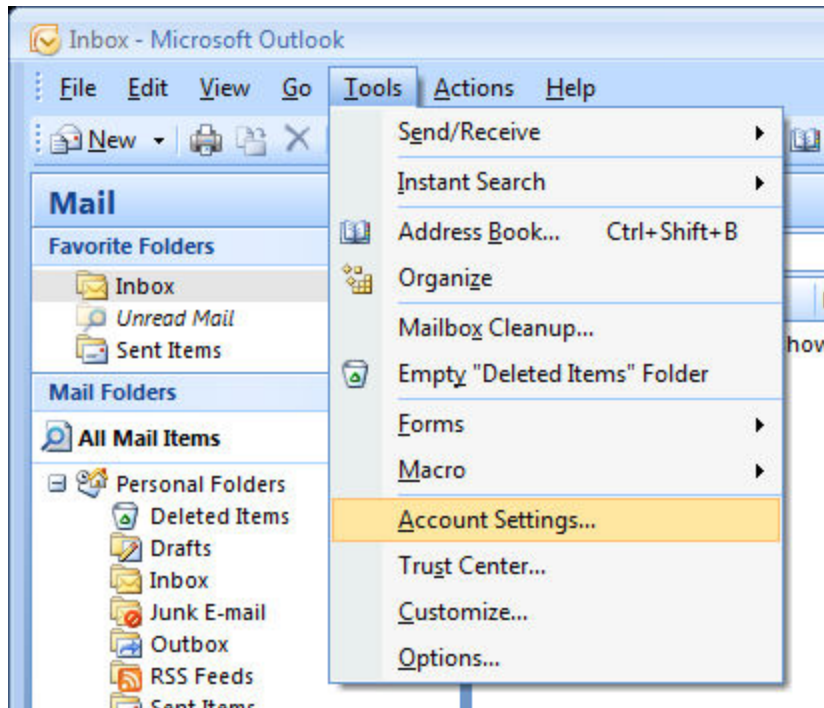
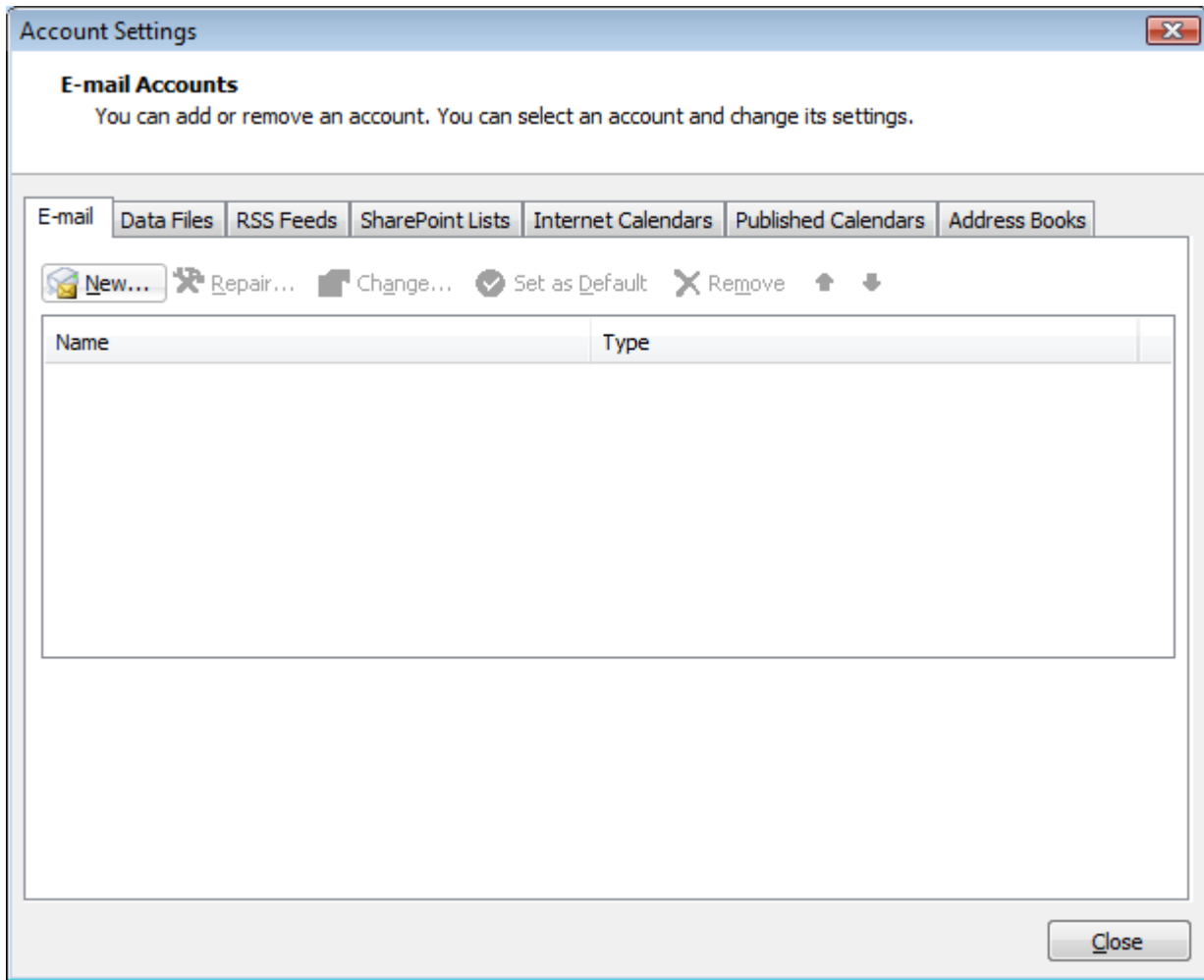


Outlook 2007 Setup

Click **Tools** and then click **Account Settings**




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



Check the box for "Manually configure server settings".

Add New E-mail Account ✕

Auto Account Setup 

Your Name:
Example: Barbara Sankovic

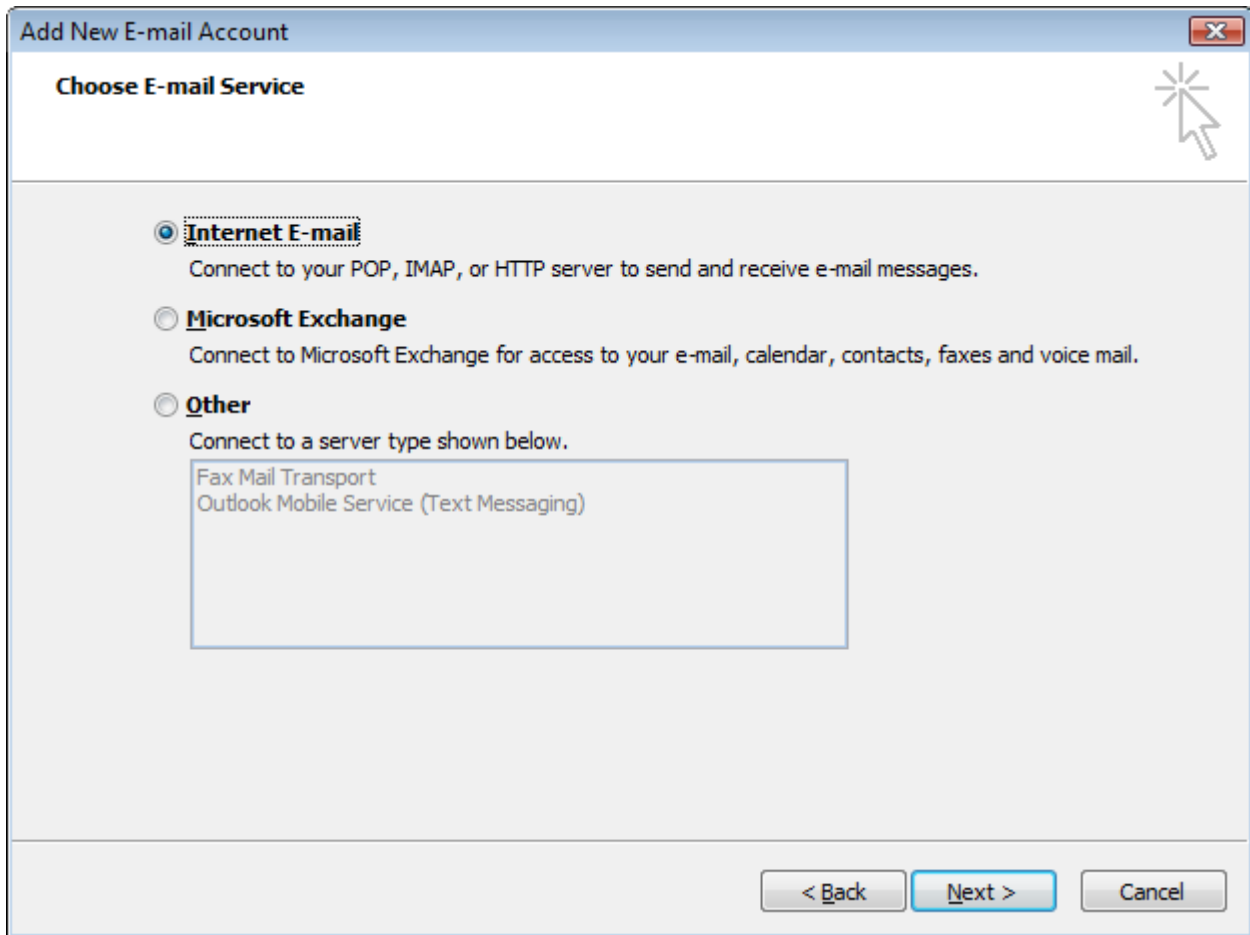
E-mail Address:
Example: barbara@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

Select Internet E-mail.



Your Name: **Enter your full name.**

E-mail Address: Enter **your full email address.** (username@ispname.com)

Account Type: **Select POP3**

Incoming Server: **pop.gmail.com**

Outgoing Server: **smtp.gmail.com**

Username: Enter **your full email address.** (username@ispname.com)

Password: Enter **your email password.**

Remember Password: **Check the box.**

Require logon using Secure Password Authentication (SPA): **Do NOT check this box.**

Click the **More Settings** Button

Add New E-mail Account ✕

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type: ▼

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

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)

Click the **Outgoing Server** tab.

My Outgoing server requires authentication: **Check the Box**

Select **Log on using**.

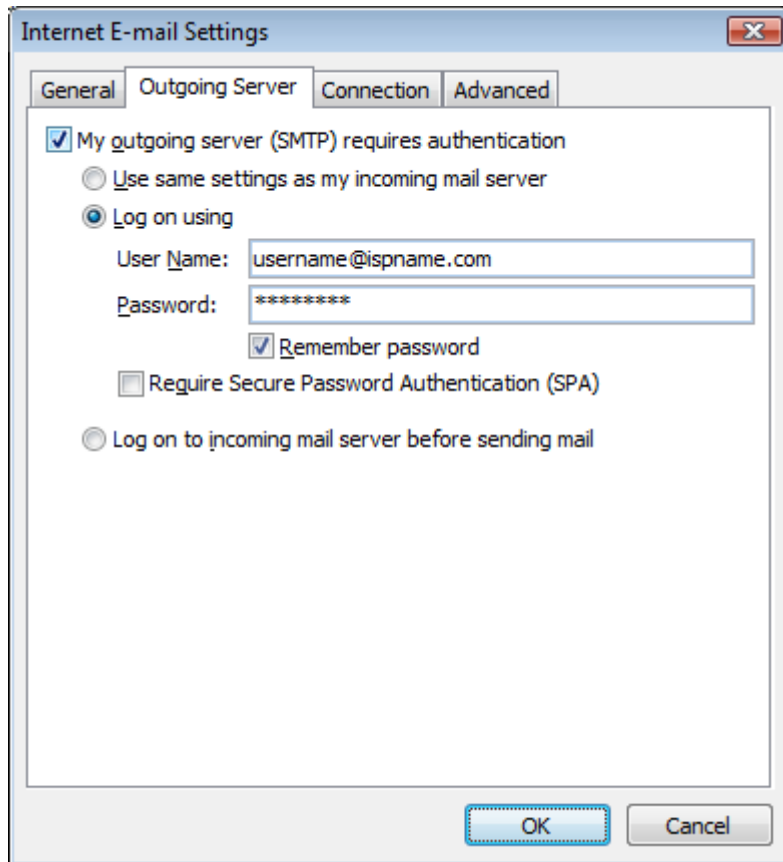
Username: Enter **your full email address**. (username@ispname.com)

Password: Enter **your email password**.

Remember Password: **Checked**

Require Secure Password Authentication (SPA): **Do NOT check this box**.

Click the **Advanced Tab**.



Incomming Server (POP3): **995**.

This sever requires SSL: **Check the box**.

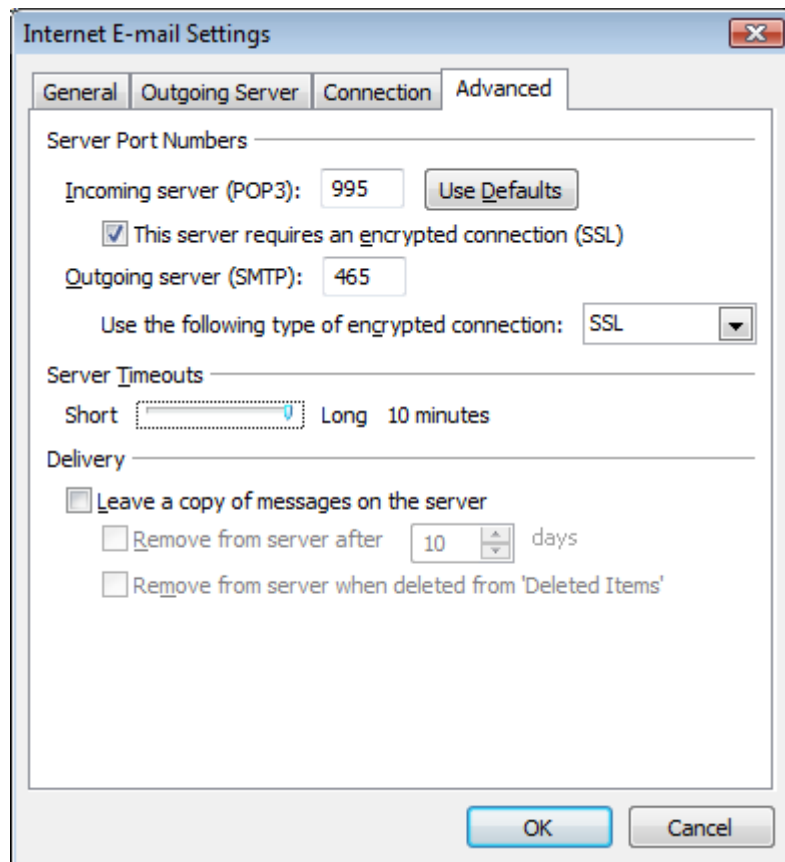
Outgoing server: **465**.

Use the following type of connection: **Select SSL**.

Server timeouts: **Set all the way to long 10 Minutes**.

Click OK.

Click Next.



Click Finish.



Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back

Finish