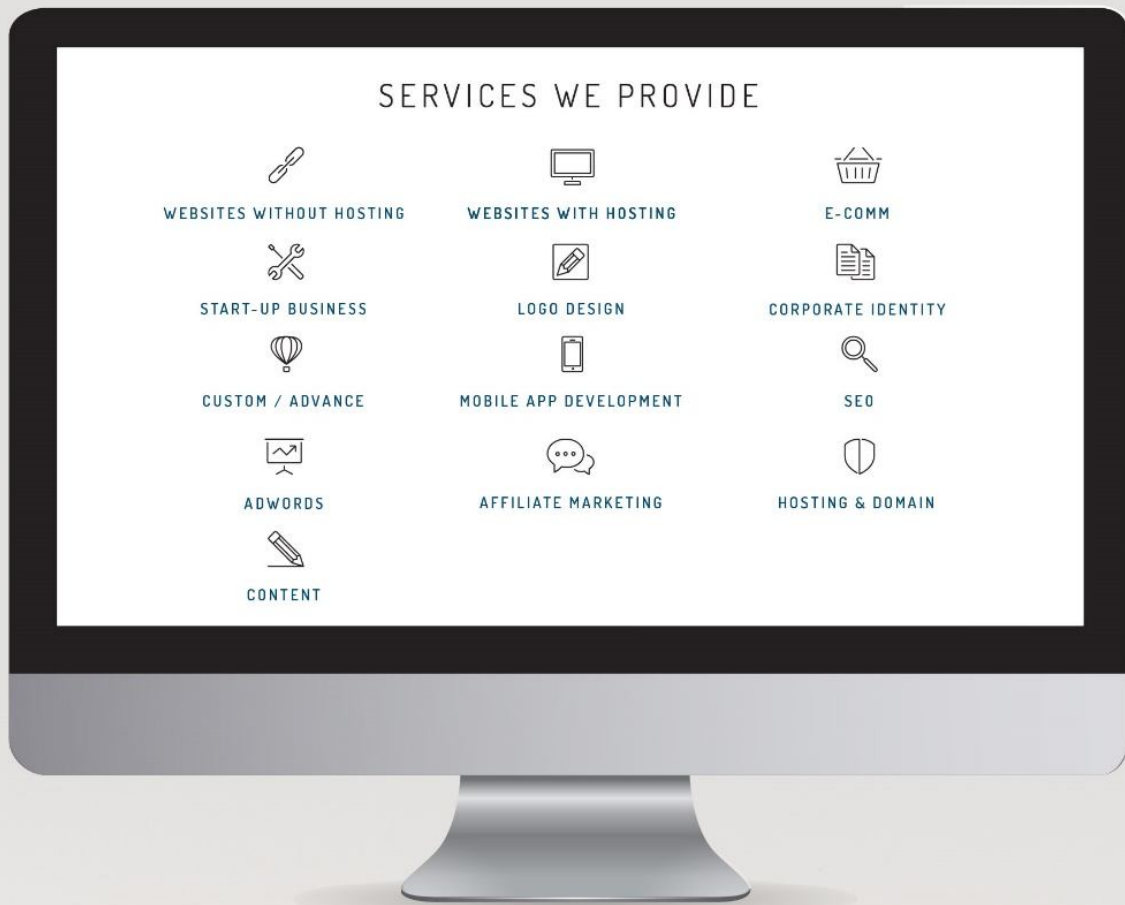


Setting up Email on Outlook 2007



Disclaimer:

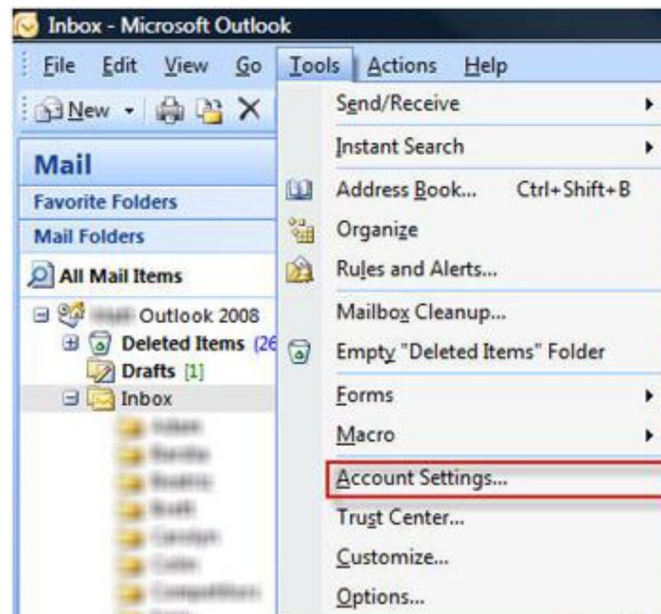
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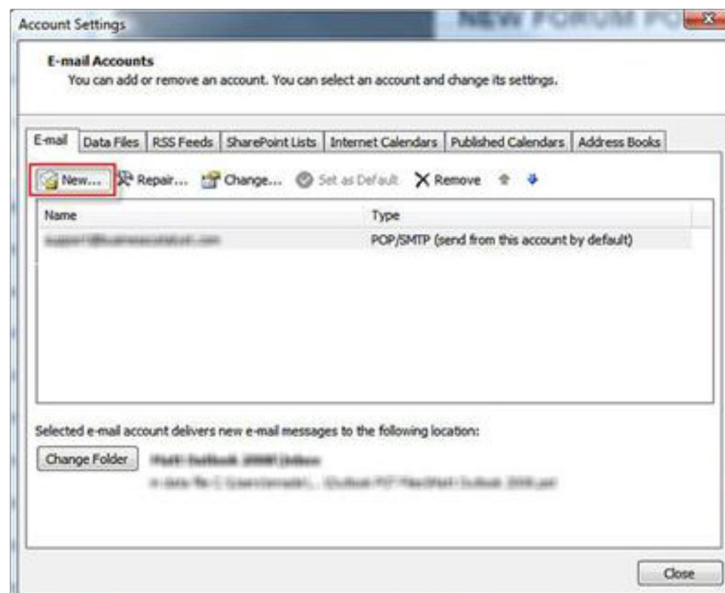
CONFIGURING YOUR EMAIL CLIENT: OUTLOOK 2007

Open Outlook 2007.

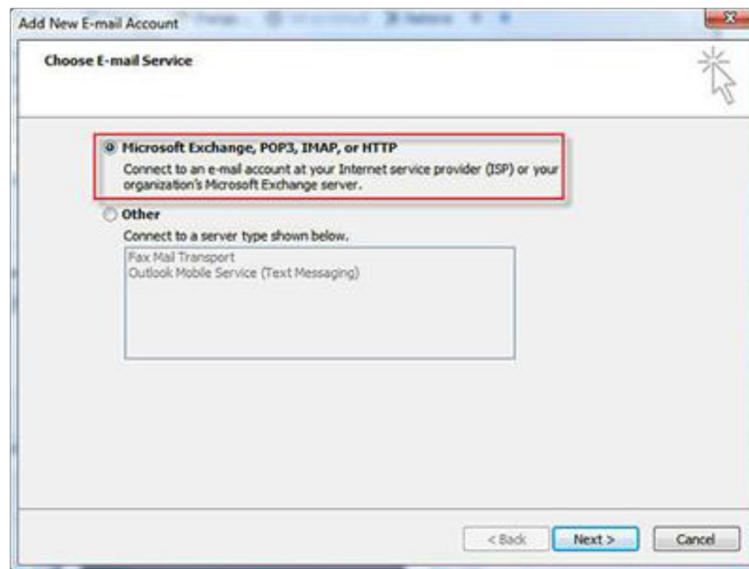
Step 1. Click the Tools menu, and select Account Settings



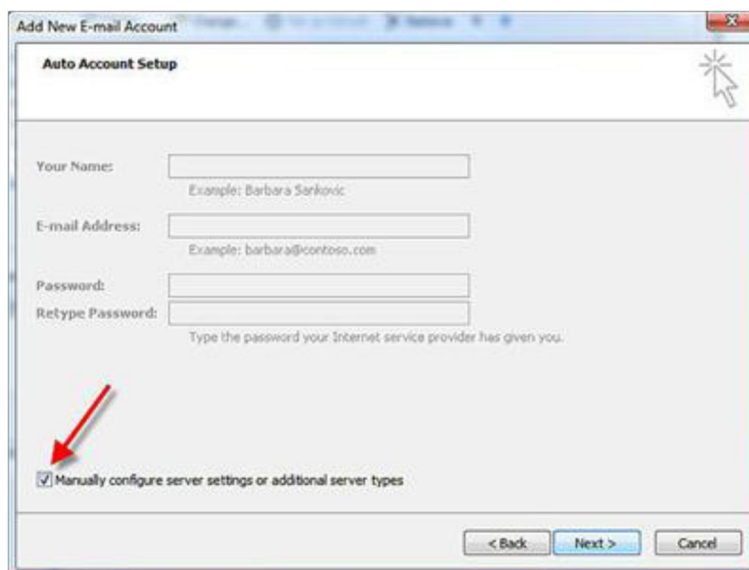
Step 2. The Account Settings window appears. Click New to add a new email account:



Step 3. Select the option: Microsoft Exchange, POP3, IMAP, or HTTP and click Next.



Step 4. Select the option in the bottom left corner to Manually configure server settings or additional server settings. Click Next.



Step 5. Next, fill in the account information, using the following details:

Your Name: Enter your name -- this is the name that will be displayed to recipients of your sent messages.

Email address: This is your email address.

Account Type: POP3

Incoming mail server (POP3): mail.domainname.co.za where domainname.co.za is your domain name.

SMTP or sending server (SMTP): mail.domainname.co.za where domainname.co.za is your domain name.

Username: This is your email address.

Password: Enter the password for the email account

The screenshot shows the 'Add New E-mail Account' dialog box. It is titled 'Internet E-mail Settings' and includes a note: 'Each of these settings are required to get your e-mail account working.' The dialog is divided into three main sections: 'User Information', 'Server Information', and 'Logon Information'.
- **User Information:** 'Your Name' is 'Your Name', and 'E-mail Address' is 'user@yourdomain.com'.
- **Server Information:** 'Account Type' is set to 'POP3'. 'Incoming mail server' and 'Outgoing mail server (SMTP)' are both 'mail.yourdomain.com'.
- **Logon Information:** 'User Name' is 'user@yourdomain.com' and 'Password' is 'your chosen password'. The 'Remember password' checkbox is checked. There is also an unchecked checkbox for 'Require logon using Secure Password Authentication (SPA)'.
- **Test Account Settings:** A 'Test Account Settings ...' button is present.
- **Buttons:** At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons.

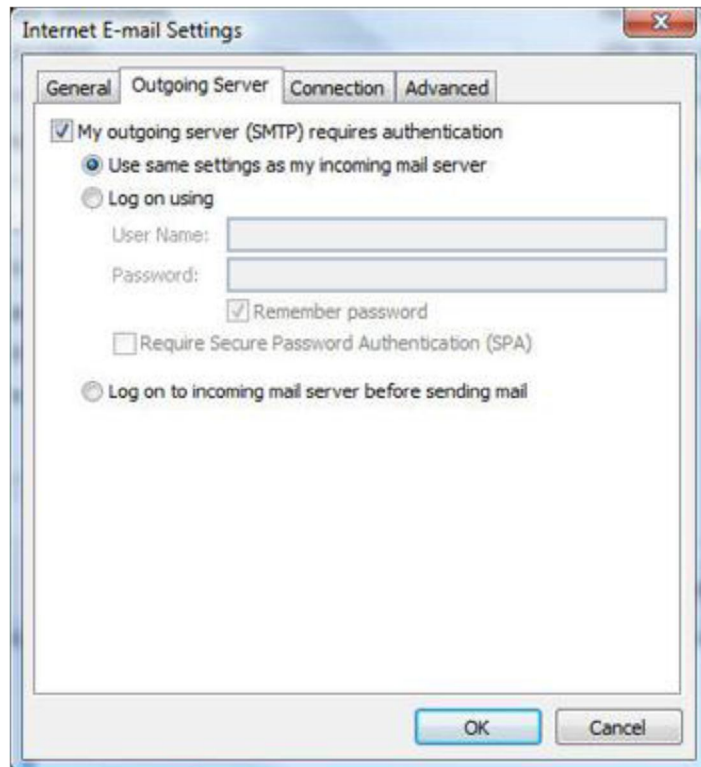
Click More Settings button.

Click the Outgoing Server tab.

Tick the option: My outgoing server (SMTP) requires authentication.

Select the option: "Use same settings as my incoming mail server".

Click on OK

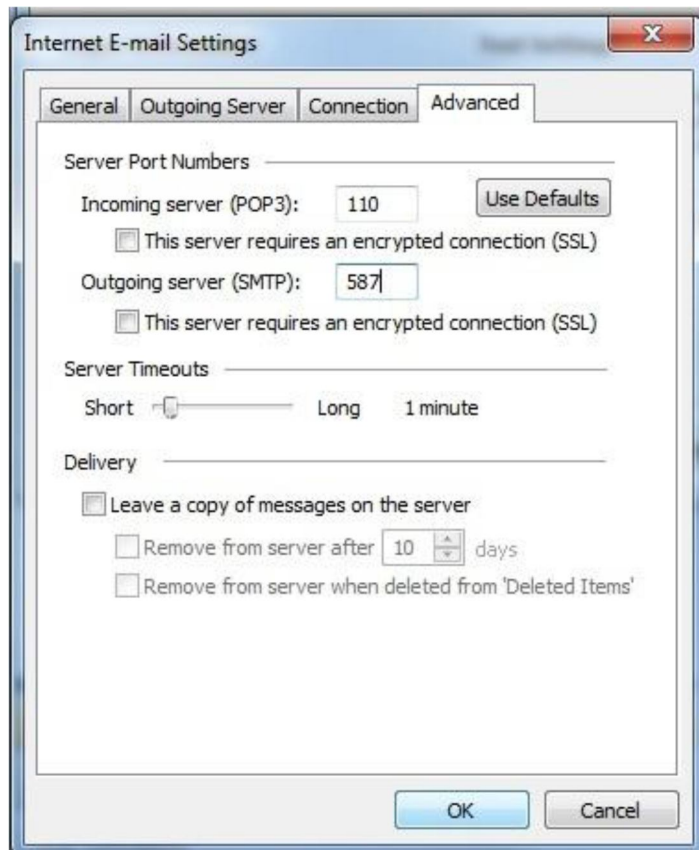


Click the Advanced tab.

Ensure that your settings look like the settings shown in this screenshot below. In particular, check that:

- * The **Incoming server** (POP) port is set to the default (**110**)
- * The **Outgoing server** (SMTP) port is set to **587**

Click OK and then click Finish.



Test the new email account to verify that you can send and receive mail, by clicking Send/Receive.