

## *Email: How do I setup my email in Outlook 2007?*

The following series of screen shots show you how to setup an email account in Microsoft Outlook 2007.

The details you will need are as follows:

- mailbox name/email address
- mailbox password
- your mail server address - it will be in the format mail.yourdomain.com

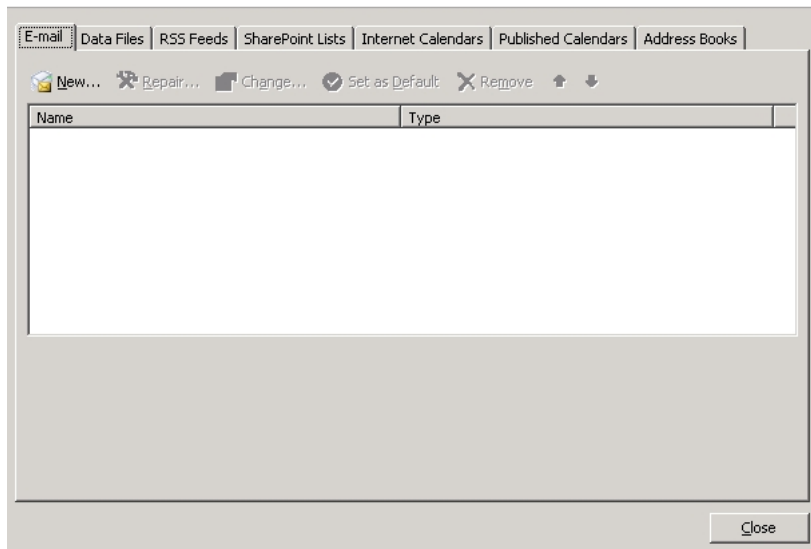
1. Firstly, choose **'Tools'** and **'Accounts Settings'**;

2. Click the **'New'** button in the Email tab

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## E-mail Accounts

You can add or remove an account. You can select an account and change its settings.



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3. Check the **&#39;Manually configure server settings or additional server types&#39;** and click **&#39;Next&#39;**;

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## Auto Account Setup



Your Name:   
Example: Barbara Sankovic

E-mail Address:   
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

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4. Select the **'Internet E-Mail'** radio button and click **'Next'**;

## Choose E-mail Service



**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.

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URL: <http://joomla.elegantlogic.com.au/faqs/content/2/11/en/how-do-i-setup-my-email-in-outlook-2007.html>

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5. In the **Internet E-mail Settings** page enter in your user information. Your incoming mail server will be **mail.yourdomain.com**; where yourdomain.com is your actual domain name. You will need to obtain your ISP's SMTP server details to enter in to the **Outgoing mail server (SMTP)** field.

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.



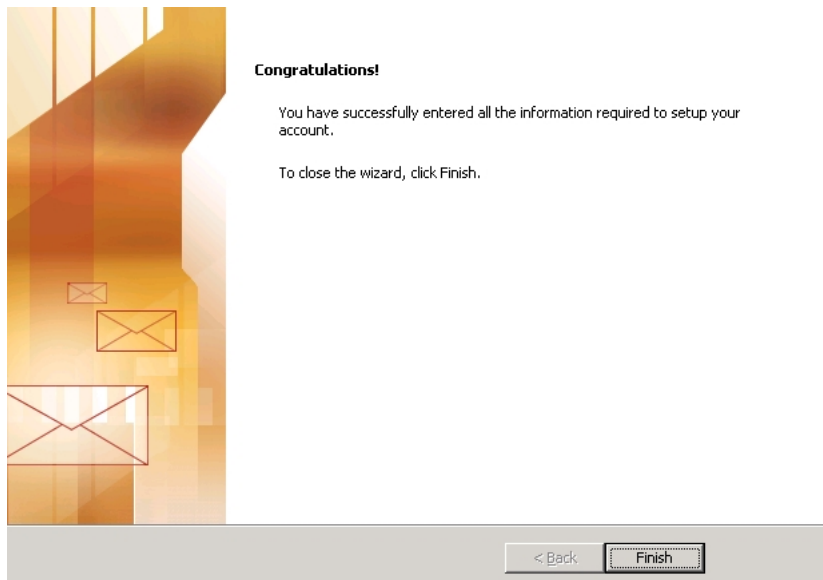
<b>User Information</b>		<b>Test Account Settings</b>
Your Name:	<input type="text" value="John Doe"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
E-mail Address:	<input type="text" value="john.doe@yourdomain.com"/>	<input type="button" value="Test Account Settings ..."/>
<b>Server Information</b>		
Account Type:	<input type="text" value="POP3"/>	
Incoming mail server:	<input type="text" value="mail.yourdomain.com"/>	
Outgoing mail server (SMTP):	<input type="text" value="Your ISP's SMTP server"/>	
<b>Logon Information</b>		
User Name:	<input type="text" value="john.doe@yourdomain.com"/>	
Password:	<input type="password" value="***"/>	
<input checked="" type="checkbox"/> Remember password		
<input type="checkbox"/> Require logon using Secure Password Authentication (SPA)		<input type="button" value="More Settings ..."/>

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6. Click **&#39;Finish&#39;**.

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## *Email: How do I setup my email in Outlook 2007?*

*Unique solution ID: #1010*

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