Setting Up Outlook 2007

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Outlook 2007

To connect to our Internet email provider, we open Microsoft Outlook 2007 and make alterations to the account settings. When we are done we can receive and send emails in Outlook.

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Account Settings

To connect to the Email server, we pick Tools on the Menu bar and Account Settings.



Email Accounts

The Account Settings window will open and we choose the New button.

Account Settings
E-mail Accounts You can add or remove an account. You can select an account and change its settings.
E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books
Name Type
crobbins@worldclasscad.com POP/SMTP (send from this account by default)
Selected e-mail account delivers new e-mail messages to the following location:
Change Eolder Personal Folders \Inbox
in data file C:\Documents and Settings\Charles\\Outlook\Outlook.pst
⊆lose

Add New Email Account

In the Add New Email Account window, we are setting up for a incoming POP3 and outgoing SMTP connection. We choose the Next button to advance.

Add New E-mail Account	
Choose E-mail Service	×
Microsoft Exchange, POP3, IMAP, or HTTP	
Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.	
<u>○</u> <u>0</u> ther	
Connect to a server type shown below.	
Outlook Mobile Service (Text Messaging)	
< <u>B</u> ack <u>N</u> ext >	Cancel

Internet Email

We select the Internet E-mail option.

Add New E-mail Account	
Choose E-mail Service	ž
Internet E-mail Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages. Microsoft Exchange Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail. Qther Connect to a server type shown below. Outlook Mobile Service (Text Messaging)	
< <u>B</u> ack <u>N</u> ext > Car	ncel

Internet E-mail Settings

We fill out our user account.

Add New E-mail Account		\mathbf{X}
Internet E-mail Settings Each of these settings ar	e required to get your e-mail account	working.
User Information		Test Account Settings
Your Name:	John Smith	After filling out the information on this screen, we
<u>E</u> -mail Address:	jsmith@worldclasscad.com	button below. (Requires network connection)
Server Information		Task Assurab California
Account Type:	РОРЗ	Test Account Settings
Incoming mail server:	mail.worldclasscad.com	
Outgoing mail server (SMTP):	smtp.worldclasscad.com	
Logon Information		
<u>U</u> ser Name:	jsmith@worldclasscad.com	
<u>P</u> assword:	****	
	emember password	
🔲 Reguire logon using Secure	Password Authentication (SPA)	More Settings
		< <u>B</u> ack <u>N</u> ext > Cancel

Test Account Settings

lest the account	Add New E-mail Account		
setting by pressing	Internet E-mail Settings	re required to get your e-mail ac	
the Test Account	Lacit of these settings a	e required to get your e-mail at	
Settings button. The	User Information		Test Account Settings
popup dialogue box	Your Name:	John Smith	After filling out the information on this screen, we
will show green	<u>E</u> -mail Address:	jsmith@worldclasscad.com	recommend you test your account by clicking the button below. (Requires network connection)
check marks for	Server Information		Test Account Settings
successful and	<u>A</u> ccount Type:	POP3	
completed tests.	Incoming mail server:	mail.worldclasscad.com	
	Outgoing mail server (SMTP):	smtp.worldclasscad.com	
Test Account Settings			
Congratulations! All tests completed successfully	 Click Close to continue. 	Stop sscad.com	
Tasks Errors		ntication (SPA)	More Settings
Tasks	Status		
✓ Log onto incoming mail server (POP3)	Completed		
 Send test e-mail message 	Completed		

Outgoing Server

We press the More Settings button to make a few more alterations.

Our provider will use the same settings for incoming and outgoing mail.

nternet E-mail Set	ttings	×
General Outgoing Se	erver Connection Advanced	
My outgoing serve	er (SMTP) requires authentication	
⊙ <u>U</u> se same sett	ings as my incoming mail server	
OLog on using		
User <u>N</u> ame:		
Password:		
	Remember password	
Reguire Se	ecure Password Authentication (SPA)	
🔵 Log on to inco	ming mail server before sending mail	
	OK Cancel	

Advance Settings

The incoming server uses port 110 and the outgoing server uses port 1025. We should check with our provider for these port numbers.

Internet E-mail Settings
General Outgoing Server Connection Advanced
Server Port Numbers
Incoming server (POP3): 110 Use Defaults
This server requires an <u>encrypted</u> connection (SSL)
Outgoing server (SMTP): 1025
Use the following type of encrypted connection: None
Server <u>T</u> imeouts
Short 🤝 Long 1 minute
Remove from server after 10 days
Remove from server when deleted from 'Deleted Items'
OK Cancel

Setup Finished

We can now logon onto the account and receive and send email.

Add New E-mail Account		×
	Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish.	
	< <u>B</u> ack Finish	