

## Setting up a new account for Outlook 2007

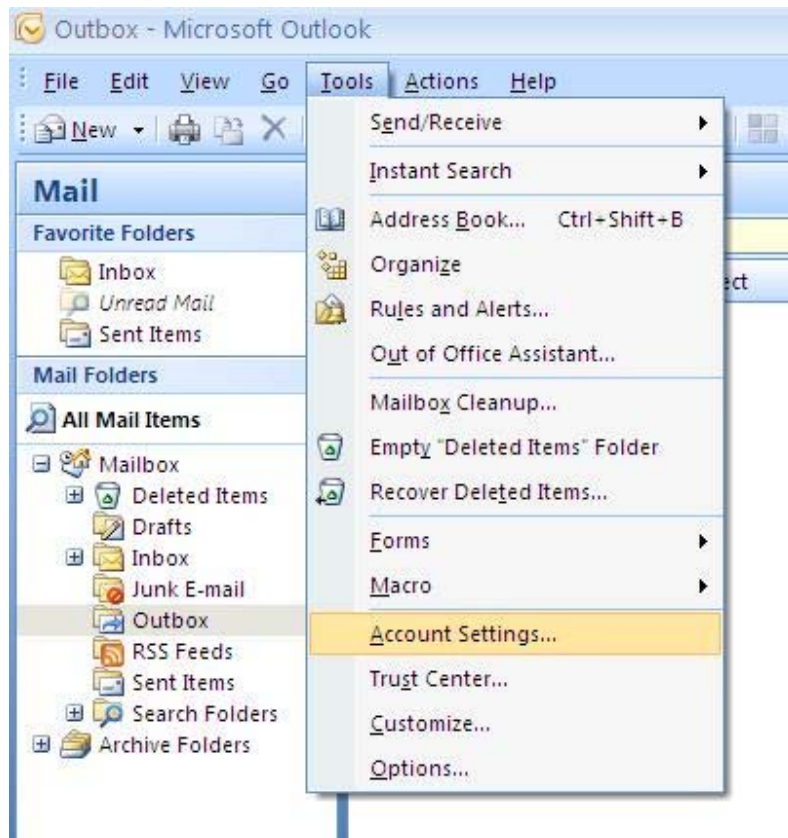
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- **Add a new email account**

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1. Launch Outlook 2007

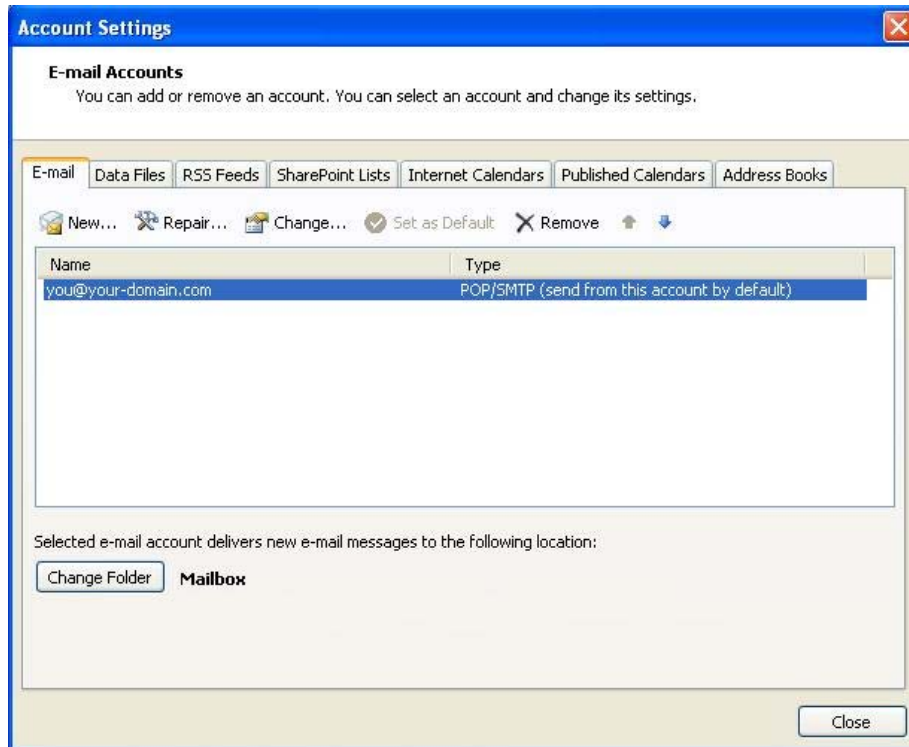
2. Select **Tools** from the top menu bar, then **Accounts Settings**



- **Create new account**

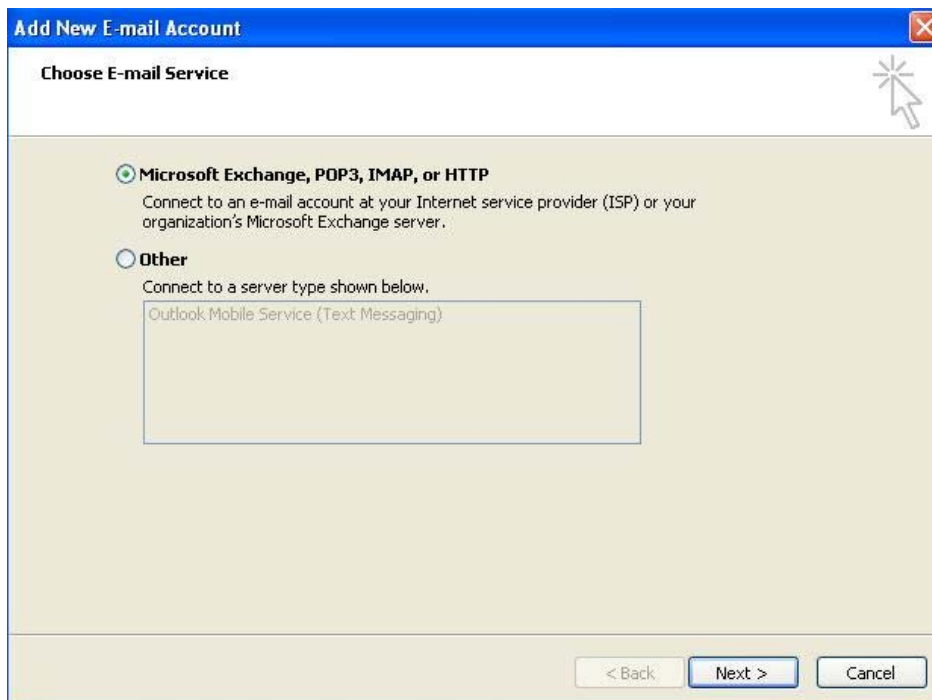
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3. On the Account Settings pop-up, click **New** on the E-mail tab



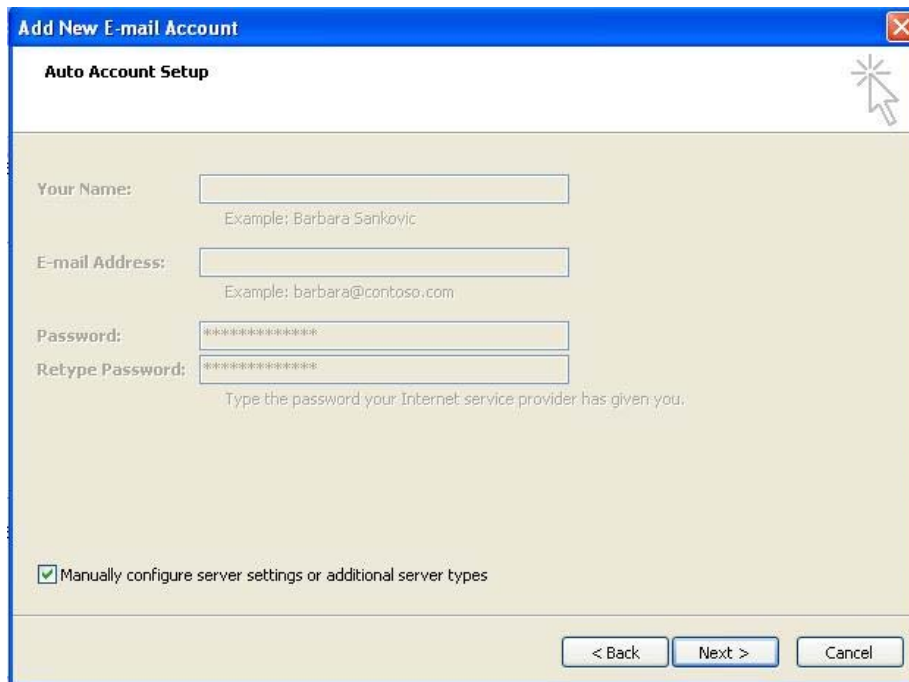
- **Choose e-mail service**

4. Select **Microsoft Exchange, POP3, IMAP or HTTP** and click **Next**



- **Account Setup**

5. Tick the **Manually configure server settings or additional server types** checkbox and click **Next**

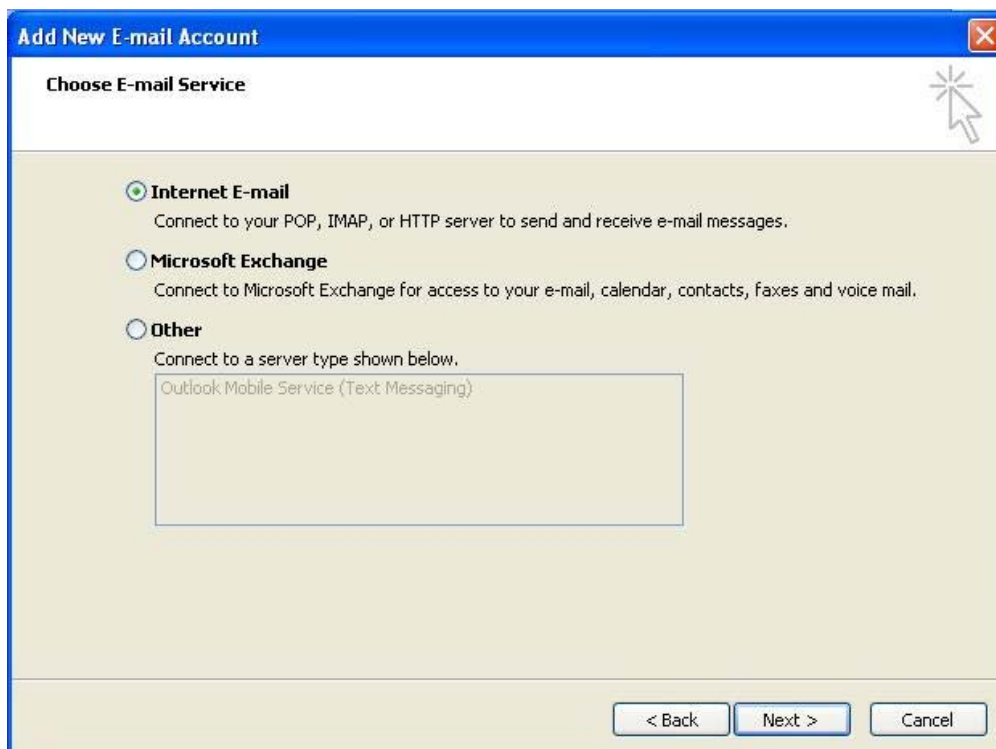


The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The dialog has a blue title bar and a close button in the top right corner. The main area is light beige and contains the following fields and options:

- Your Name:** A text input field with the example text 'Example: Barbara Sankovic' below it.
- E-mail Address:** A text input field with the example text 'Example: barbara@contoso.com' below it.
- Password:** A text input field with asterisks for masking.
- Retype Password:** A text input field with asterisks for masking, with the instruction 'Type the password your Internet service provider has given you.' below it.
- A checkbox labeled **Manually configure server settings or additional server types** is checked.
- At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- **Select Internet Email**

6. Select **Internet E-mail** and then click **Next**



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. The dialog has a blue title bar and a close button in the top right corner. The main area is light beige and contains the following options:

- Internet E-mail** (selected with a radio button): Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.
- Microsoft Exchange** (unselected): Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.
- Other** (unselected): Connect to a server type shown below. Below this option is a text input field containing 'Outlook Mobile Service (Text Messaging)'.
- At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

- **Email settings**

7. Enter all the relevant details (Select 'POP3' as the server type) and then click **More Settings**



The screenshot shows a Windows-style dialog box titled "Change E-mail Account". The main heading is "Internet E-mail Settings" with a sub-note: "Each of these settings are required to get your e-mail account working." The dialog is divided into several sections:

- User Information:** Includes fields for "Your Name:" (containing "Name Surname") and "E-mail Address:" (containing "you@your-domain.com").
- Server Information:** Includes a dropdown for "Account Type:" (set to "POP3"), "Incoming mail server:" (containing "pop.your-domain.com"), and "Outgoing mail server (SMTP):" (containing "smtp.your-domain.com").
- Logon Information:** Includes "User Name:" (containing "you@your-domain.com") and "Password:" (containing "\*\*\*\*\*"). There is a checked checkbox for "Remember password" and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)".
- Test Account Settings:** A text block stating: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)". Below this is a button labeled "Test Account Settings ...".

At the bottom right, there is a button labeled "More Settings ...". At the very bottom, there are three buttons: "< Back", "Next >", and "Cancel".

- **Outgoing Server Settings**

8. Click on the **Outgoing Server** tab and ensure that the **My outgoing server (SMTP) requires authentication** checkbox is selected, as well as **Use same settings as my incoming mail server**



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- **Advanced Settings**

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9. Select the 'Advanced' tab
10. Set the **Incoming Server** (POP) port to the default setting, 110
11. Set the **Outgoing Server** (SMTP) port to 587
12. Click **OK** to save these settings
13. Click **Next** and **Finish**
14. Your Outlook mail program should now be set up to send and receive mail

