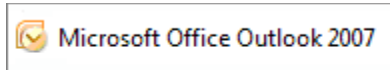


How to set up a mail client: Outlook 2007

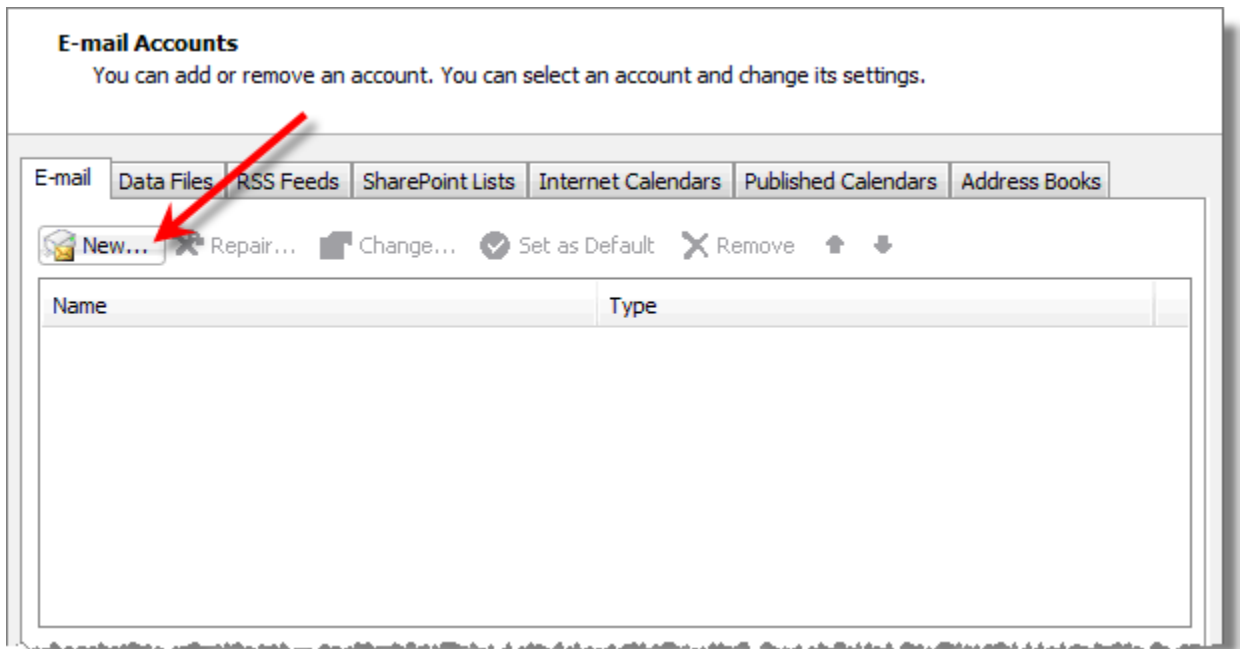
You can send and receive mail on your PC using a POP or IMAP mail client. This article explains how to set up Outlook 2007 to connect to your mailbox:

To set up Outlook to work with Webmail:

1. Open Outlook. On the Start menu, select Outlook 2007 (it might be located within the Microsoft Office folder).



2. On the Tools menu, select Account Settings.
3. On the E-mail tab, click New.



4. This launches the Auto Account Setup wizard. Near the bottom of the page, select Manually configure... and click Next.

Manually configure server settings or additional server types

5. On the Choose E-mail Service page, select Internet E-mail and click Next.
6. On the Internet E-mail Settings page, enter the information as follows.

User Information:

Your Name:	Enter your full name. This is used as the "from" name on messages you send from Outlook.
E-mail Address:	Your full e-mail address, including @yourdomain.com

Server Information:

Make sure the incoming mail server starts with the correct prefix – "pop" or "imap" and that you replace *yourdomain.com* with *your actual* domain name. If your website is **www.example.com**, enter **pop.example.com** or **imap.example.com**.

Account Type:	Select POP3 or IMAP
Incoming Mail Server:	pop.yourdomain.com imap.yourdomain.com
Outgoing Mail Server:	smtp.yourdomain.com

Logon Information:

Set up your login credentials so that Outlook can access your mailbox.

User Name:	Your full e-mail address (include @yourdomain.com)
Password:	Your mailbox password

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:

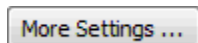
Remember password

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)

- Click More Settings.



- Now, set up the outgoing mail server (SMTP) to "authenticate" (sign in) before sending mail. On the Outgoing Server tab, select My outgoing server requires authentication.

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

- On the Advanced tab, change the SMTP port to 587.

To ensure that the messages you send are delivered, we recommend setting the outbound mail port to 587.


All e-mail sent via the Internet is routed through port 25. Some Internet service providers (ISPs) block port 25 to cut down on the amount of spam that is sent from their networks. If your ISP blocks port 25, your messages will not get through. Port 587 is a valid, unassigned port number.

General **Outgoing Server** Connection **Advanced**

Server Port Numbers

Incoming server (POP3):

This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 

Use the following type of encrypted connection:

Server Timeouts

Short Long 1 minute

Delivery

Leave a copy of messages on the server

Remove from server after days

Remove from server when deleted from 'Deleted Items'

- Click OK, and then click Finish.

Congratulations! You're done configuring your client to send and retrieve mail messages.