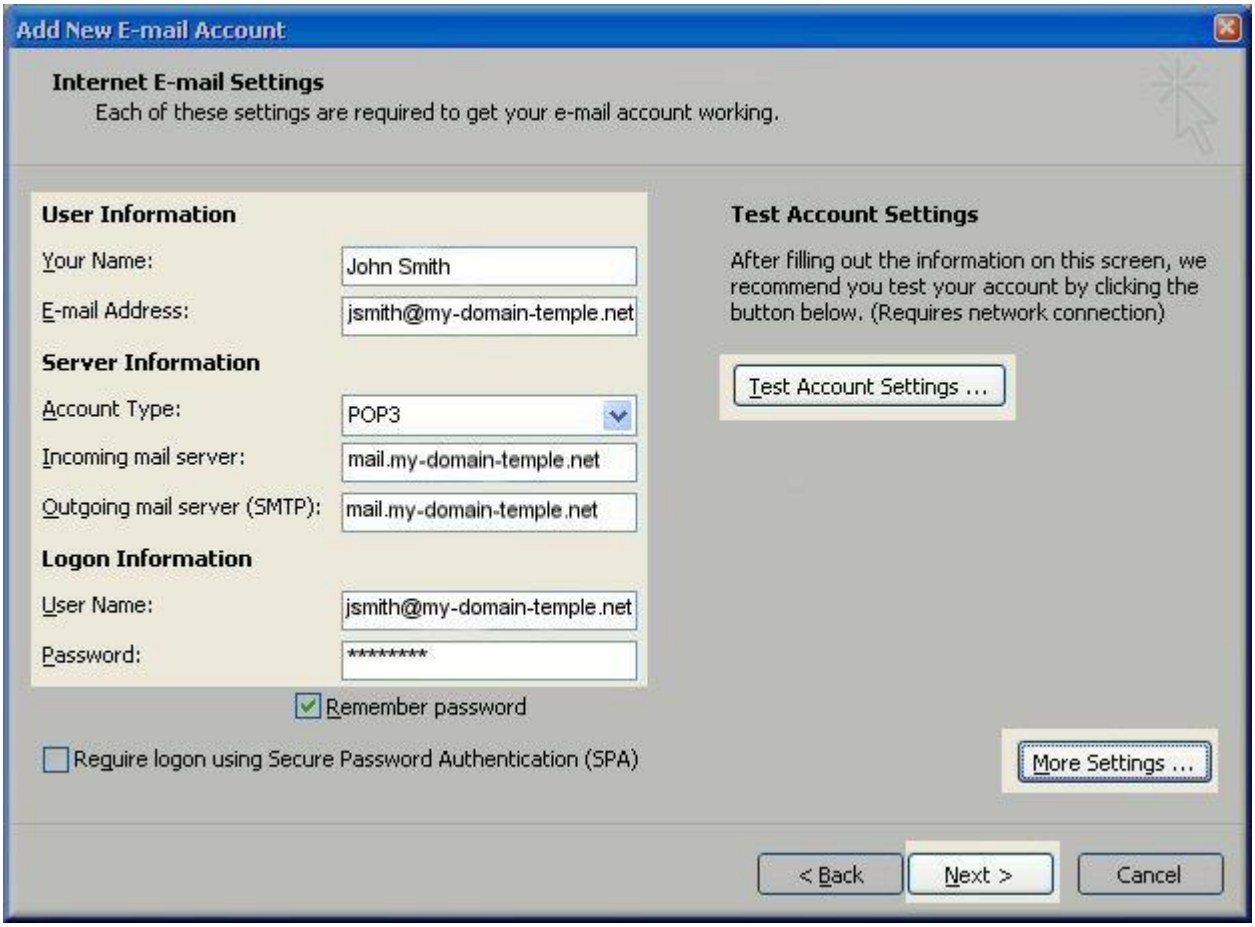


6. Select Internet E-mail option and click Next.

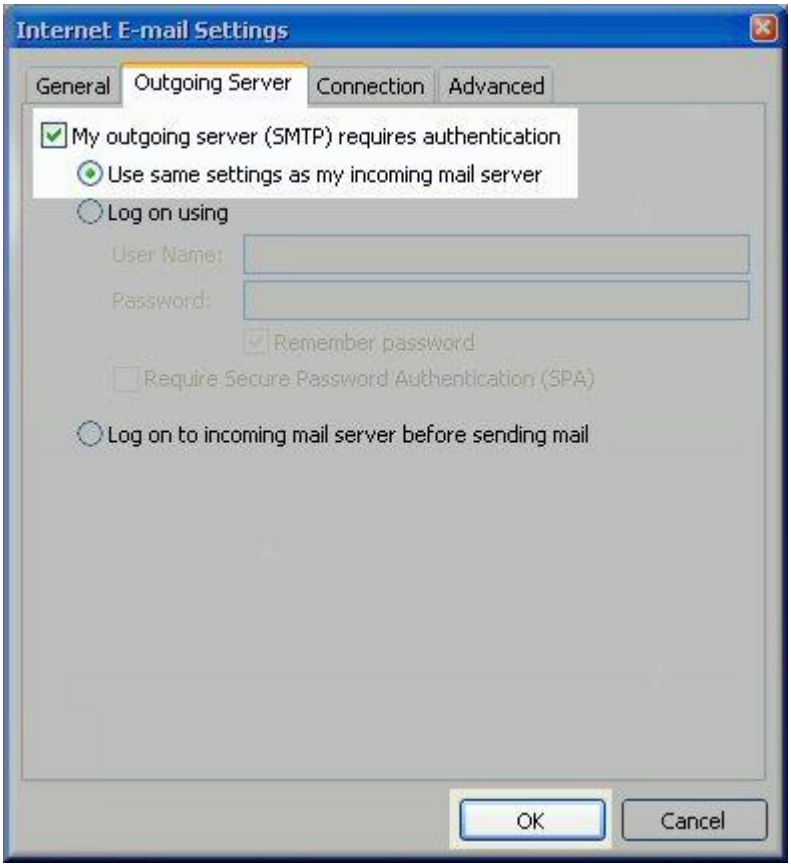


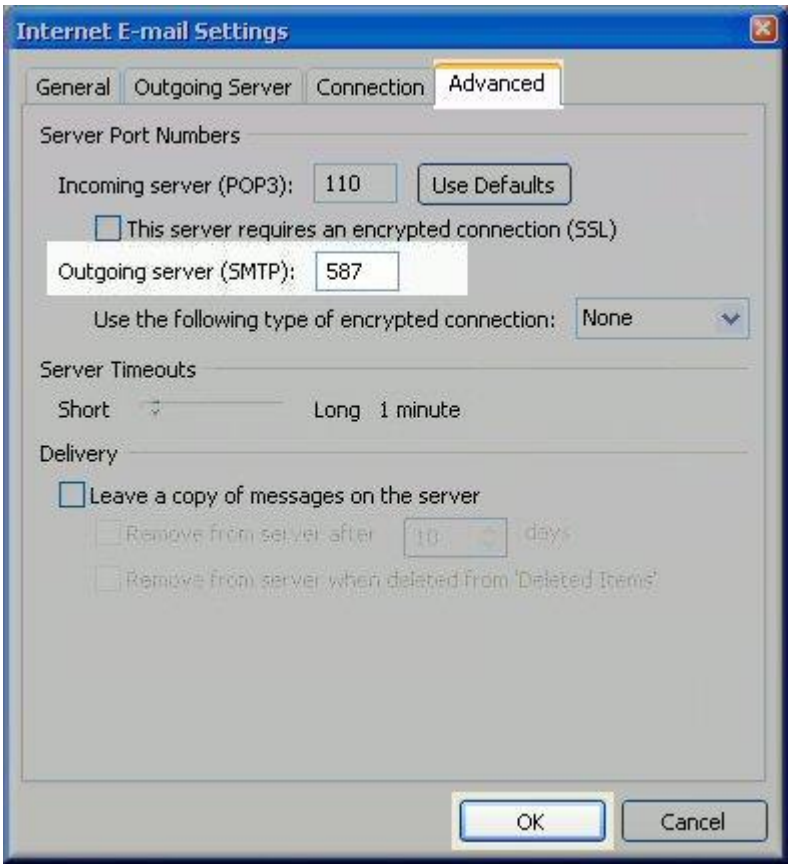
7. Fill in the following fields:
    - Enter Your Name as you want it to appear.
    - Enter your full email address username@example.com in the Email address: field.
    - Select POP3.

- Enter mail.YourWebSiteName.com.au in the Incoming mail (POP3) server: field.
- Enter mail.YourWebSiteName.com.au in the Outgoing mail (SMTP) server: field.
- Enter your full email address in the username field - john@example.com
- Enter your email password in the Password: field.

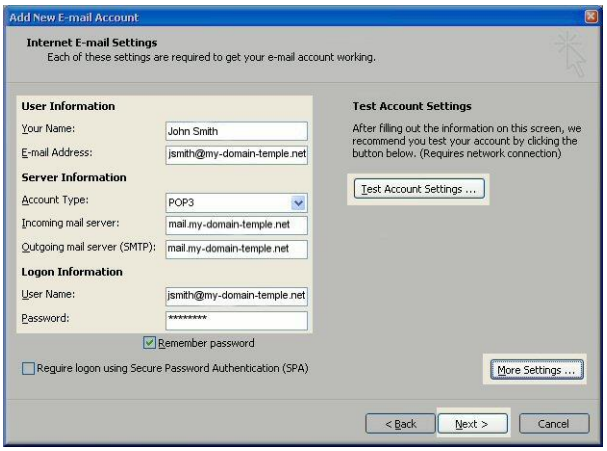
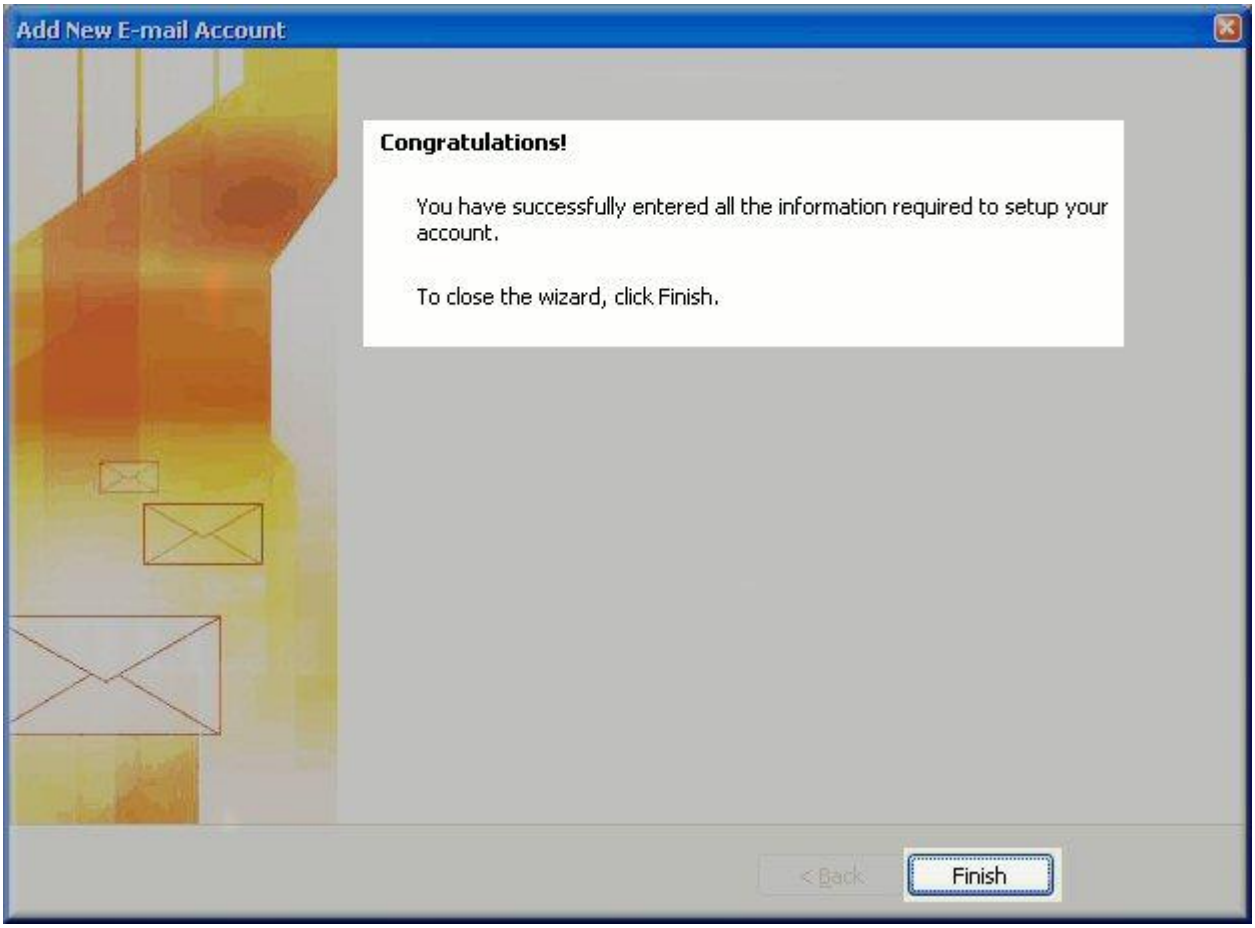


8. Perform the following steps:
   - Click on More Settings...
   - Click on the Outgoing Server tab.
   - Check My outgoing server (SMTP) Requires Authentication
   - Make sure Use same setting as my incoming mail server is also checked.
   - Click the Advanced tab, and change the smtp port to port 25 then click on OK.


Internet E-mail Settings
General
Outgoing Server
Connection
Advanced
My outgoing server (SMTP) requires authentication
Use same settings as my incoming mail server
Log on using
User Name:
Password:
Remember password
Require Secure Password Authentication (SPA)
Log on to incoming mail server before sending mail
OK
Cancel


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):
587
Use the following type of encrypted connection:
None
Server Timeouts
Short
Long
1 minute
Delivery
Leave a copy of messages on the server
Remove from server after
10
days
Remove from server when deleted from 'Deleted Items'
OK
Cancel

9. Click the Test Account Settings button and you should see all items with green check marks... Click the Close Button to close the test window.
   Click OK to save your settings.



10. Congratulations. You have finished the setup of your email account. Click Finish to close the setup wizard.