

Email Email Clients

Setting Up Your Email in Microsoft Outlook 2007

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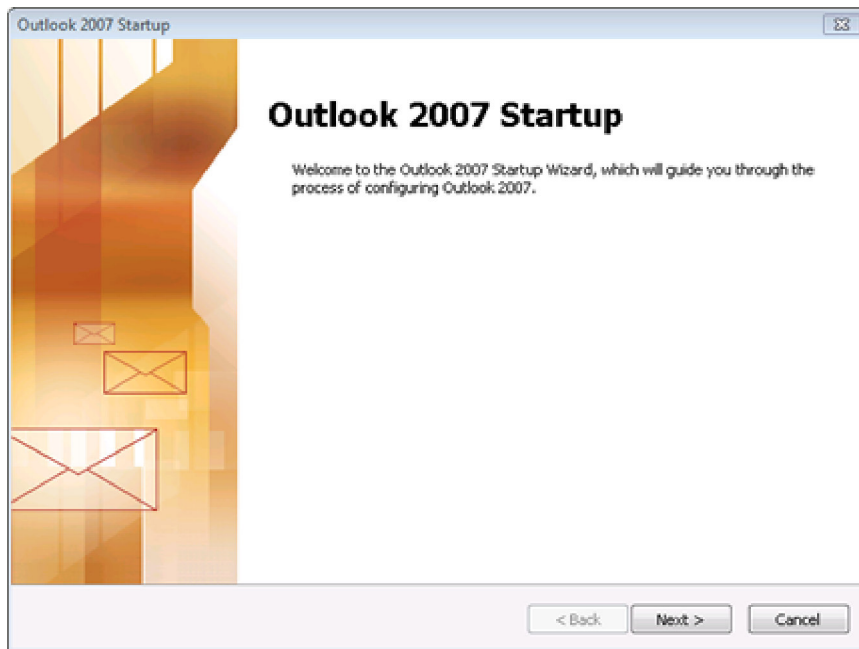
Last Updated: September 14, 2007 4:00 PM

This tutorial shows you how to set up Microsoft Outlook to work with your email account. You can set up previous versions of Microsoft Outlook using the settings in this tutorial.

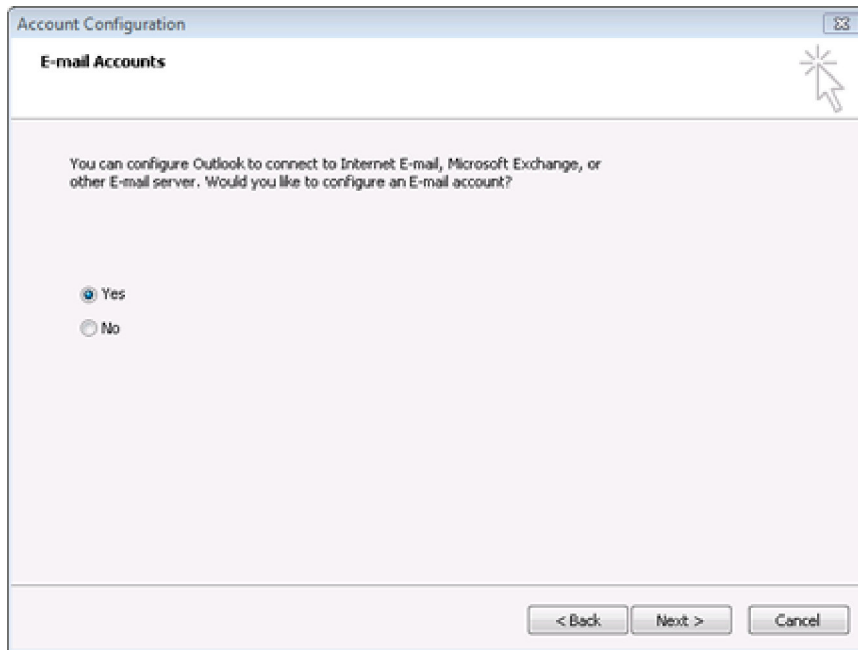
To Set Up Your Email Account in Microsoft Outlook 2007

1. Start Microsoft Outlook 2007. When the Startup Wizard displays, click **Next**.

NOTE: If the Startup Wizard doesn't automatically display, from the Tools menu, select Account Settings, and then click New. In the Add New E-mail Account dialog box, select Microsoft Exchange, POP3, IMAP, or HTTP, then click Next.



2. On the **Account Configuration** page, select **Yes** to indicate you want to configure an email account, and then click **Next**.



3. On the **Auto Account Setup** page, enter the following:

Your Name

Enter your first and last name.

E-mail Address

Enter your email address.

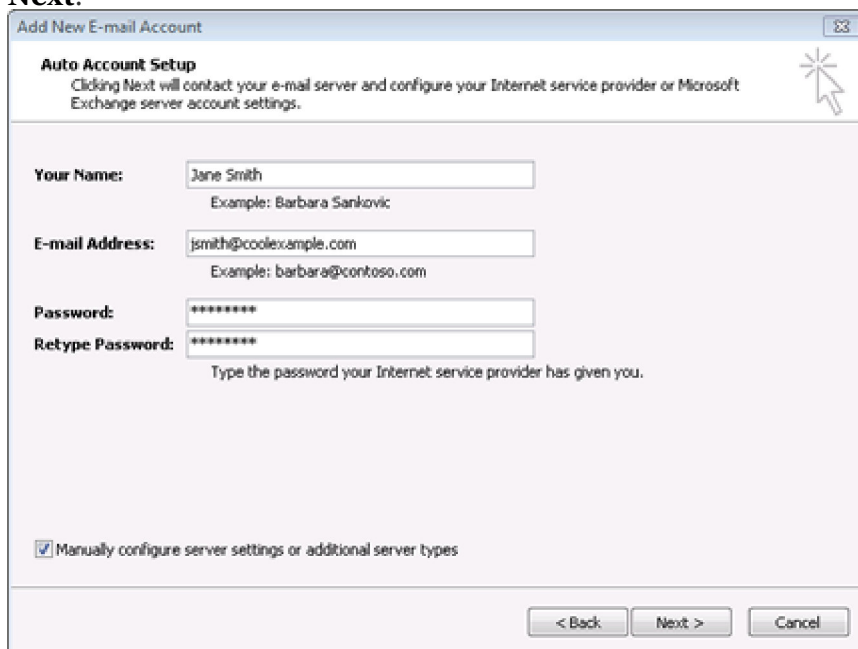
Password

Enter the password you created for your email account.

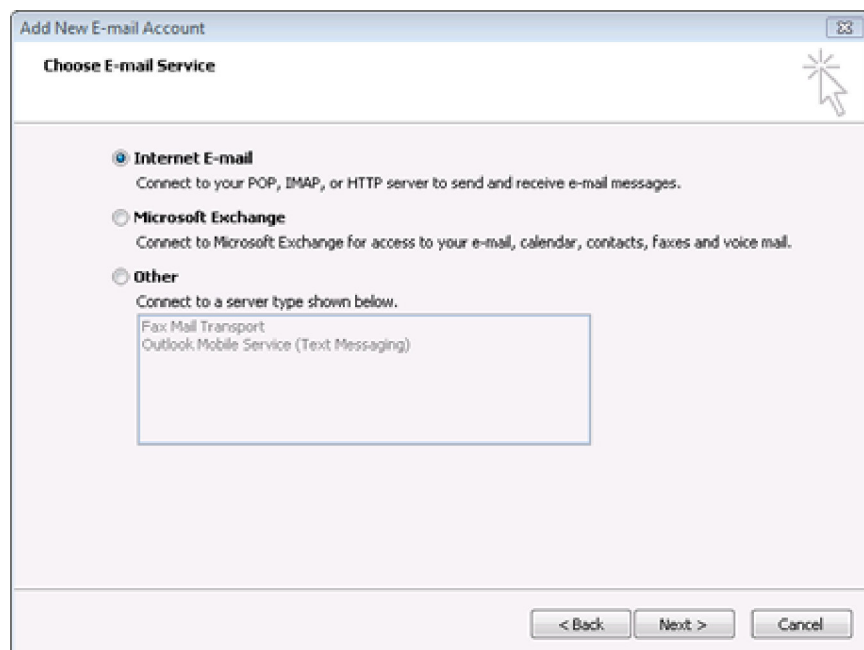
Retype Password

Enter your password again.

4. At the bottom of the page, select **Manually configure server settings or additional server types**, and then click **Next**.



5. On the **Choose E-mail Service** page, select **Internet E-mail**, and then click **Next**.



6. On the **Internet E-mail Settings** page, enter your email account information as follows:

Your Name

Enter your first and last name.

E-mail Address

Enter your email address.

Account Type

Select **POP3**.

Incoming mail server

Type **pop.secureserver.net** for your incoming mail server.

Outgoing mail server (SMTP)

Type **smtput.secureserver.net** for your outgoing mail server.

User Name

Enter your email address again.

Password

Enter the password you created for your email account.

7. Select the **Remember Password** checkbox, and then click **More Settings**.

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: Jane Smith
E-mail Address: jsmith@coolexample.com

Server Information
Account Type: POP3
Incoming mail server: pop.secureserver.net
Outgoing mail server (SMTP): smtpout.secureserver.net

Logon Information
User Name: jsmith@coolexample.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

8. In the Internet E-mail Settings window, go to the **Outgoing Server** tab. Check **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.

Internet E-mail Settings

General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name: _____

Password: _____

Remember password

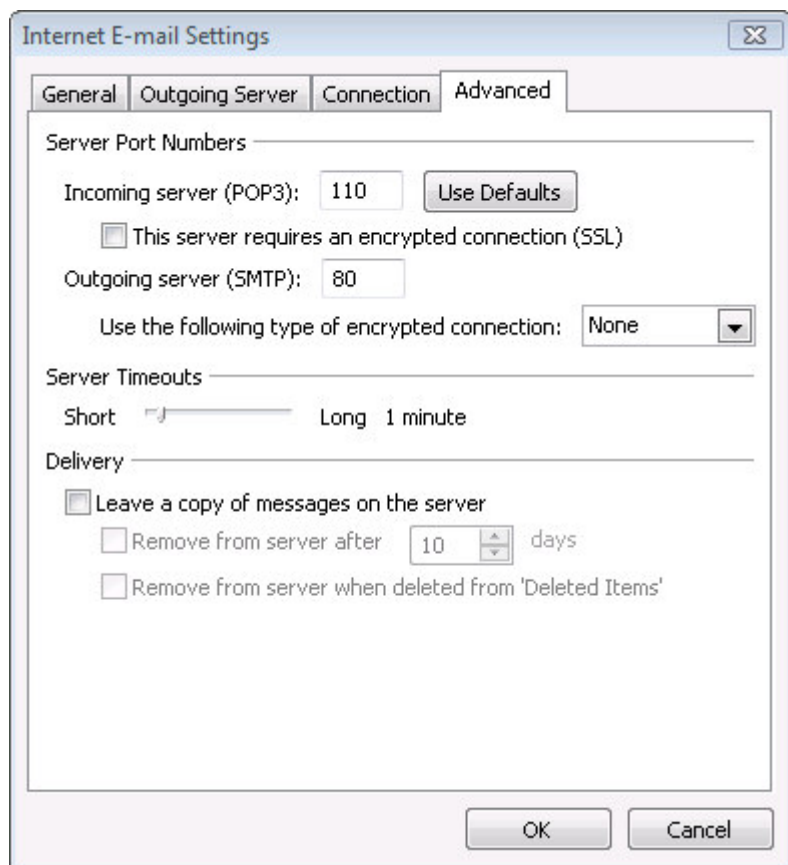
Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

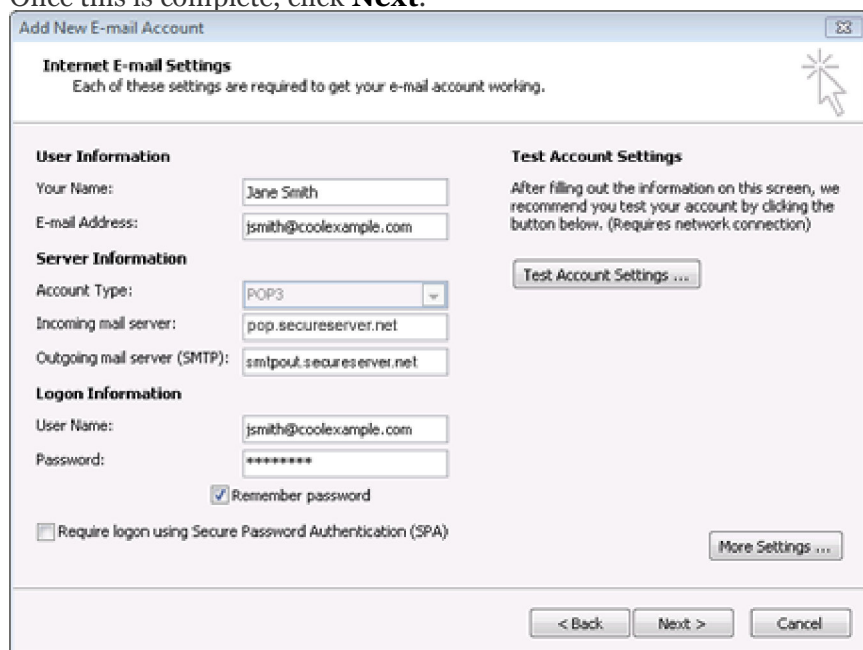
OK Cancel

9. Go to the **Advanced** tab. Verify that you have **110** for your incoming server (POP3) and **80** for your outgoing server (SMTP), and then click **OK**.

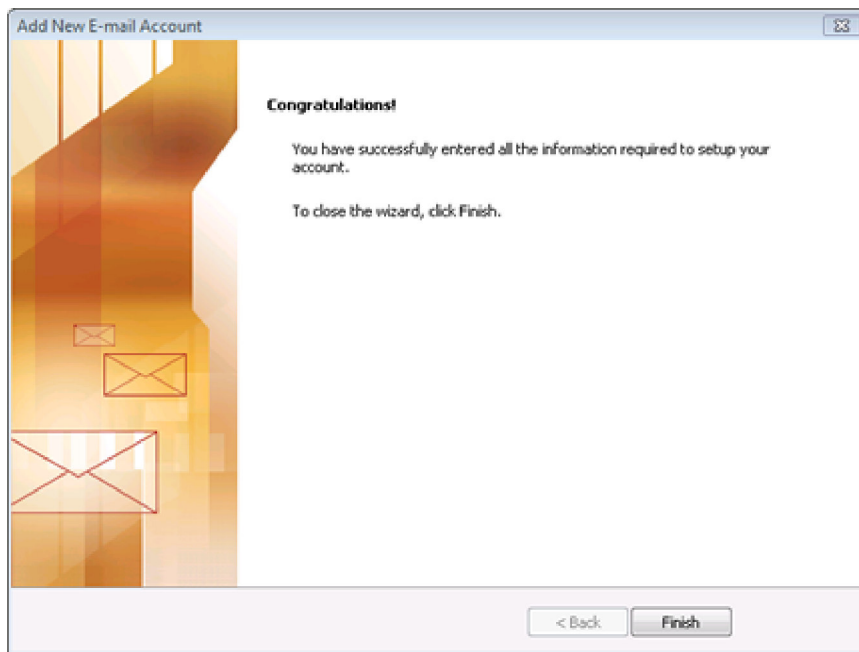
NOTE: If you have trouble sending email you can also try 25 or 3535 for your outgoing server (SMTP) port.



10. Click **Test Account Settings**. Microsoft will send itself a message to test your incoming and outgoing capabilities. Once this is complete, click **Next**.



11. Click **Finish**.

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