

How to configure email using Microsoft Outlook 2007 (attributed to Microsoft)

1. Start Outlook.
2. On the **Tools** menu, click **Account Settings**.
3. On the **E-mail** tab, click **New**.
4. In the **Add New E-mail Account** dialog box, click **Microsoft Exchange, POP3, IMAP, or HTTP**, and then click **Next**.
5. Configure the new e-mail account. You can configure the new e-mail account automatically or manually.
 - To configure the new e-mail account automatically, follow these steps under **Auto Account Setup** in the **Add New E-mail Account** dialog box:
 - a. In the **Your Name** box, type your full name.
 - b. In the **E-mail Address** box, type your e-mail address.

Your ISP provides this information. Your e-mail address usually takes the form of a combination of your first and last name and the name of your ISP, separated by the at sign (@) and periods.

For example, Sombat Leeissarapong uses an ISP that is named Contoso.com. The ISP may assign an e-mail address of sombatl@contoso.com.

- c. In the **Password** box, type the password that your ISP provided.
- d. In the **Retype Password** box, retype the password, and then click **Next** to begin the Auto Account Setup process.

Outlook 2007 will try to automatically configure your account settings and server settings. If your account is successfully configured, the **Add New E-mail Account** dialog box indicates that the account was created successfully. This dialog box also indicates the type of e-mail server to which you successfully connected.

- e. Click **Finish**, and then click **Close** to complete the account setup.

Note If automatic configuration fails, the account must be configured manually.

To configure the new e-mail account manually, follow these steps in the **Add New E-mail Account** dialog box:

- Click to select the **Manually configure server settings or additional server types** check box, and then click **Next**.
 - Click **Internet E-mail**, and then click **Next**.
 - Under **User Information**, follow these steps:
 - In the **Your Name** box, type your full name.
 - In the **E-mail Address** box, type your full e-mail address.
 - Under **Server Information**, click the type of e-mail account that you have in the **Account Type** box.
 - If you clicked **POP3** or **IMAP** in the **Account Type** box, follow these steps:
 1. In the **Incoming mail server** box, type the name of the server. This is the server that holds your messages before you download them to the computer. Type the server name in lowercase letters.
 - In the **Outgoing mail server (SMTP)** box, type the name of the outgoing e-mail server. Type the server name in lowercase letters.
 - If you clicked **HTTP** in the **Account Type** box, follow these steps:
 1. In the **HTTP Service Provider** box, click the appropriate service provider for this account. For example, click one of the following:
 - Hotmail
 - MSN
 - Other
 2. If you clicked **Other** in the **HTTP Service Provider** box, type the URL to the mailbox in the **Server URL** box.
 - Under **Logon Information**, follow these steps:
 - In the **User Name** box, type your user name. The user name is usually the part of your e-mail address to the left of the at sign (@).
 - In the **Password** box, type the password that your ISP provided.
 - If you want Outlook to remember your e-mail account password, click to select the **Remember password** check box.
 - If your ISP requires it, click to select the **Require logon using Secure Password Authentication (SPA)** check box to log on by using Secure Password Authentication.
- Click **Test Account Settings**. This feature calls a dialog box that displays, in a step-by-step manner, each phase of the testing of the configuration that you entered. When you click **Test Account Settings**, the following process occurs:
- The connectivity of the system to the Internet is confirmed.
 - You are logged on to the SMTP server.
 - You are logged on to the POP3 server.
 - It is determined whether the POP3 server must be logged on to first. If it is required, Outlook automatically sets the **Log on to incoming mail server before sending mail** option.
 - A test message is sent. This message explains any changes that Outlook made to the initial setup.
- If you want to modify your e-mail account any more, click **More Settings** to open the **Internet E-mail Settings** dialog box. Click **Next**, and then click **Finish**.