

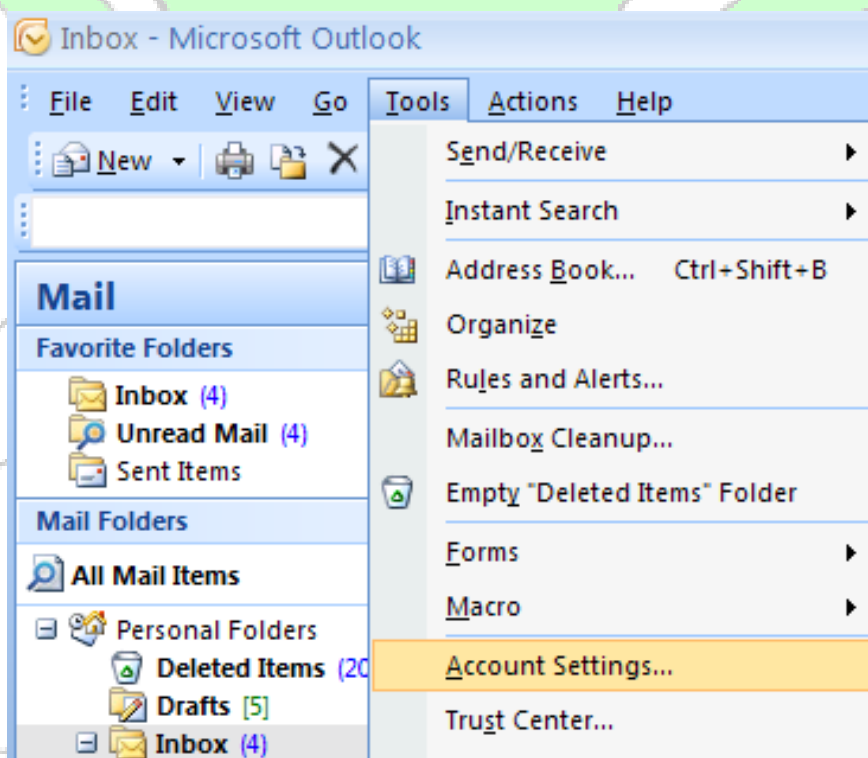
Mail setup in Outlook 2007

Please note: other versions of Outlook are similar.

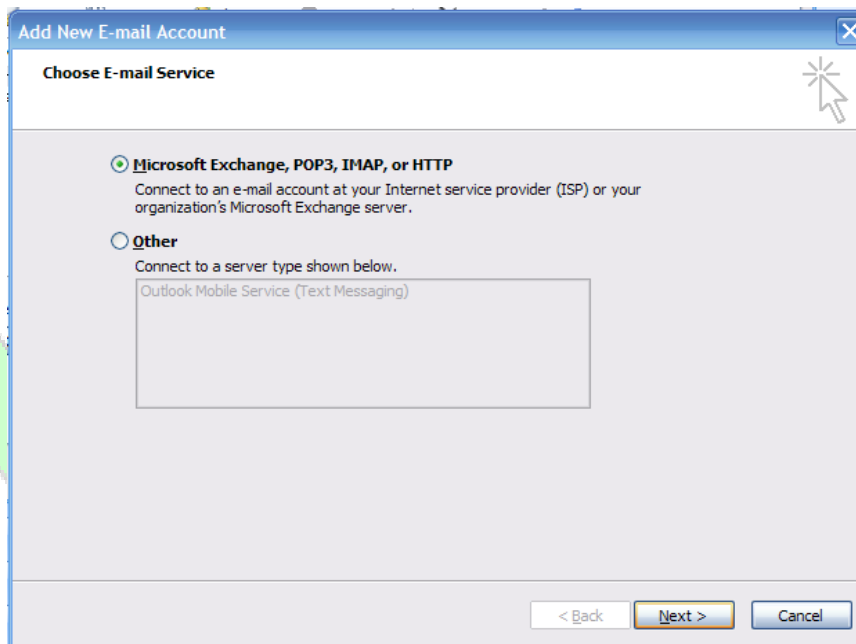
The information is the same however Outlook prompts for the details in a different order.

Setting up a new email account

Go to **Tools - Account Settings** - click **New** to set up a new email account in Outlook.



Leave **Microsoft Exchange, POP3, IMAP, or HTTP** ticked and click Next (you are setting your email up as a POP3 account).



The screenshot shows the 'Add New E-mail Account' window with the 'Choose E-mail Service' section. The 'Microsoft Exchange, POP3, IMAP, or HTTP' option is selected. Below it, there is a description: 'Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.' The 'Other' option is also visible, with a description: 'Connect to a server type shown below.' Below this description is a text box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom of the window are three buttons: '< Back', 'Next >', and 'Cancel'.

Add New E-mail Account

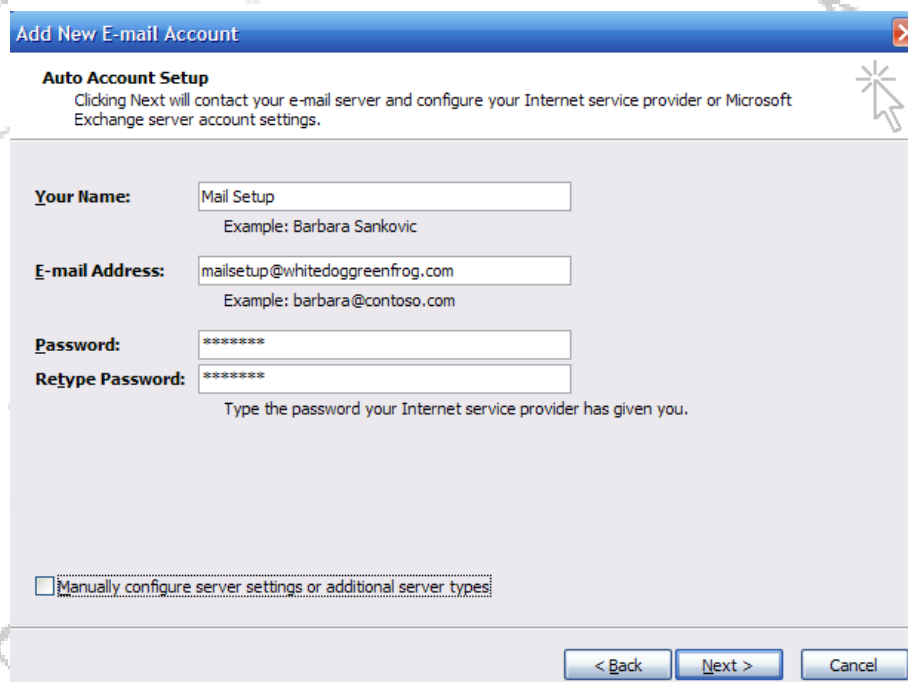
Choose E-mail Service

☒ **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.

☐ **Other**
Connect to a server type shown below.
Outlook Mobile Service (Text Messaging)

< Back Next > Cancel

Enter Your Name, the Email Address that you are setting up, and the Password (twice).



The screenshot shows the 'Add New E-mail Account' window with the 'Auto Account Setup' section. It includes a description: 'Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.' Below this are four text input fields: 'Your Name:' (containing 'Mail Setup' with an example 'Barbara Sankovic'), 'E-mail Address:' (containing 'mailsetup@whitedoggreenfrog.com' with an example 'barbara@contoso.com'), 'Password:' (containing '*****'), and 'Retype Password:' (containing '*****'). Below the password fields is a note: 'Type the password your Internet service provider has given you.' At the bottom left is a checkbox labeled 'Manually configure server settings or additional server types'. At the bottom right are three buttons: '< Back', 'Next >', and 'Cancel'.

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name: Mail Setup
Example: Barbara Sankovic

E-mail Address: mailsetup@whitedoggreenfrog.com
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

< Back Next > Cancel

Select the “Manually configure server settings or additional server types.” This will allow us to add specific information into Outlook.

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.

< Back Next > Cancel

Click Next.

Add New E-mail Account

Choose E-mail Service

☒ **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.

☐ **Other**
Connect to a server type shown below.

< Back Next > Cancel

Leave **Internet E-mail** selected and click Next.

Some of the information is already filled in for you.

Ensure the *Account Type* is POP3.

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: Mail Setup
E-mail Address: mailsetup@whitedoggreenfrog.com

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

Logon Information
User Name: mailsetup@whitedoggreenfrog.com
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 ...

More Settings ...

< Back Next > Cancel

Incoming and **Outgoing mail servers** are the same: mail.yourdomain.com

For example, for the domain *whitedoggreenfrog.com*, both the incoming and outgoing mail servers are: *mail.whitedoggreenfrog.com*

Under **Logon Information** be sure to enter your full email address as the username and the password.

This is important! If you do not enter your full email address, your email set-up will fail.

Many people miss this step.

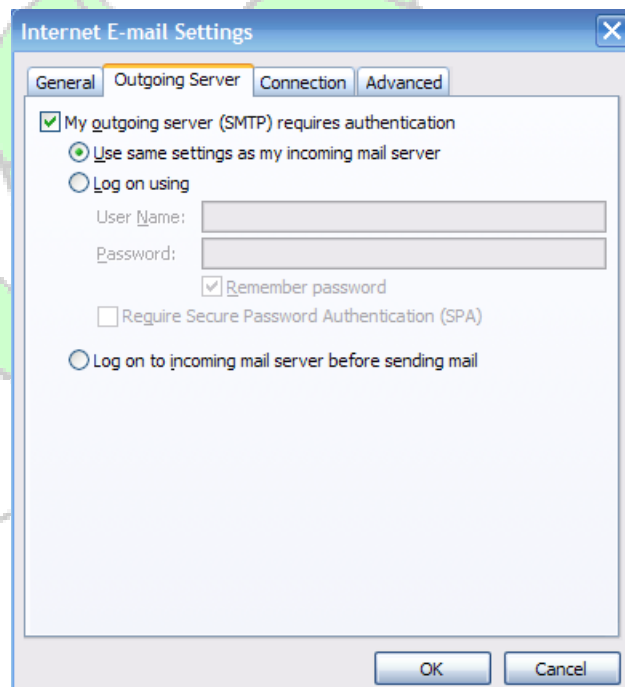
So again, be sure to enter your **full email address** eg: mailsetup@whitedoggreenfrog.com

Click “More Settings.”

Select the *Outgoing Server* tab.

Tick “My outgoing server (SMTP) requires authentication”.

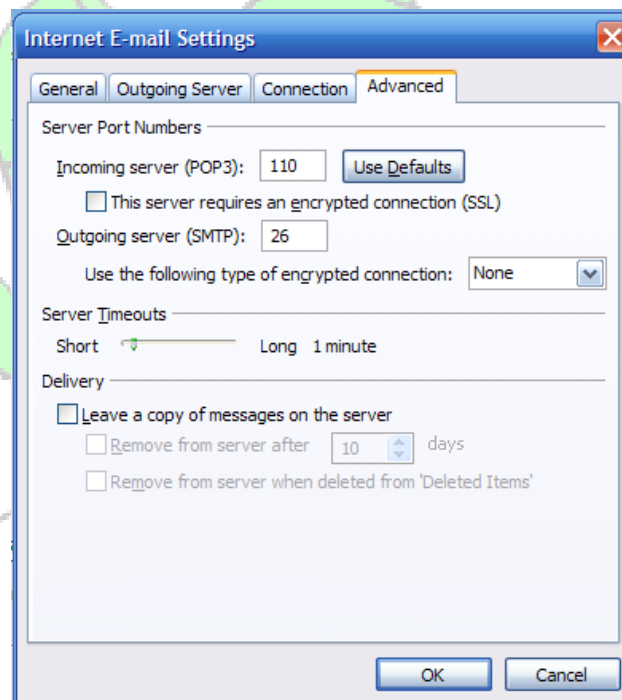
Leave the setting “Use same settings as my incoming mail server” selected.



Click on the *Advanced* tab.

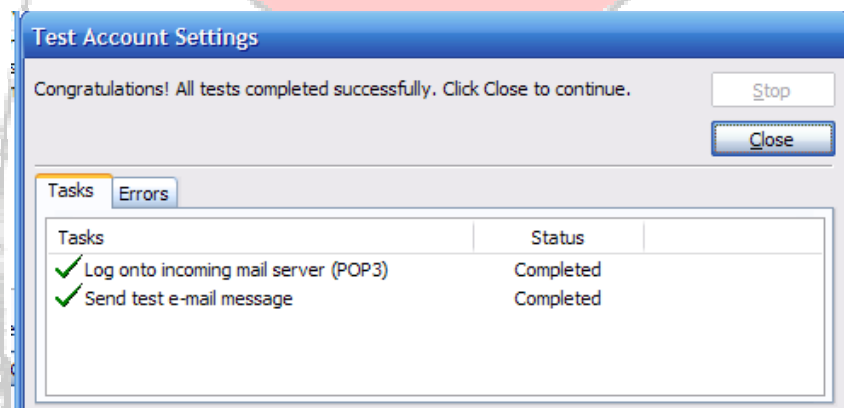
Change the “Outgoing server (SMTP)” port number from 25 to 26.

Leave all of the other default values as is.



Click OK.

Click Test Account Settings.



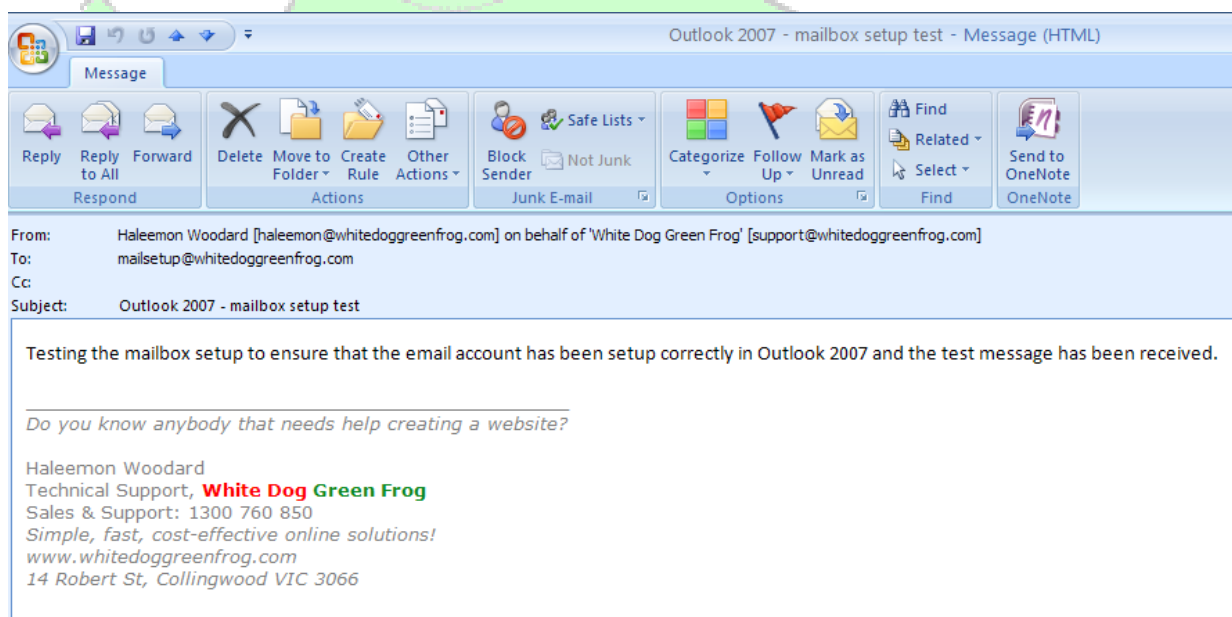
Click Close.

Click Next.

Click Finish.

Testing the newly created account

Send an email to the new account and click on the Send/Receive icon. The new message should download into Outlook.



Voila! The new email account has now been successfully configured.

