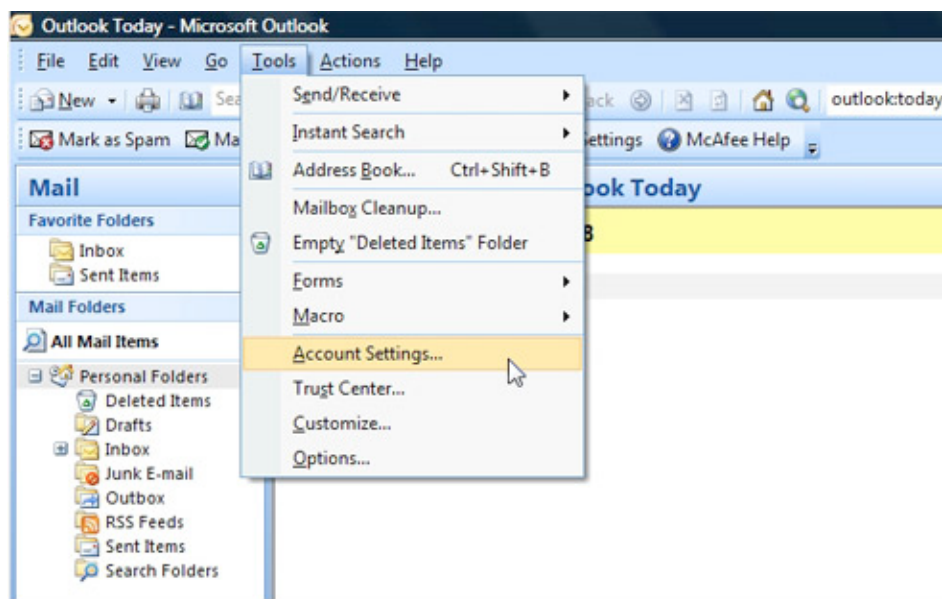


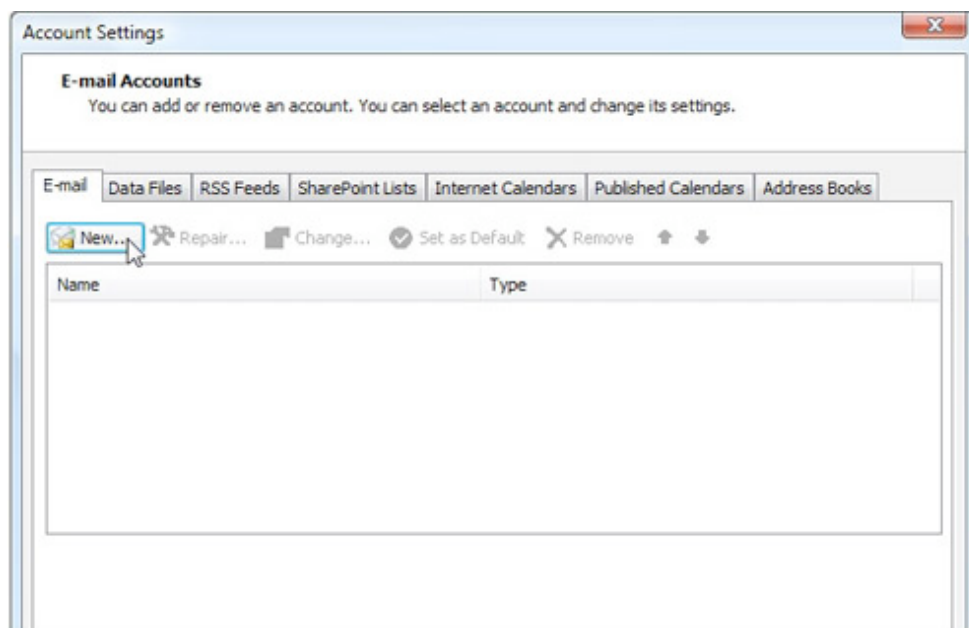
Setup your email account in Microsoft Outlook 2007

The following instructions describe in detail how to create and setup your email account when using Microsoft Outlook 2007. The instructions included here are easy to follow and can be used for setting up emails (mail servers) provided also by other web-hosting providers.

1. From Start choose Microsoft Office Outlook 2007 (it is assumed that you have used this program before so as the Internet Connection Wizard is not initiated).
2. Then go to Tools > Accounts



3. Click New which is the first button on the left.



4. On the next window that appears select the check box at the bottom Manually configure server settings or additional server types and then click Next.

The screenshot shows the 'Add New E-mail Account' window with the 'Auto Account Setup' tab selected. The window contains the following fields and options:

- Your Name:** A text input field with the example 'Barbara Sankovic' below it.
- E-mail Address:** A text input field with the example 'barbara@contoso.com' below it.
- Password:** A text input field.
- Retype Password:** A text input field with the instruction 'Type the password your Internet service provider has given you.' below it.
- Manually configure server settings or additional server types**
- Navigation buttons at the bottom: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a mouse cursor.

5. On the next window Choose E-mail Service the option Internet E-mail should be selected (this is the default choice) and then click Next.

The screenshot shows the 'Add New E-mail Account' window with the 'Choose E-mail Service' tab selected. The window contains the following options and a list:

- Internet E-mail**
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.
- Microsoft Exchange**
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.
- Other**
Connect to a server type shown below.
Outlook Mobile Service (Text Messaging)
- Navigation buttons at the bottom: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a mouse cursor.

6. On the next window Internet E-mail Settings you are required to complete various fields related with your personal data, server and logon information:

Your Name

Enter your name, your nick name, or your company's name depending on how you want to be displayed when you sent an email.

E-mail Address

Enter your e-mail address (in the example we are creating an email account for an imaginary email: user@yourdomain.com.au).

Account Type

Should be POP3 (this is the default option).

Incoming mail server

Your incoming server is mail.mydomain.com.au, where mydomain.com.au is the name of your domain.

Outgoing mail server (SMTP)

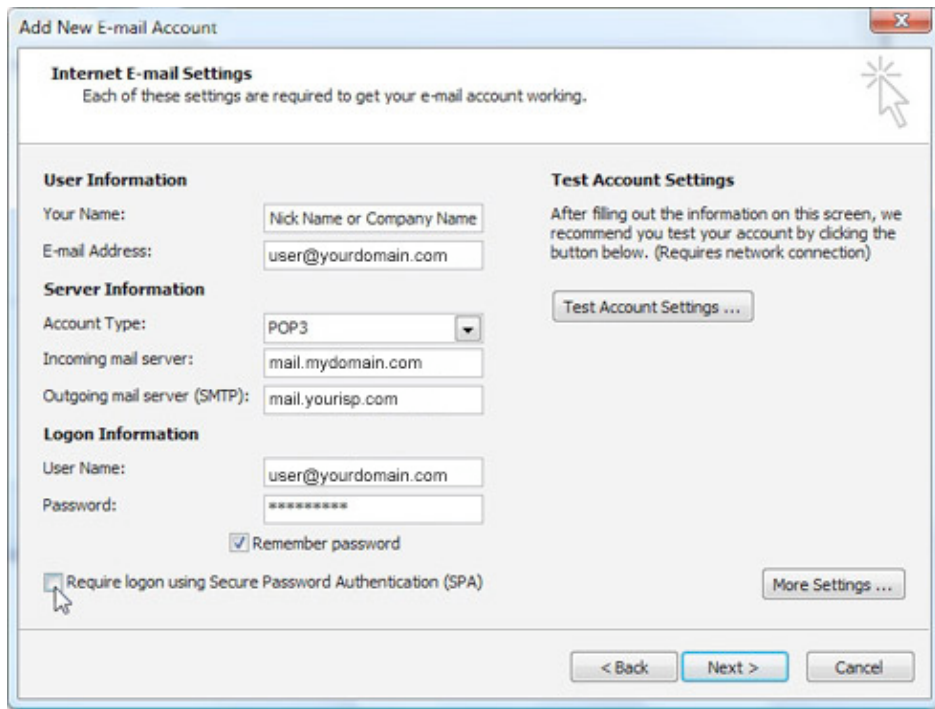
You must use the Outgoing Mail Server Name of your current Internet Server Provider (ISP).

User Name

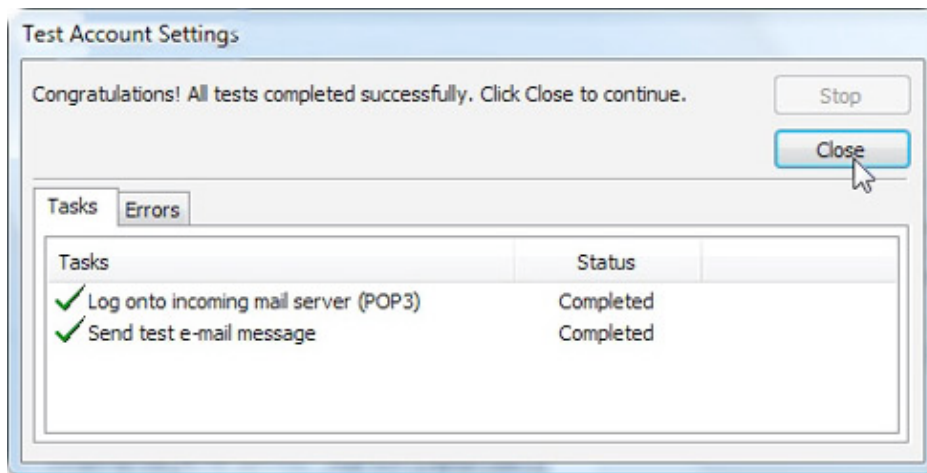
The email address you have been given.

Password

The password is case sensitive. Decide if you want to check the "Remember password" field.

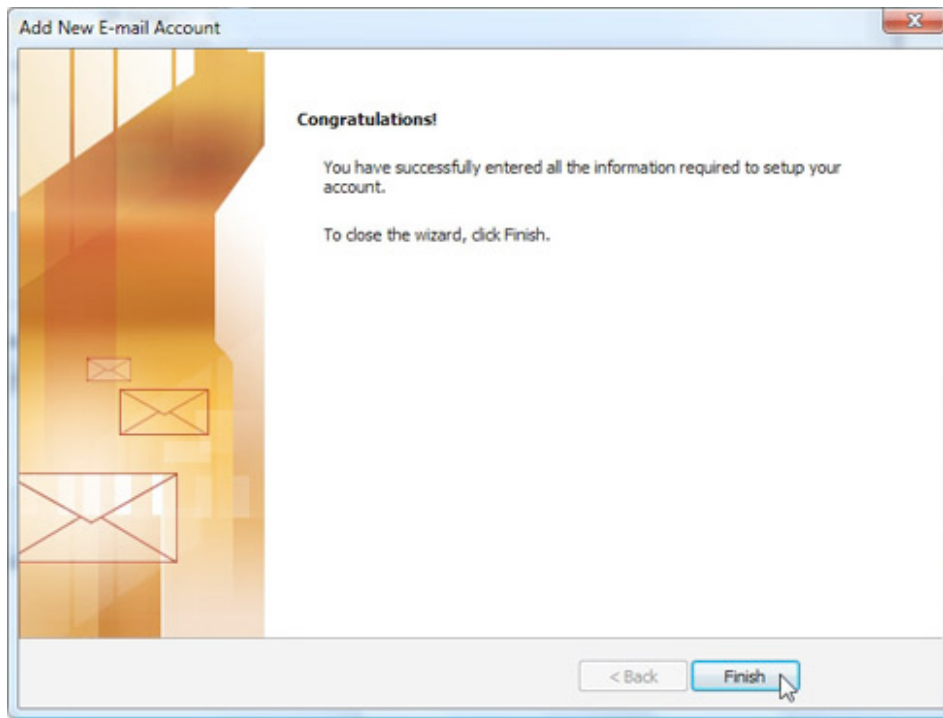


7. When you complete all fields required click on the Test Account Settings. If you have entered correctly all needed information you should see the following screen verifying the validity of your inputs.



8. Click on the Close button to close this window and also click on the Next button of the former window Internet E-mail Settings to move to the next step.

At this stage you have completed your email setup. The process is completed when you click Finish.



9. Finally click Close to exit the E-mail Accounts window.

