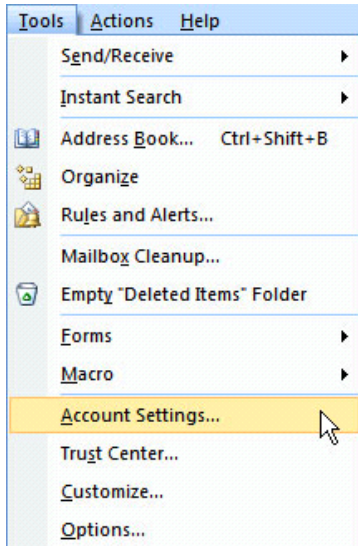


How to Setup Outlook Tutorial

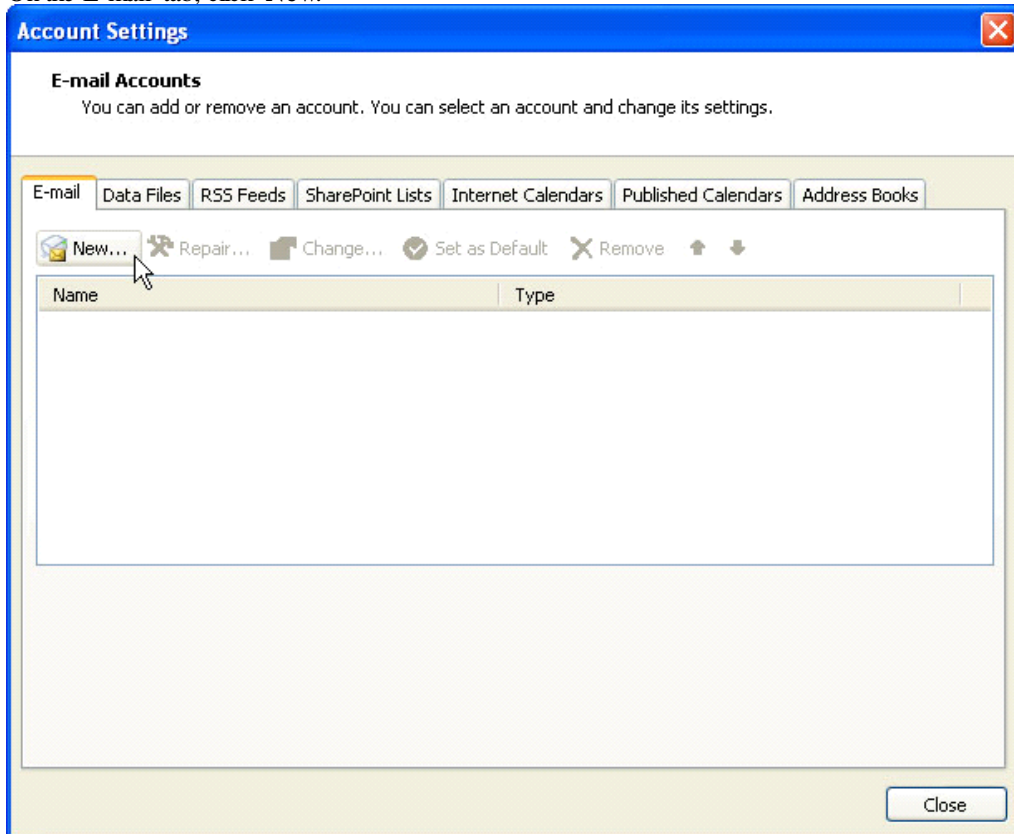
Tuesday, September 09, 2008
9:27 PM

How to Set Up Outlook 2007 for Windows to Send and Receive Email

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



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



3. Select "Manually configure server settings or additional server types" and click **Next >**.

4. Select **Internet E-mail** and click **Next >**.

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:	mail.<your-domain-name.com>
Outgoing mail server (SMTP):	mail.<your-domain-name.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
Your Name: John Doe
E-mail Address: johndoes@companyxyz.com

Server Information
Account Type: POP3
Incoming mail server: mail.companyxyz.com
Outgoing mail server (SMTP): mail.companyxyz.com

Logon Information
User Name: johndoe@companyxyz.com **Full Email Address**
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

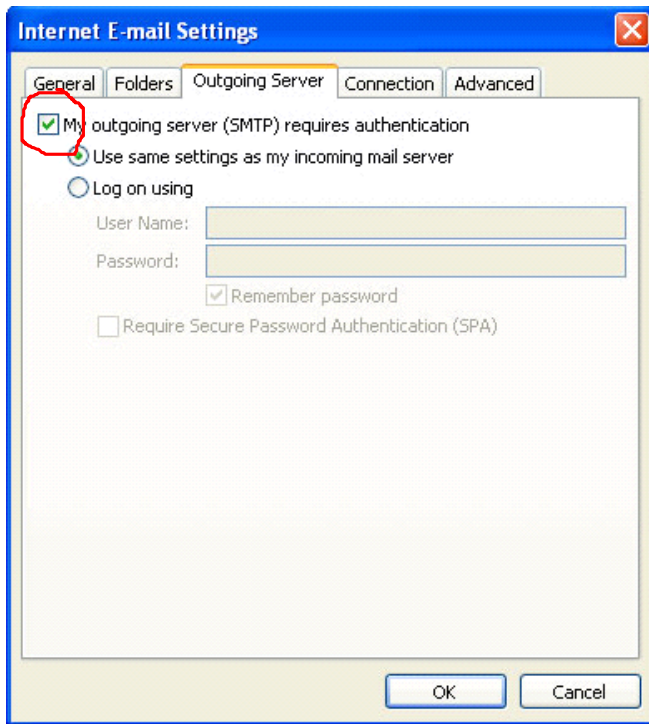
Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

DO NOT CHECK THIS BOX

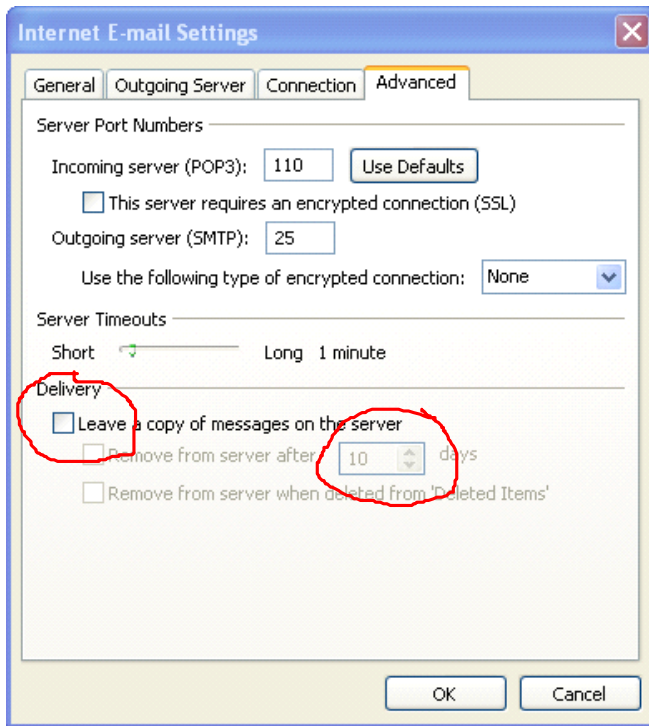
More Settings ...

< Back Next > Cancel

6. 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**



7. Click on the Advanced tab.
 - Under **Incoming Server (POP3)**, the port number should be set to **110**.
 - Under **Outgoing Server (SMTP)**, the port number should be set to **25**
 - ◇ **README:** Some ISPs (most residential ISPs) block port 25 resulting in blockage of third party mail. If you can receive mail but not send mail change the outgoing port to port 587. This should resolve the issue.
 - **Mail Retention:** By default Outlook using POP3 will download your email then REMOVE it from the mail server. This means it is NOT accessible via WebMail.
 - ◇ **Webmail:** If you prefer to use web mail as your primary mail client check the box *'Leave a copy of messages on the server'* for Outlook to leave your messages on the server.
 - ▶ **Note:** Your email box has a limit in size. We do not recommend leavingMost business accounts have a 100MB or higher quota. Our server will send your webmaster warnings if you are approaching
 - ◇ **Smartphones and PDA:** If you use more than one device to POP your email off of our servers you should set each device to leave mail on the server for 7-10 days at least. This will ensure that you receive a complete list of emails at each PC/PDA/Phone



8. Click **OK**
9. Click **Next**. Click **Finish**.