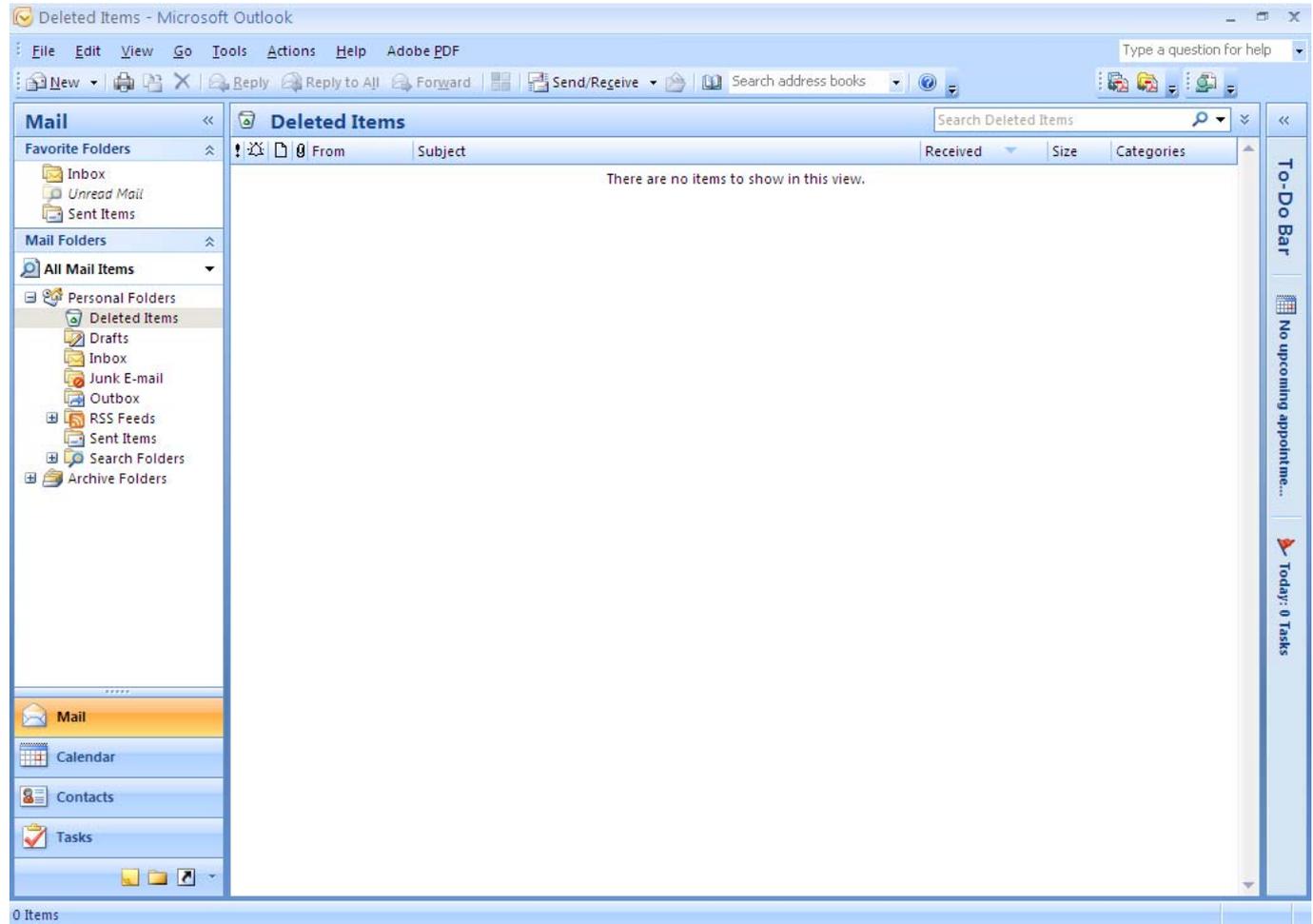


# Setting Up Outlook 2007

August 29, 2010

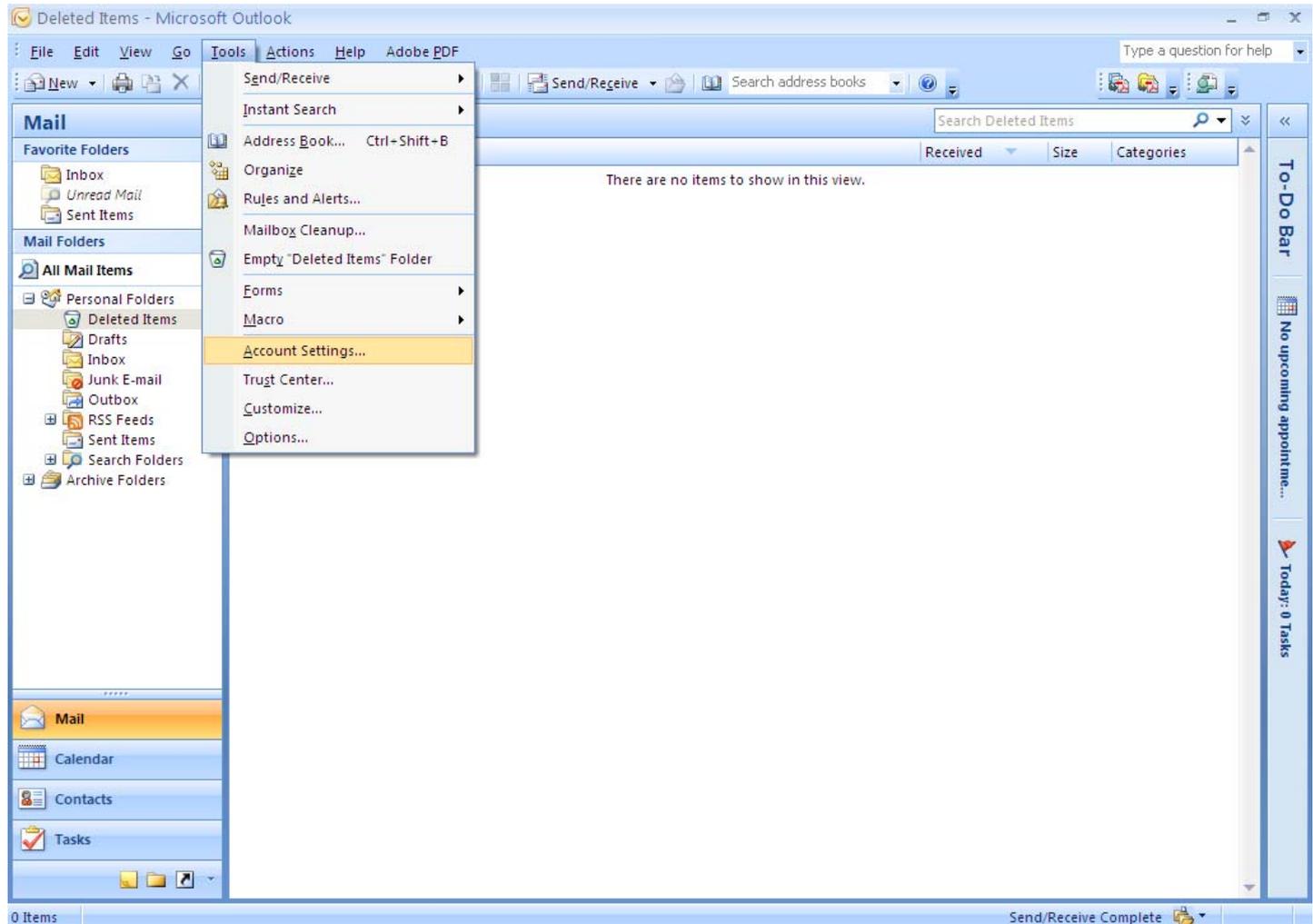
# Outlook 2007

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.



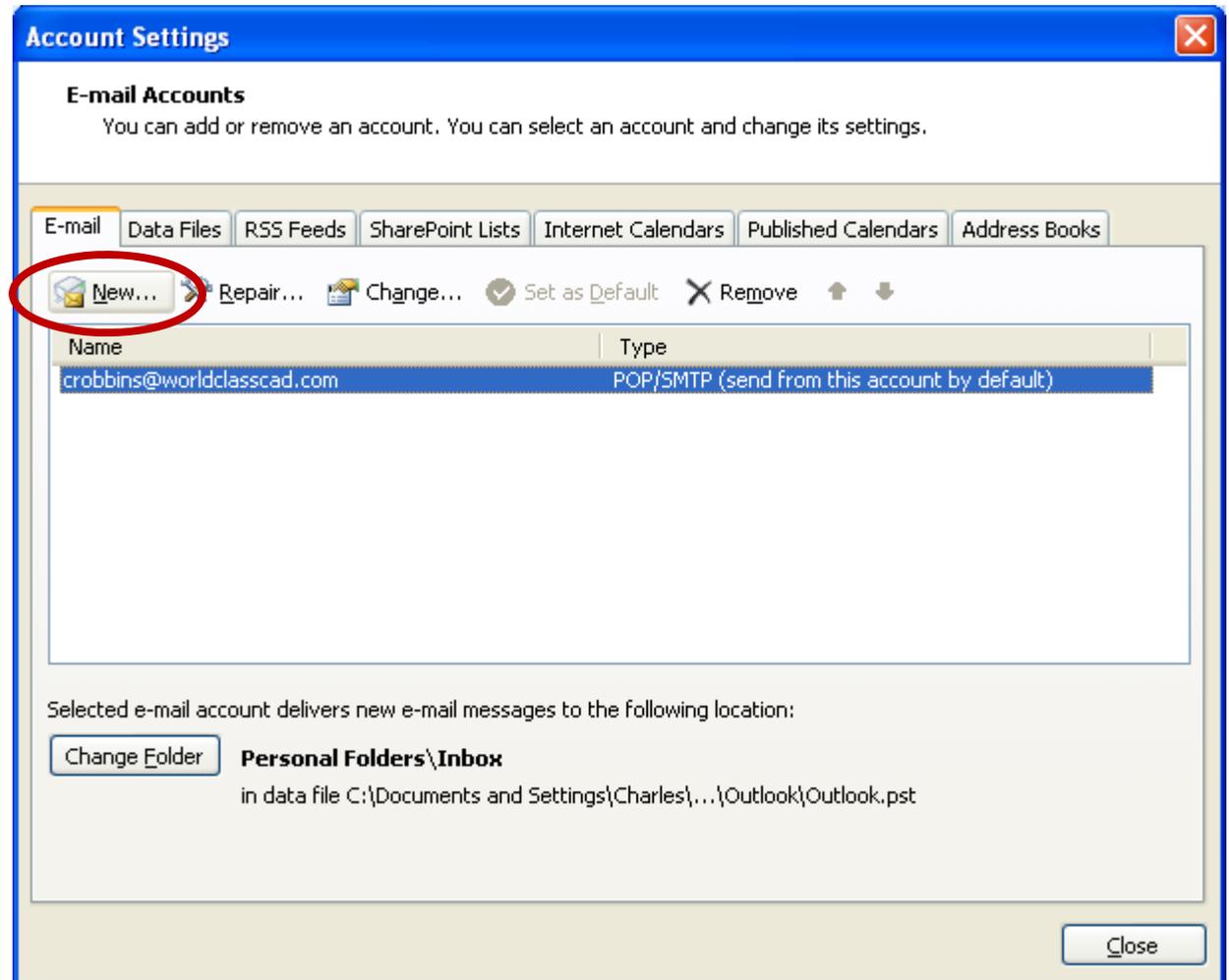
# Account Settings

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



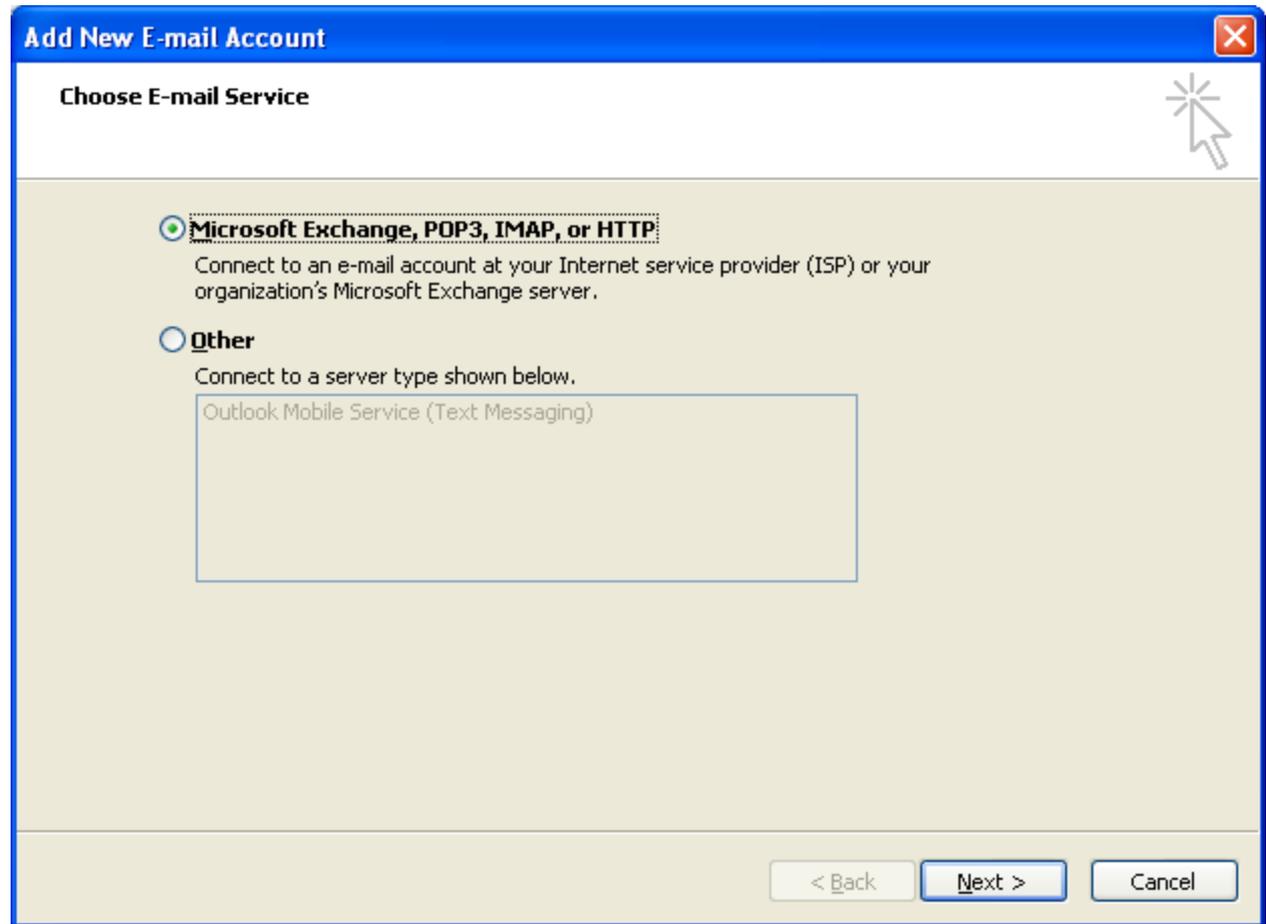
# Email Accounts

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



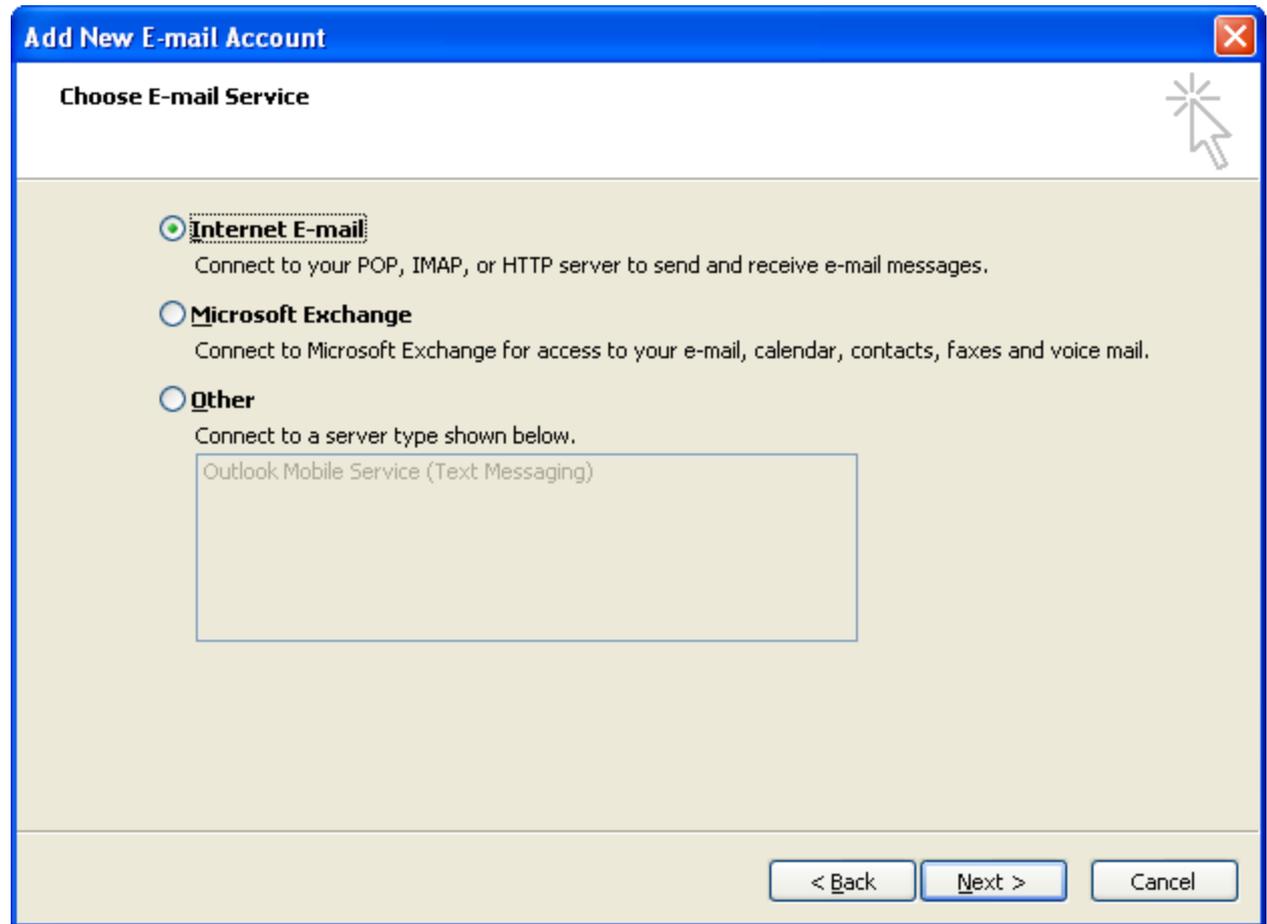
# Add New Email Account

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.



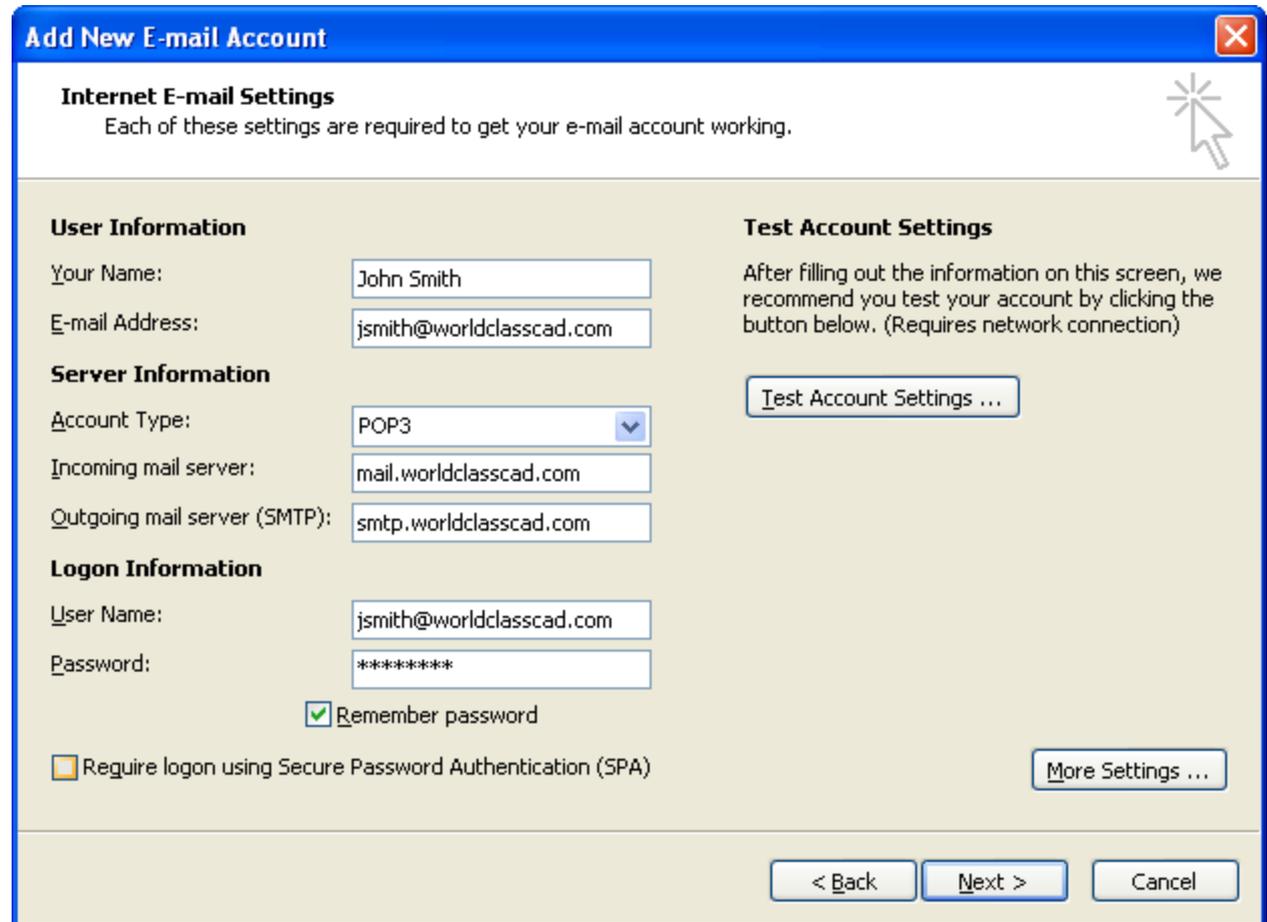
# Internet Email

We select the Internet E-mail option.



# Internet E-mail Settings

We fill out our user account.



**Add New E-mail Account** [Close]

**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:  [v]

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)

# Test Account Settings

Test the account setting by pressing the Test Account Settings button. The popup dialogue box will show green check marks for successful and completed tests.

**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: John Smith  
E-mail Address: jsmith@worldclasscad.com

**Server Information**

Account Type: POP3  
Incoming mail server: mail.worldclasscad.com  
Outgoing mail server (SMTP): smtp.worldclasscad.com

**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 ...**

**Test Account Settings**

Congratulations! All tests completed successfully. Click Close to continue.

Stop  
Close

Tasks Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

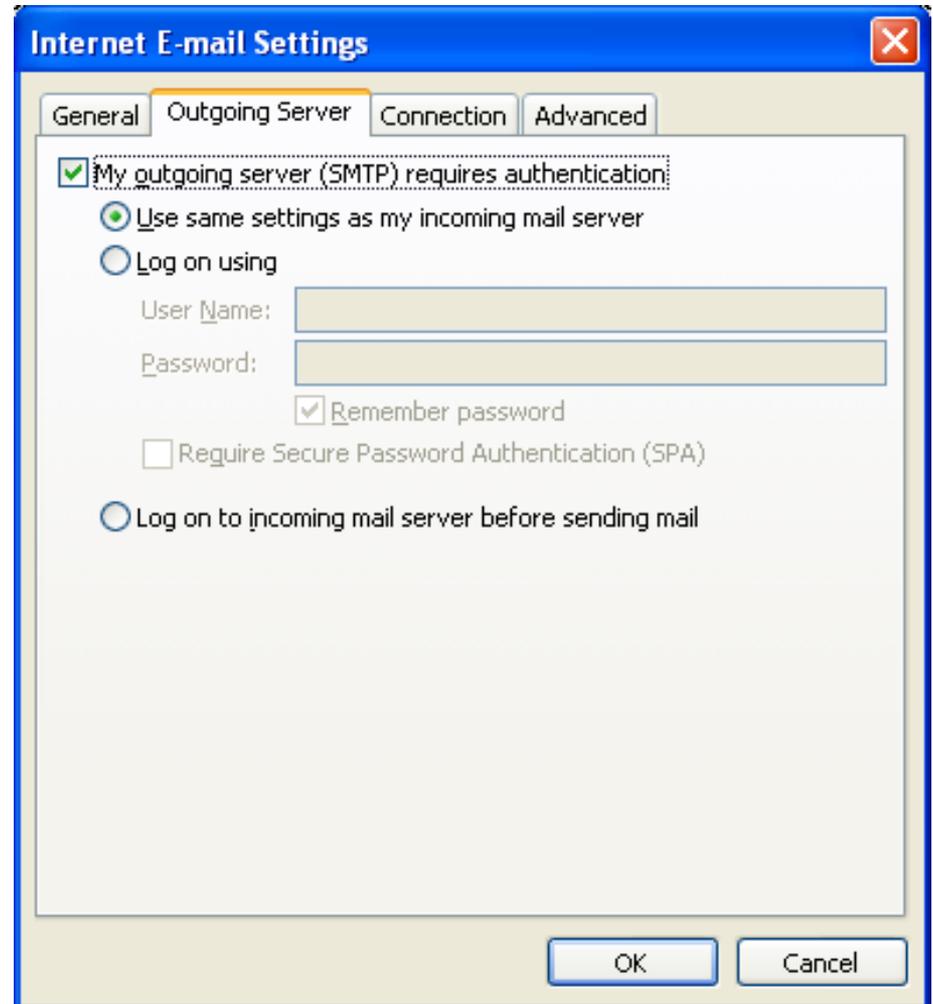
More Settings ...

< Back   Next >   Cancel

# Outgoing Server

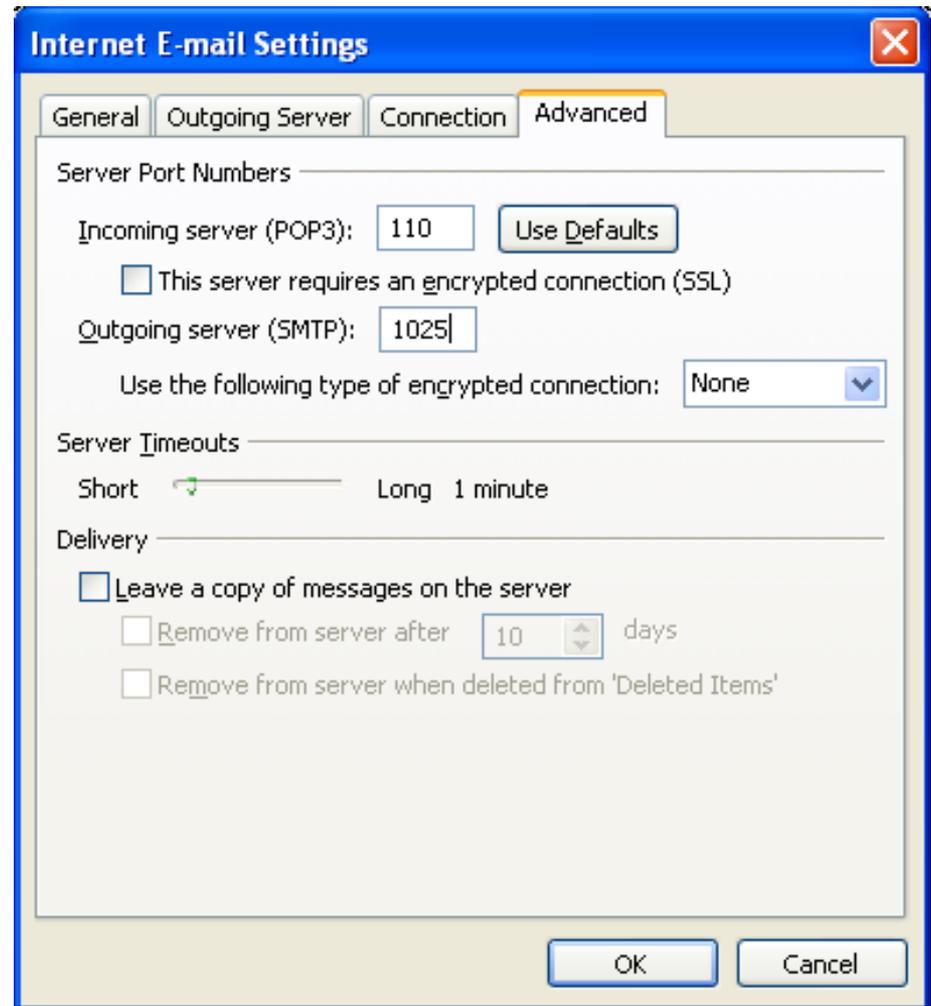
We press the More Settings button to make a few more alterations.

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



# 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.



# Setup Finished

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

