

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

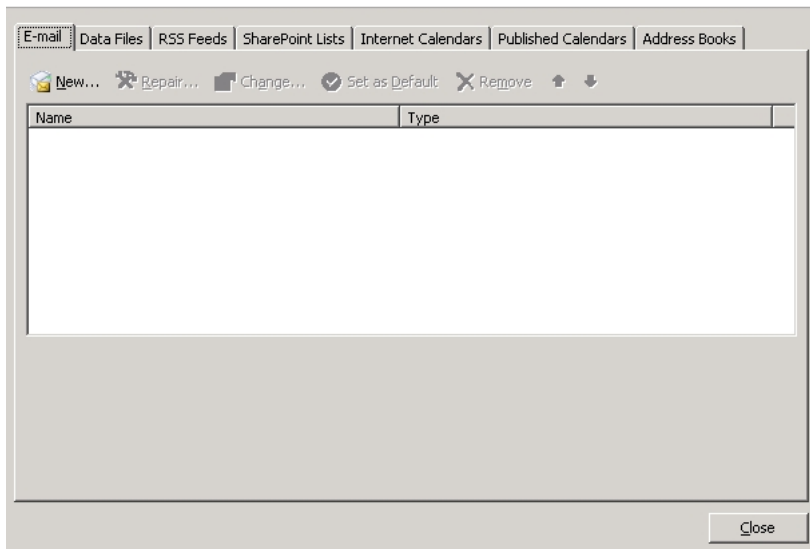
1. Firstly, choose **Tools** and **Accounts Settings**;

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.



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

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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

< Back Next > Cancel

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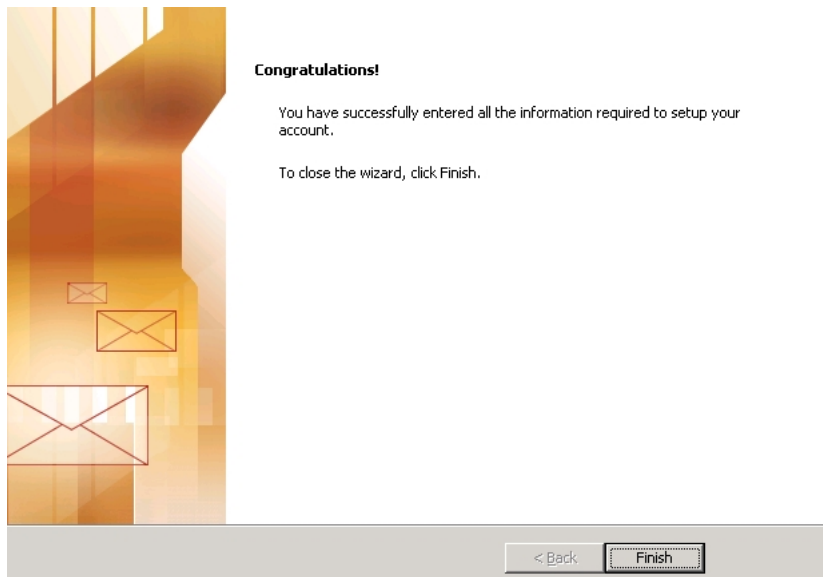
5. In the **Internet E-mail Settings** page enter in your user information. Your incoming mail server will be **mail.yourdomain.com**; where yourdomain.com is your actual domain name. You will need to obtain your ISP's SMTP server details to enter in to the **Outgoing mail server (SMTP)** field.

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



User Information	Test Account Settings
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"/>	
Server Information	<input type="button" value="Test Account Settings ..."/>
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"/>	
Logon Information	
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 ..."/>

6. Click **'Finish'**.



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