

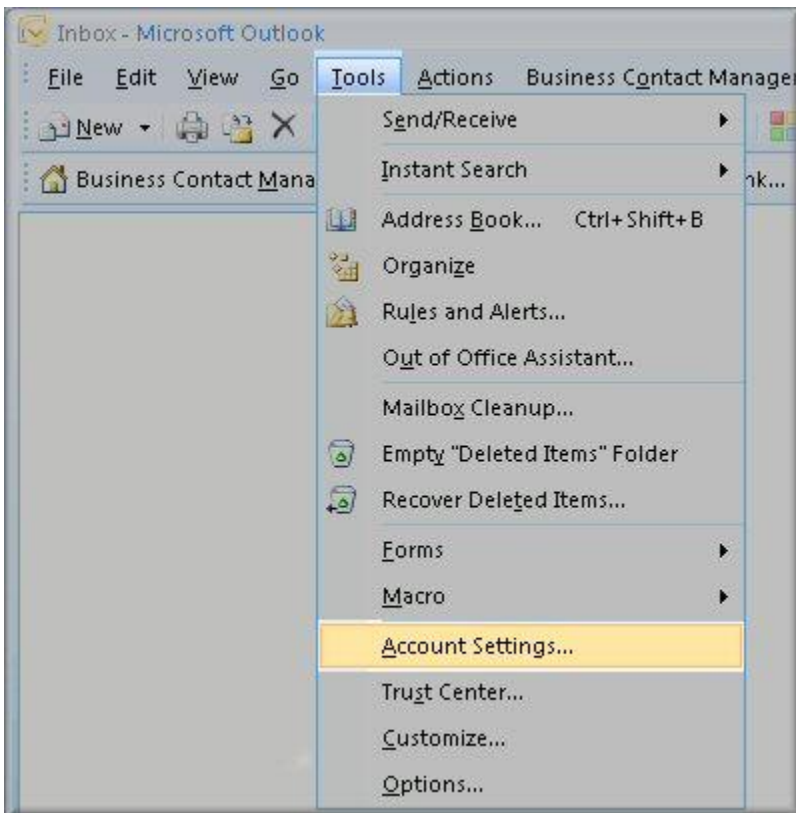
HOWTO Setup Outlook 2007 with POP or IMAP

Things you will need:

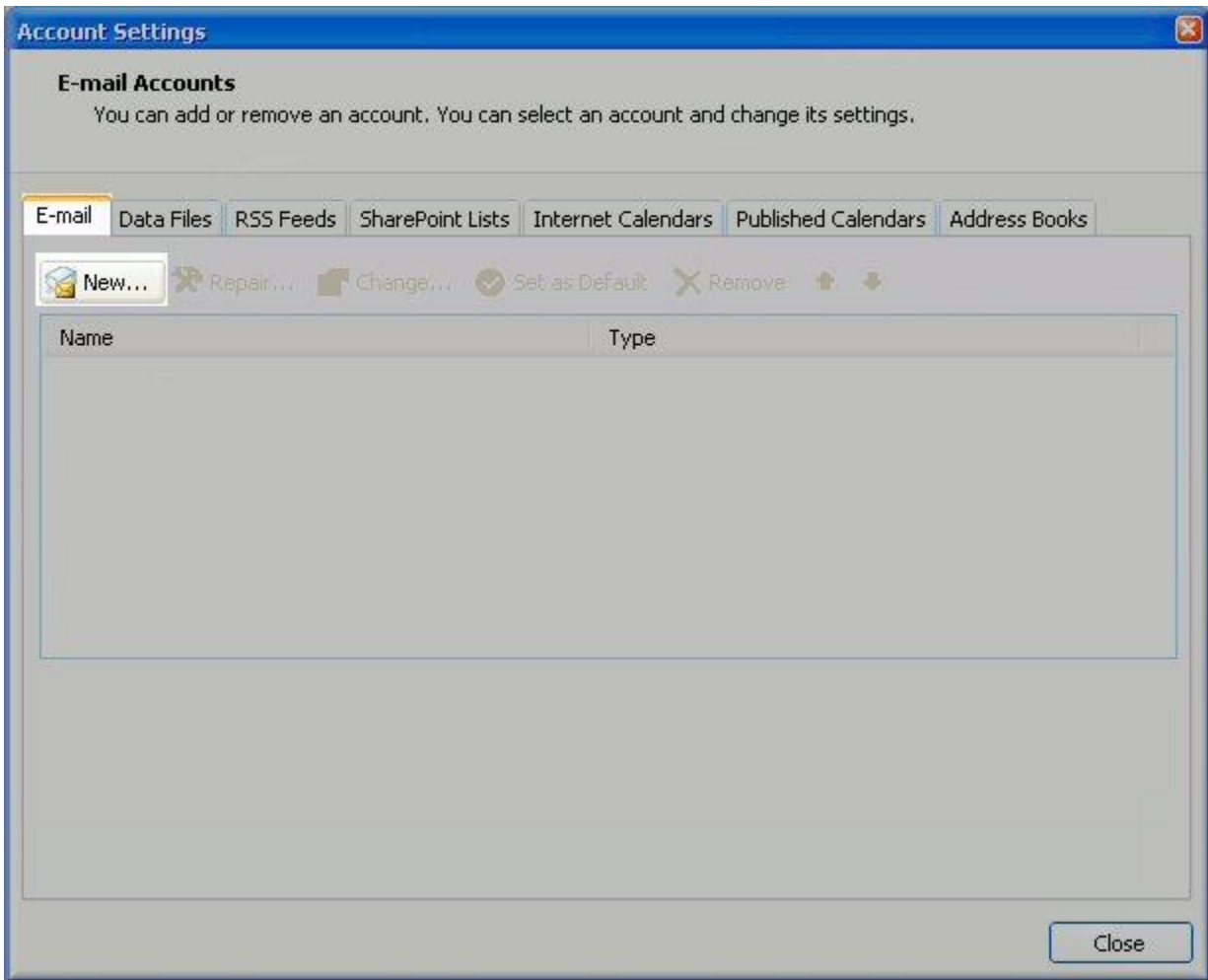
- Your domain name (ex. my-domain-temple.net)
- Your Email address (ex. jsmith@my-domain-temple.net)
- Your email password

Configuring your email client: Outlook 2007

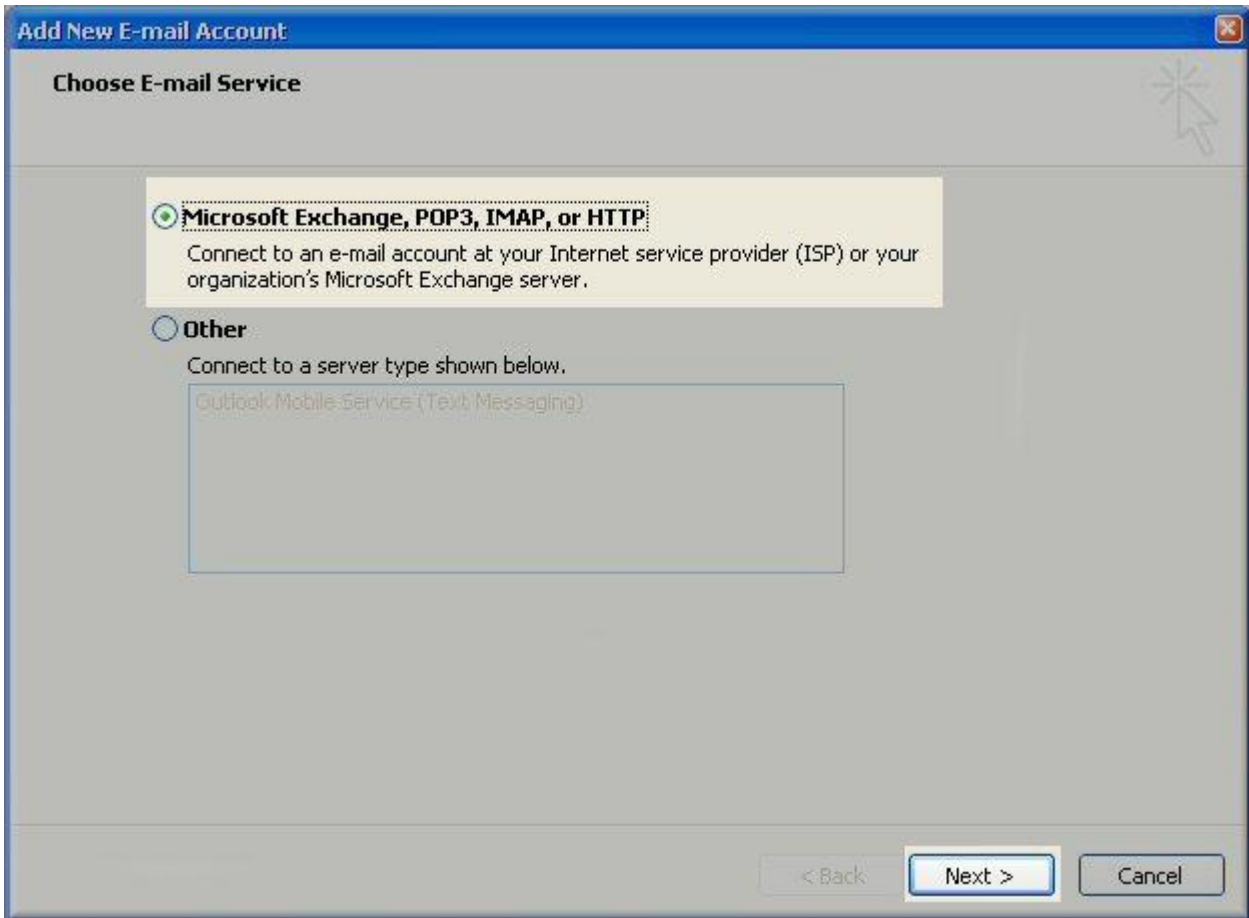
1. Open Outlook 2007.
2. Click the Tools menu, and select Account Settings.



3. Click on the Email tab and click on the New... button.



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



5. On the Auto Account Setup window check the Manually configure server settings or additional server types and click Next.

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

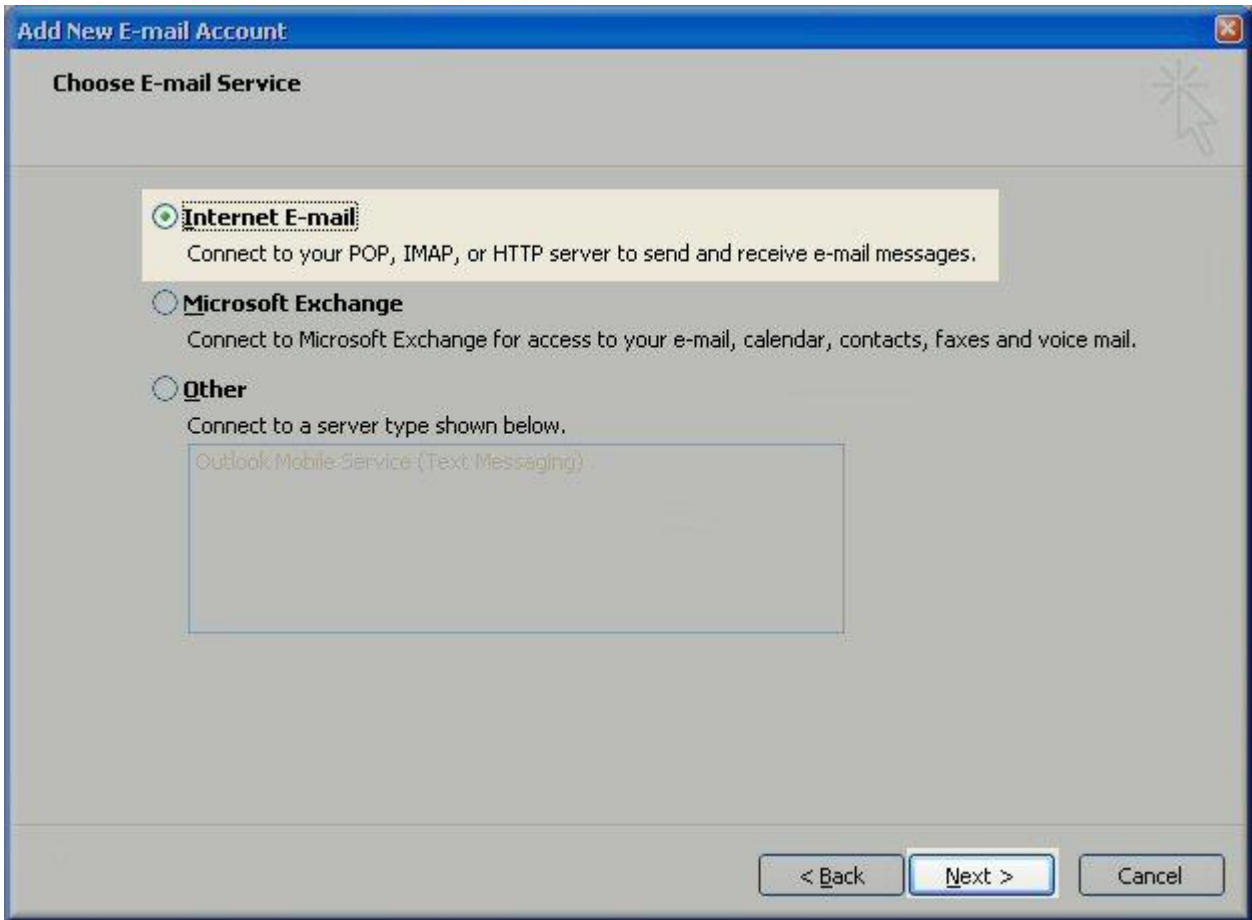
Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

6. Select Internet E-mail option and click Next.



7. Fill in the following fields:

- Enter Your Name as you want it to appear on outgoing emails.
- Enter your full email address (ex. `jsmith@my-domain-temple.net` in the Email address: field.
- Select POP3 or IMAP.
- If POP3 enter `pop.my-domain-temple.net` or if IMAP enter `imap.my-domain-temple.net` in the Incoming mail server: field.
- Enter `smtp.my-domain-temple.net` in the Outgoing mail server (SMTP): field.
- Enter your username `jsmith@my-domain-temple.net` in the Account name: field.
- Enter your email password in the Password: field.

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

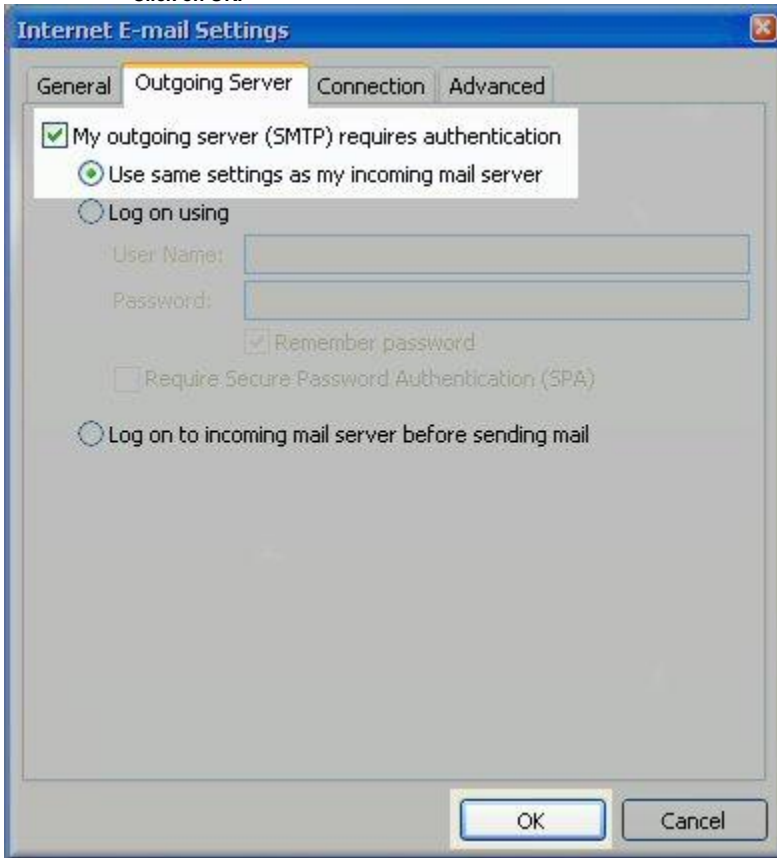
Require logon using Secure Password Authentication (SPA)

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)

8. Perform the following steps:

- Click on More Settings...
- Click on the Outgoing Server tab.
- Check My outgoing server (SMTP) Requires Authentication
- Make sure Use same setting as my incoming mail server is also checked.
- Click on OK.



9. Click the Test Account Settings button and you should see all items with green check marks...
10. Click the Close Button to close the test window.
11. Click OK to save your 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:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

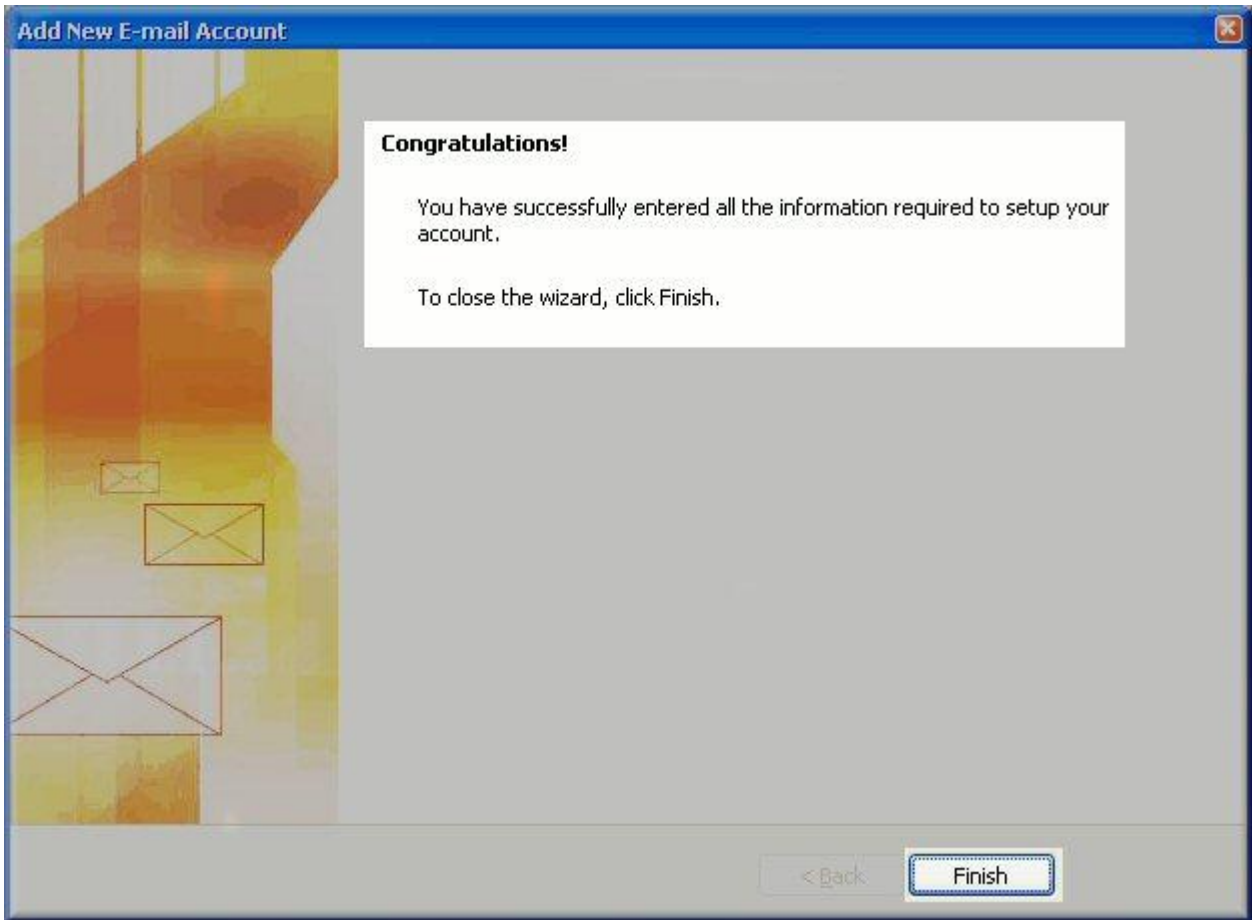
Remember password

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)

12. **Congratulations.** You have finished the setup of your email account. Click **Finish** to close the setup wizard.



NOTE:

NOTE: Some ISP's do not allow sending mail on port 25. If you are unable to send email you can try the following:

1. Click the **Tools** menu, and select **E-mail Accounts**.
2. Highlight the email account and click **Change**.
3. Click the **Advanced** tab, and change the **SMTP** port to **587** then click on **OK**.



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