


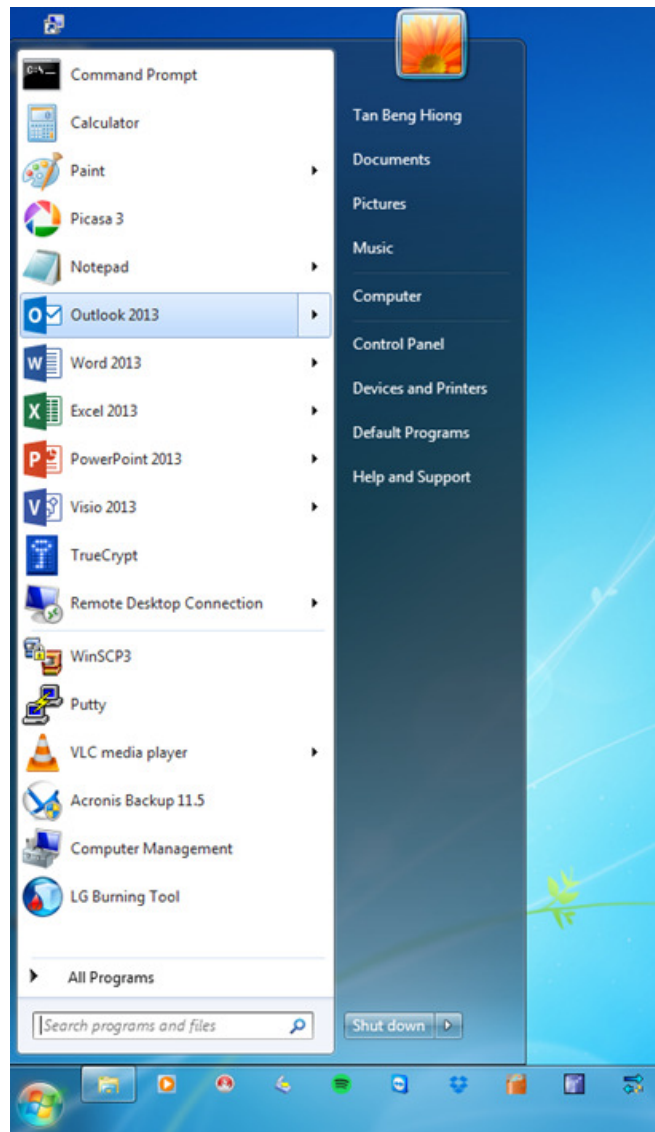
EMAIL CONFIGURATION GUIDE

For

Microsoft Outlook on Windows 7

A. Microsoft Office Outlook

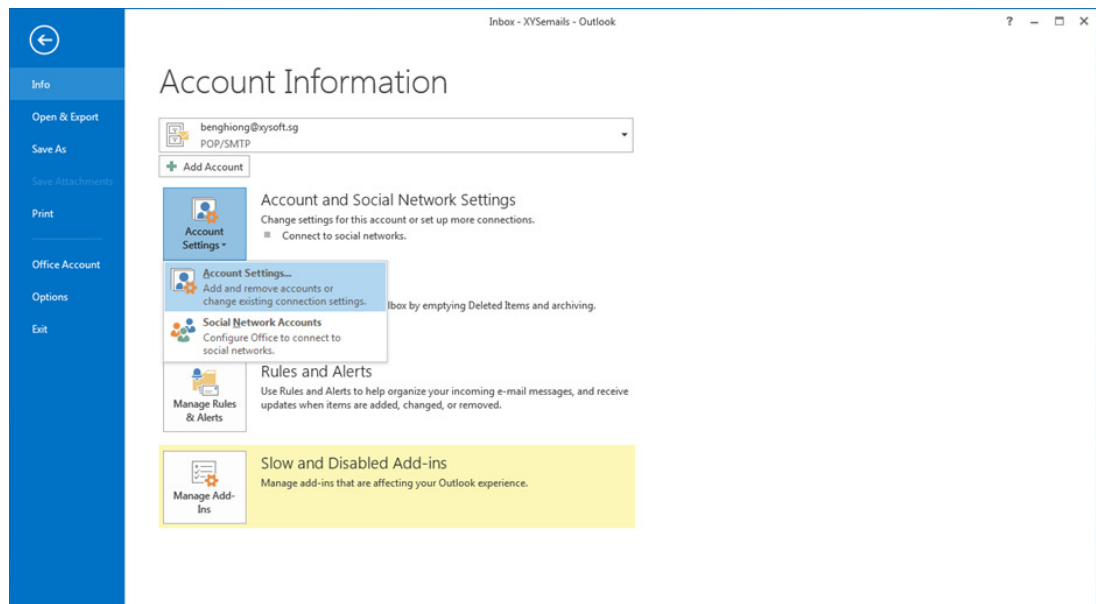
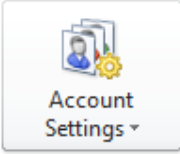
Step 1 : Click on the  button, and search for [Microsoft Outlook] program.

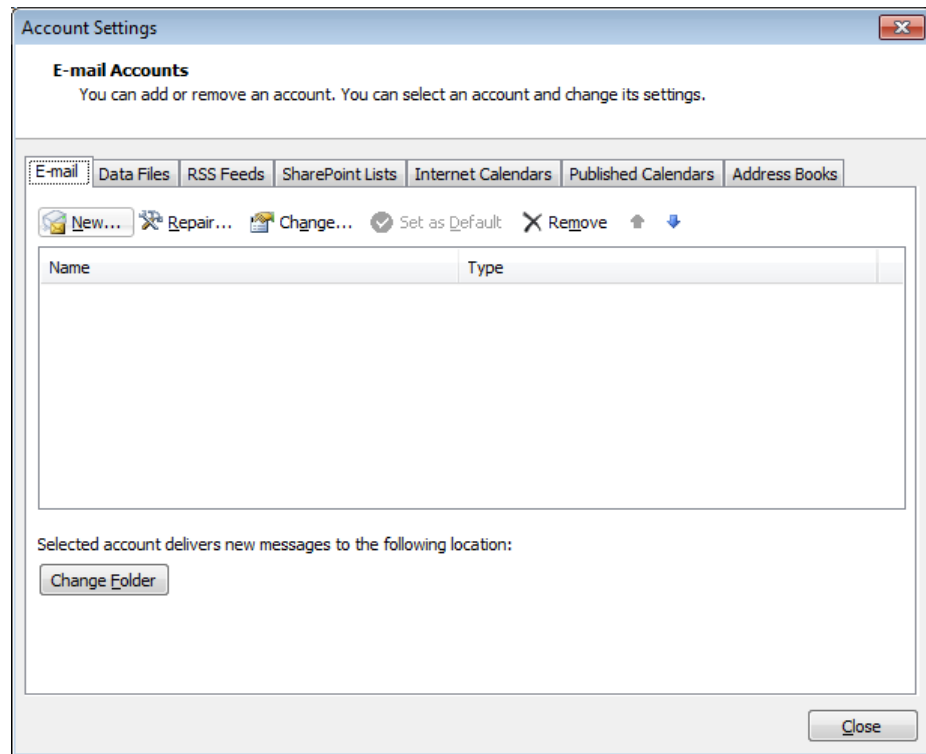




Step 2 : From the menu bar, click on the [FILE] tab.

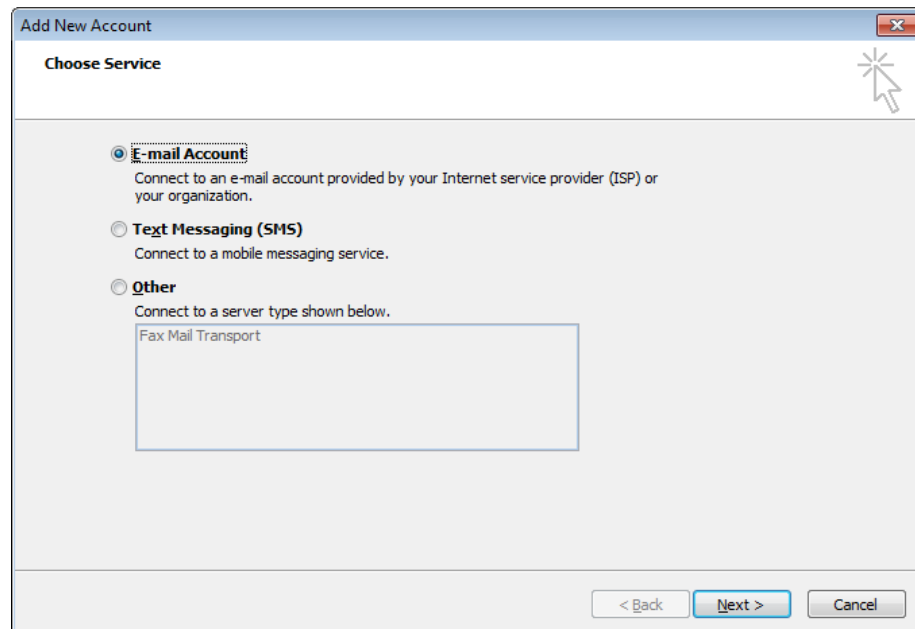


Step 3 : Click on the  button and select [Account Settings]

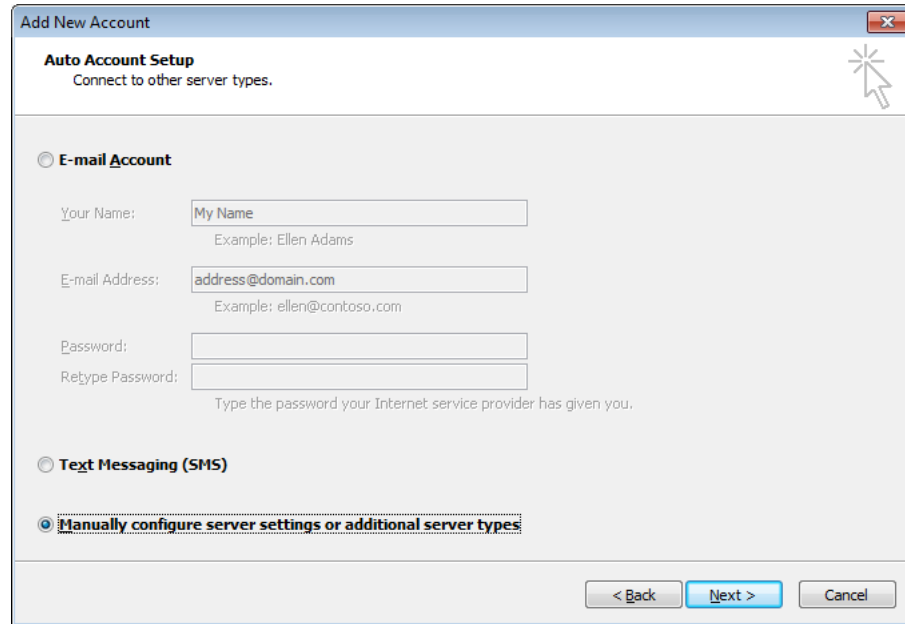




Step 4 : In the [Account Settings] window, click on  and a new window will show up. Select [E-mail Account] to add a new E-mail account and select  to continue setup.



Step 5 : Enter your name and email address and then select the radio button to [Manually configure server settings or additional server types] and click on [Next].



Add New Account

Auto Account Setup
Connect to other server types.

E-mail Account

Your Name:
Example: Ellen Adams

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

Password:

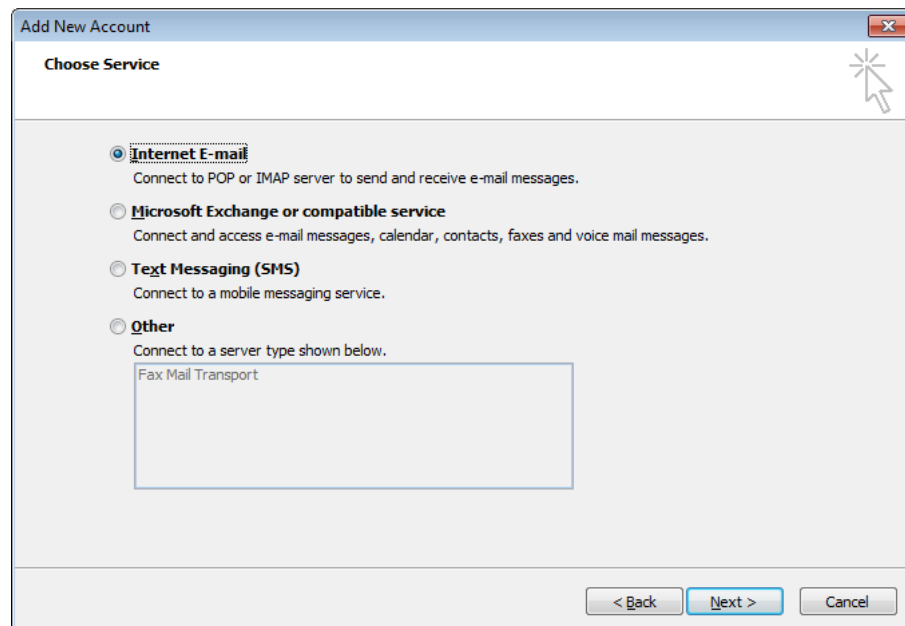
Retype Password:
Type the password your Internet service provider has given you.

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back Next > Cancel

Step 6 : Select the radio button for [Internet E-mail] and click on [Next].



Add New Account

Choose Service

Internet E-mail
Connect to POP or IMAP server to send and receive e-mail messages.

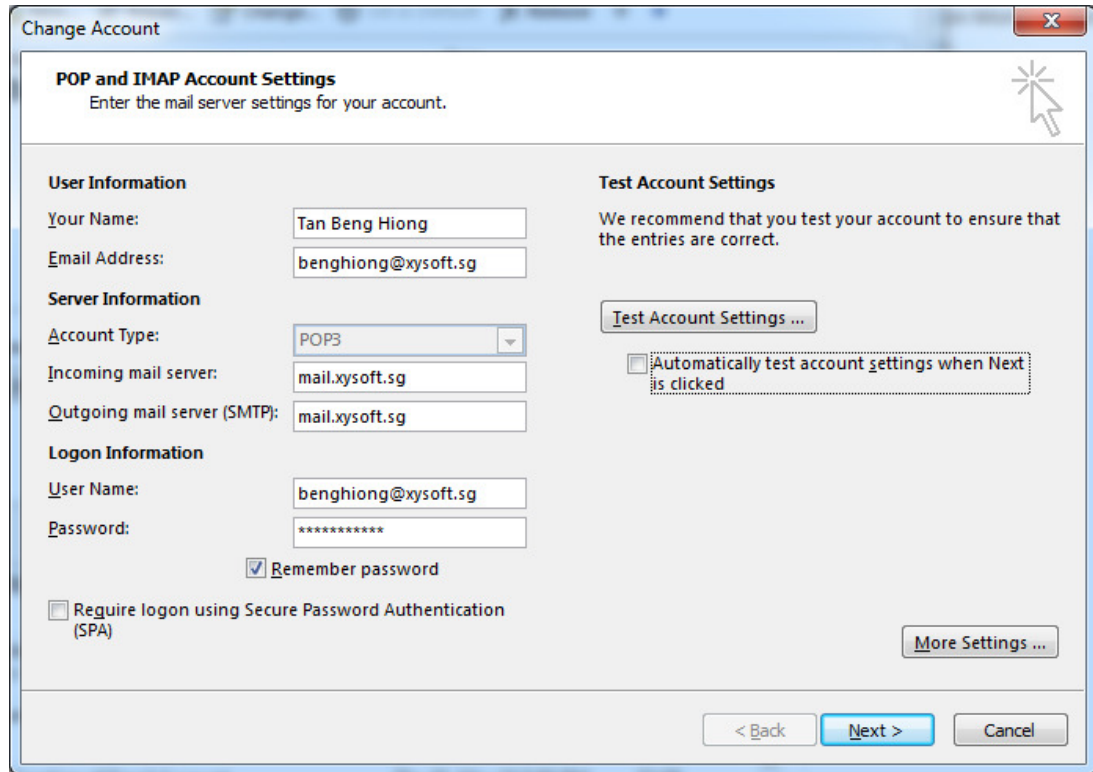
Microsoft Exchange or compatible service
Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.

Text Messaging (SMS)
Connect to a mobile messaging service.

Other
Connect to a server type shown below.

< Back Next > Cancel

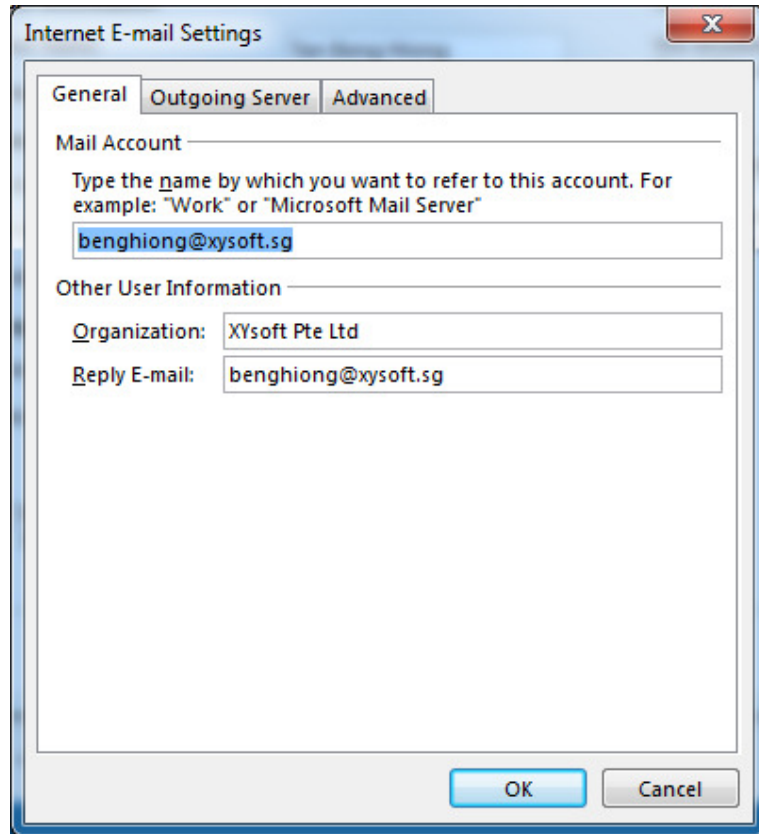
Step 7 : Enter the details for [User Information], [Server Information] and [Logon Information] as shown below: (Refer to the Appendix of this document for Key Information).



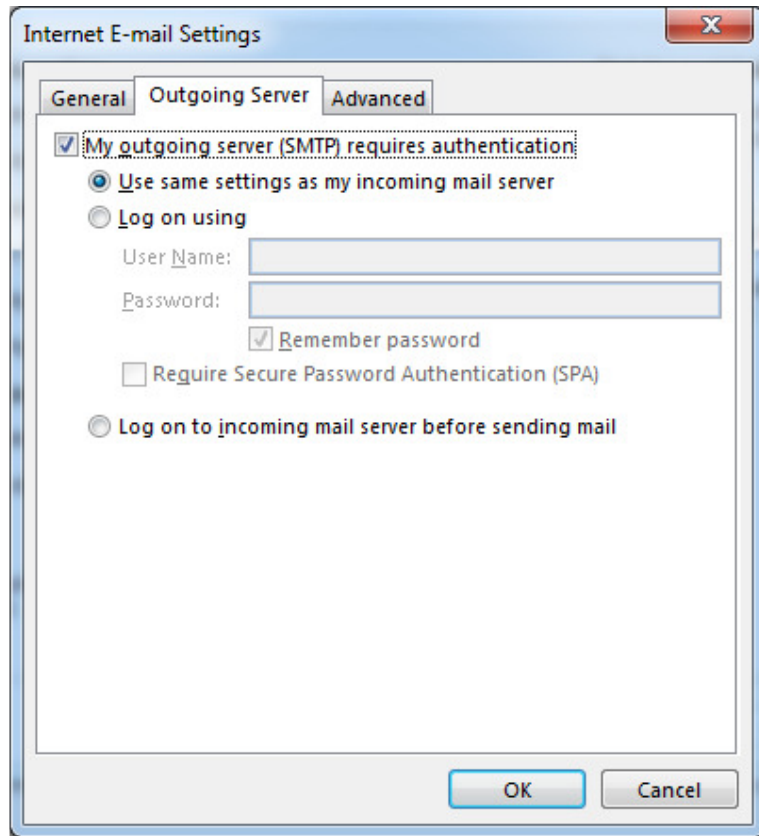
The screenshot shows a 'Change Account' dialog box with the following sections and fields:

- POP and IMAP Account Settings**
 - Enter the mail server settings for your account.
- User Information**
 - Your Name:
 - Email 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**
 - We recommend that you test your account to ensure that the entries are correct.
 -
 - Automatically test account settings when Next is clicked
- Buttons:**
 -
 -
 -
 -

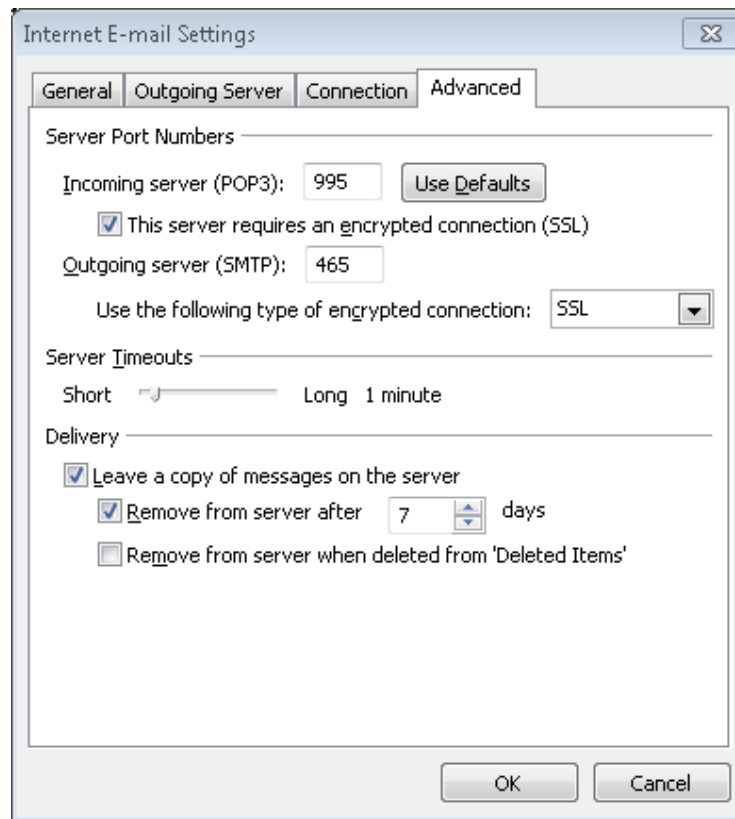
Step 8 : Next, click on the  button for advanced settings.

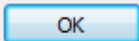
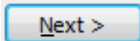


Step 9 : Click on the [Outgoing Server] tab for and check the checkbox for [My outgoing server (SMTP) requires authentication] as shown below:



Step 10 : Next, click on the [Advanced] tab for Server Port Numbers settings. (Refer to Appendix for more details on what port numbers to use.)



Step 11 : Next, click on  and then  to finish the setup.

Appendix: KEY INFORMATION

Email Address

name@[Domain name]

Server Information

Incoming mail server: mail.[Domain name]
Outgoing mail server: mail.[Domain name]

Logon Information

User Name: < Email address >
Password: < Email password >

More Settings (Advanced)

POP3/POP settings

- Incoming mail server: mail.[domain name]
- Incoming port number: 995
- This server requires an encrypted connection (SSL):
- Outgoing mail server: mail.[domain name]
- Outgoing port number: 465
- Use following type of encrypted connection: SSL

IMAP settings

- Incoming mail server: mail.[domain name]
- Incoming port number: 993 (with SSL)
- This server requires an encrypted connection (SSL):
- Outgoing mail server: mail.[domain name]
- Outgoing port number: 465
- Use following type of encrypted connection: SSL

~ ~ *END OF DOCUMENT* ~ ~ ~