

How to setup Outlook 2007 to check your Email

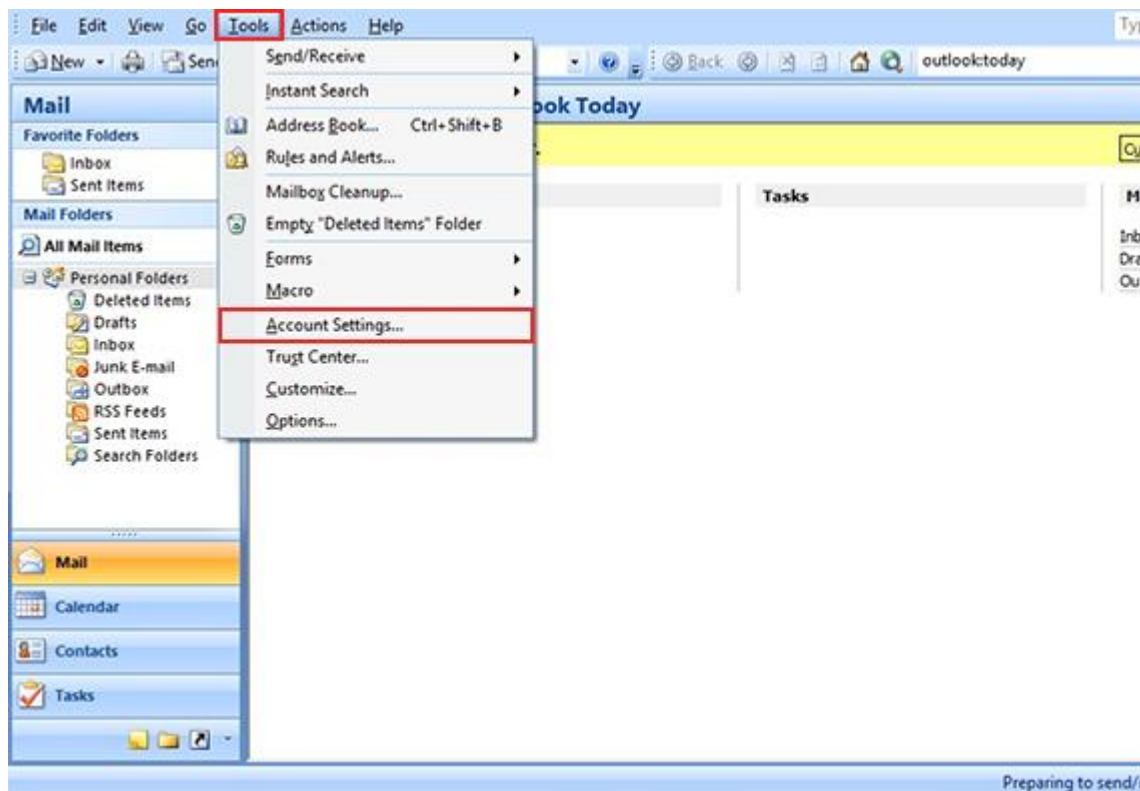
Microsoft Outlook is an easy to use, yet advanced mail software that comes with Microsoft Office. In this tutorial we will show you how to set up Microsoft Outlook 2007 to check your email.

Make sure you have created your email address in the Hosting Manager before setting it up in Outlook 2007.

These are the steps you need to follow to set up Outlook 2007 to check your email:

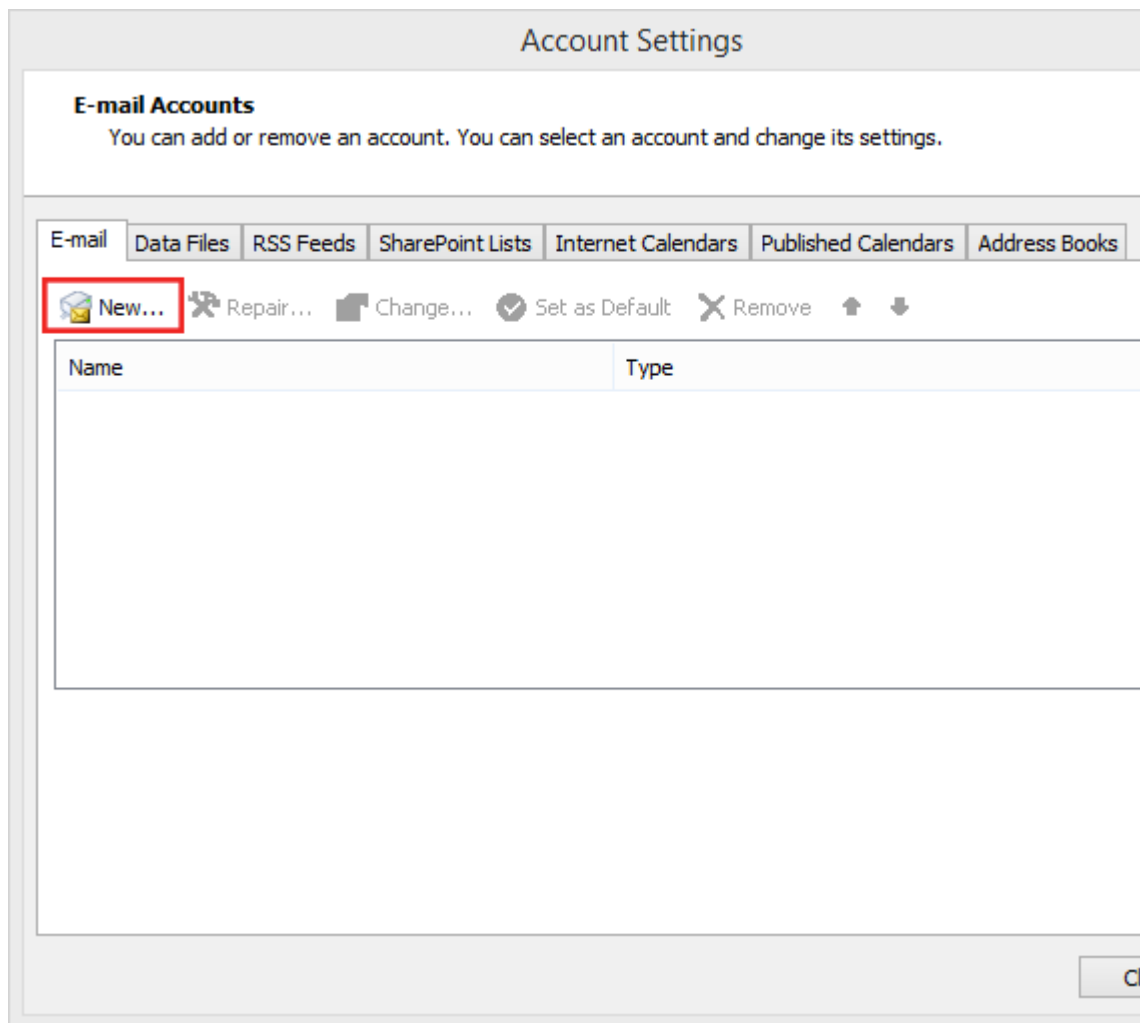
Step 1 Open Outlook 2007 on your computer.

Step 2 Go to Tools and then Account Settings.



Step 3 Click New in the upper left corner.

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Step 4. On the Auto Account Setup screen check the Manually configure server settings or additional server types box and click Next.

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](#)

Step 5. On the next screen select Internet E-mail and then click Next.

Step 6. In the Internet E-mail Settings, you need to fill in various fields using your personal data, server and login information.

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:

E-mail Address:

Server Information

Account Type:

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)

Below is a description of the fields:

Your Name	Enter the identifying name for your email address. In the example this is Bob Smith, but it can be a functional name as well such as Your Business Sales.
E-mail Address	Enter the full email address, such as sales@yourdomain.com.
Account Type	Choose whether you want to use POP3 or IMAP. POP3 downloads and removes your emails from the server, while IMAP leaves them on the server. We recommend POP3 (this is the default option).
Incoming mail server	Standard settings are mail.yourdomain.com (Replace yourdomain.com with your actual domain).
Outgoing mail server (SMTP)	We recommend using the Outgoing Mail Server Name of your current Internet Server Provider (ISP). Alternatively you can use mail.yourdomain.com (replace yourdomain.com with your actual domain).
User Name	Enter your full email address, such as sales@yourdomain.com.
Password	Enter the password you use for this email address. We recommend checking the Remember Password option so Outlook will save your password for future use.

Require logon using
Secure Password
Authentication

Do not check this option.

Step 7. Click More Settings.

The screenshot shows a window titled "Add New E-mail Account". Inside, there's a section titled "Internet E-mail Settings" with the instruction: "Each of these settings are required to get your e-mail account working." The settings are organized into four columns: "User Information", "Server Information", "Logon Information", and "Test Account Settings".

- User Information:** "Your Name:" (Bob Smith), "E-mail Address:" (bob@mydomain.com).
- Server Information:** "Account Type:" (POP3), "Incoming mail server:" (mail.mydomain.com), "Outgoing mail server (SMTP):" (mail.mydomain.com).
- Logon Information:** "User Name:" (bob@mydomain.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)". A "Test Account Settings ..." button is present.

A red rectangle highlights the "More Settings" button in the bottom right corner. At the bottom of the window are navigation buttons: "< Back", "Next >", and a partially visible "OK" button.

Step 8. Click the Outgoing Server tab, check My outgoing server (SMTP) requires authentication and then check Use same settings as my incoming mail server. Click OK.