

OUTLOOK 2007

1. Open Outlook.
2. Click the **Tools** menu, and select **Account Settings...**
3. On the **E-mail** tab, click **New...**
4. If you are prompted to **Choose E-mail Service**, select **Microsoft Exchange, POP3, IMAP, or HTTP**, and click **Next**.
5. Fill in all necessary fields to include the following information:
 - **Your Name:** Enter your name as you would like it to appear in the From: field of outgoing messages
 - Email Address: **username@yourdomainname.com**
 - **Password.**
 - Manually configure server settings or additional server types: **Check this box.**
6. Click **Next**.
7. Select **Internet E-mail** and click **Next**.
8. Verify your **User Information**, and enter the following additional information:
 - Server Information**
 - Account Type: **POP3**
 - Incoming mail server: **mail.yourdomainname.com**
Outgoing mail server (SMTP): **mail.yourdomainname.com**
 - Logon Information**
 - User Name: Enter your full address in the format **username@your_domain.com**
 - **Password**
 - Require logon using Secure Password Authentication (SPA): **Leave this option unchecked.**
9. Click the **More Settings...** button, and select the **Outgoing Server** tab.
10. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.
11. Click **OK**.
12. Click **Test Account Settings...** After receiving **Congratulations! All tests completed successfully**, click **Close**.
13. Click **Next**, and then click **Finish**.