

Email Setup Instructions for Microsoft Outlook 2007

1. Open Outlook.
2. Click the **Tools** menu, and select **Account Settings...**
3. On the **E-mail** tab,
4. If you are prompted to **Choose E-mail Service**, Select **POP3** and click **Next**
5. Fill in all necessary fields to include the following information:

Your Name: Enter your name as you would like it to appear in the **From:** field of outgoing messages.

Email Address: Enter your full email address (*username@yourdomain.com*)

Password: Enter your Email password.

Manually configure server settings or additional server types: Leave this option unchecked if you want to automatically configure Outlook 2007. If you want to manually configure Outlook 2007, check this box now.

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name: Your Name
Example: Barbara Sankovic

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

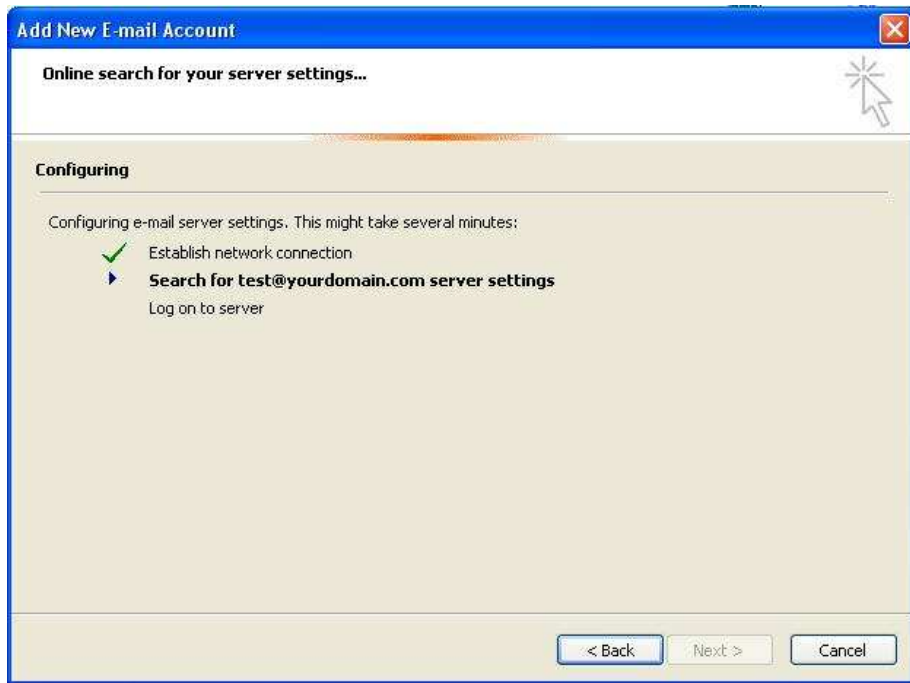
Password: *****

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

Manually configure server settings or additional server types

< Back Next > Cancel

6. Click **Next**. If you are configuring Outlook 2007 automatically, you're done! Just click **Finish**.



7. If you are configuring Outlook 2007 manually, select **Internet E-mail** and click **Next**.
8. Verify your **User Information**, and enter the following additional information:

Server Information

Account Type: POP3

Enter the server names provided.

Incoming mail server (POP3): mail.yourdomain.com

Outgoing mail server (SMTP): mail.yourdomain.com

Logon Information

User Name: your complete email id (i.e. test@yourdomain.com) (note: you must enter your complete email id here along with your web site / domain name)

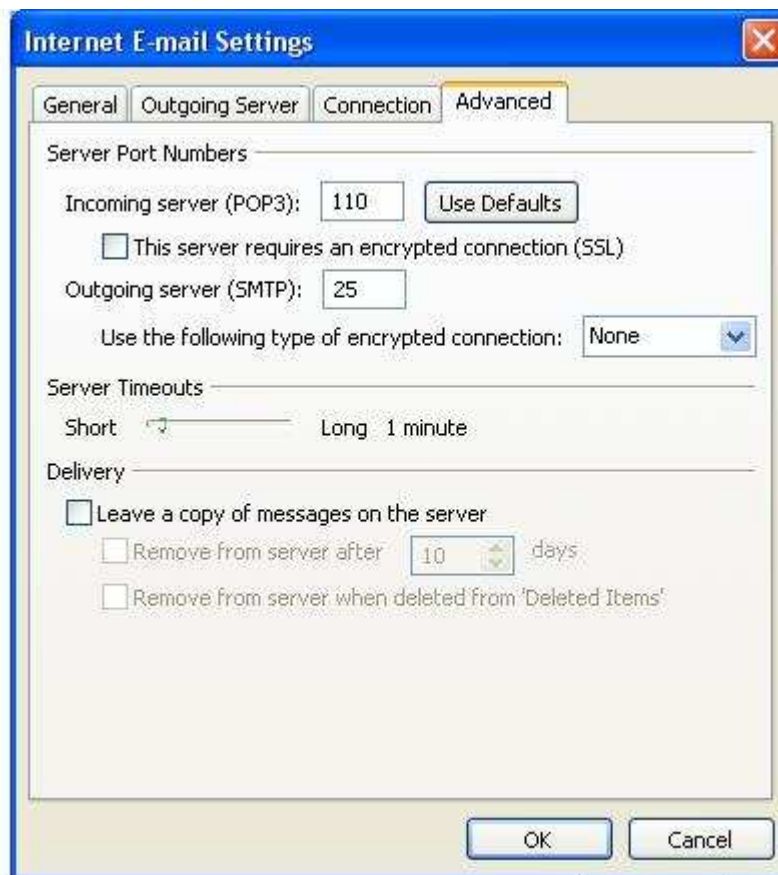
Password: Enter your email password

Require logon using Secure Password Authentication (SPA): Leave this option unchecked.



9. Click the **More Settings...** button

10. Click the **Advanced** tab,
Follow the following:



11. Click **OK**.

12. Click **Next**, and then click **Finish**.

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

If you encounter problems or have additional questions, you may please contact our support team at solutions@ithands.com