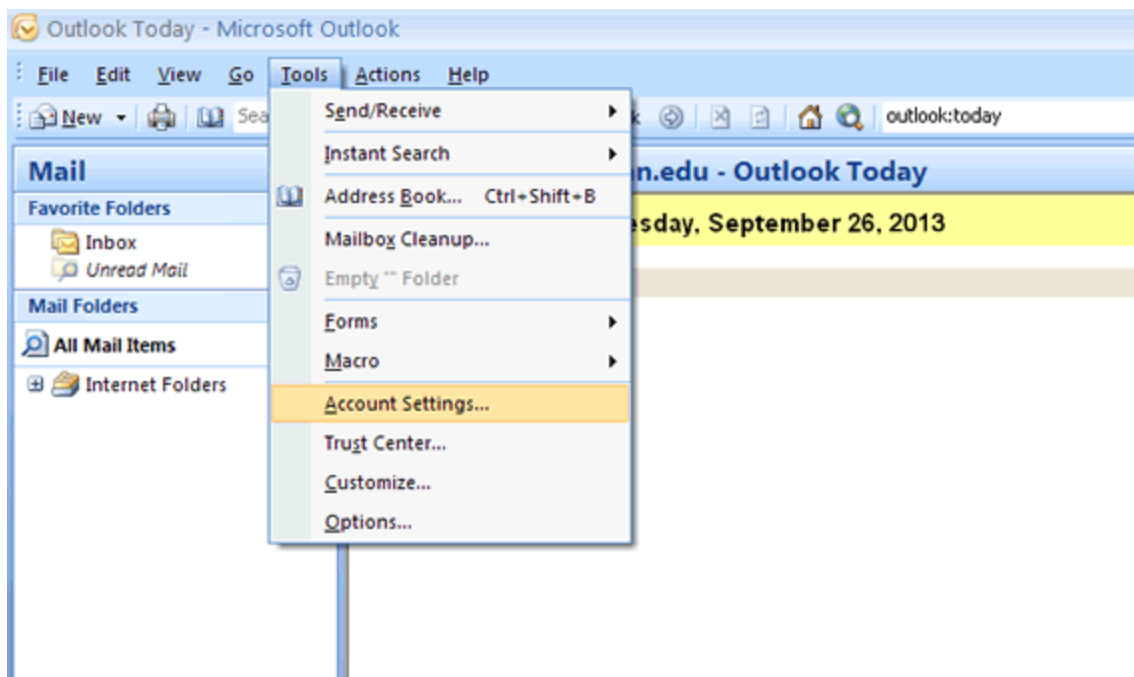


Windows Email Setup (POP or IMAP)

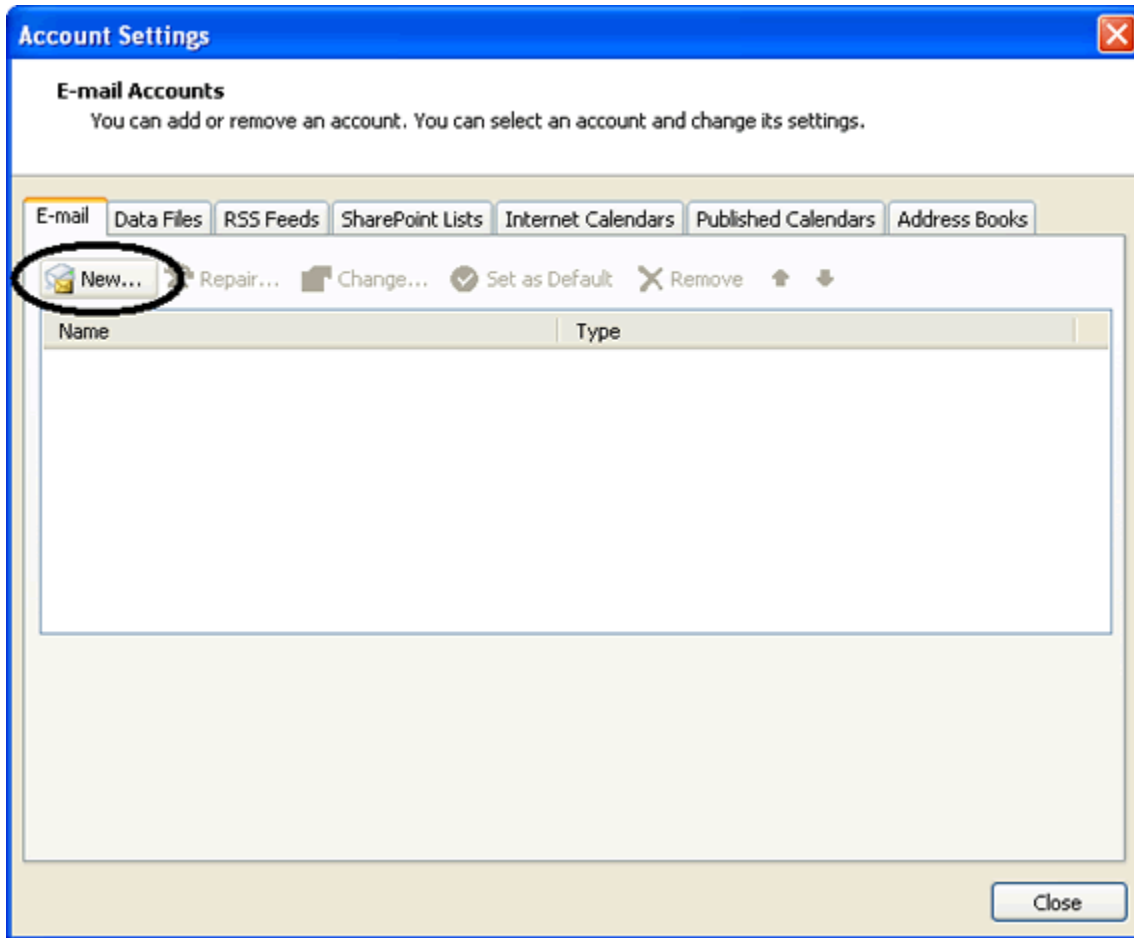
Office 2007/2010 E-mail Account Setup Guide

Please note these instructions are provided as a courtesy. We do not directly support, endorse or represent 3rd-party software. Please contact [Microsoft support](#) if your software is not working properly.

1) Open Outlook 2007 and click "Tools" in the menu bar, (in 2010 select the File tab), then select "Account Settings."



2) In the "Account Settings" window, from the E-mail tab click on the "New" button.



3) On the bottom of the "Add New E-mail Account" check the box for "Manually configure server setting or additional server types", then click "Next >".

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:
Example: Barbara Sankovic

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

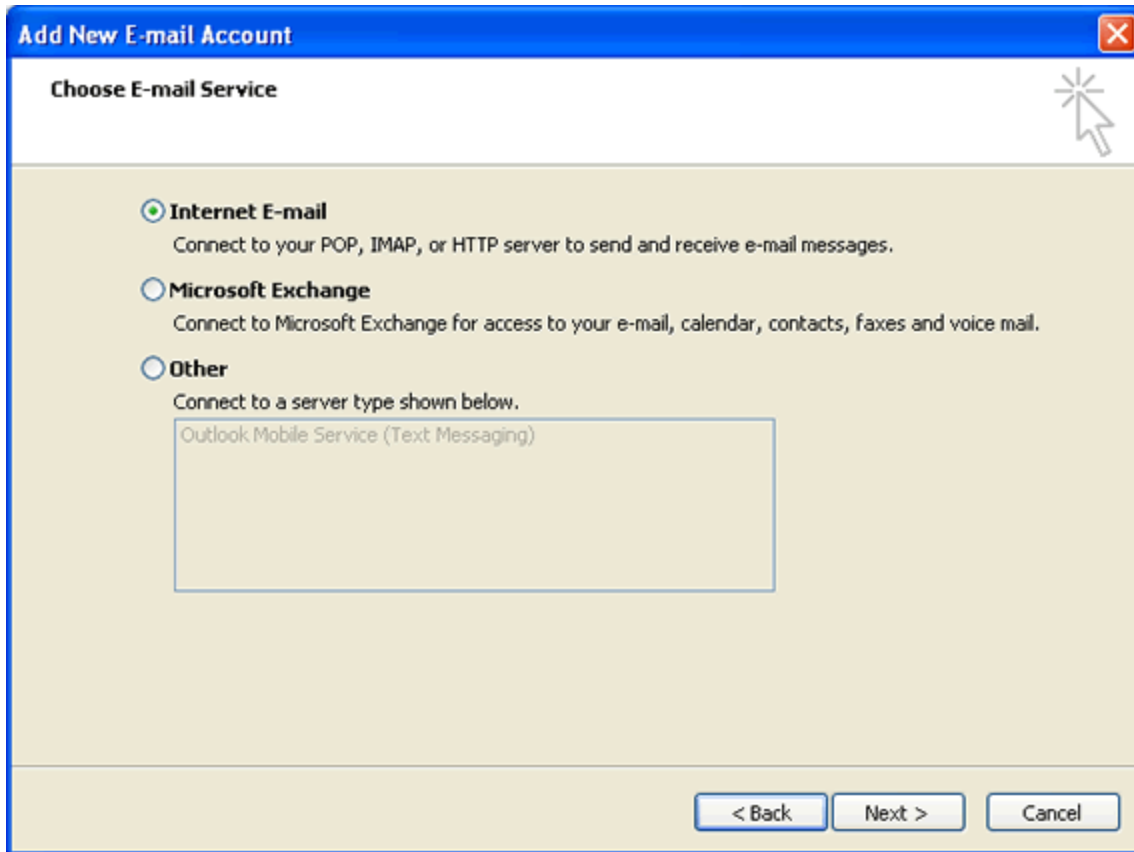
Password:

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

Manually configure server settings or additional server types

< Back Next > Cancel

4) Make sure that "Internet E-mail" is selected then click "Next >".



5) In the "Add New E-mail Account" you can select IMAP or POP3 as your Account type. Fill in the settings like below using your username and password and then select the More Settings button.

Add New E-mail Account

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

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

Password:

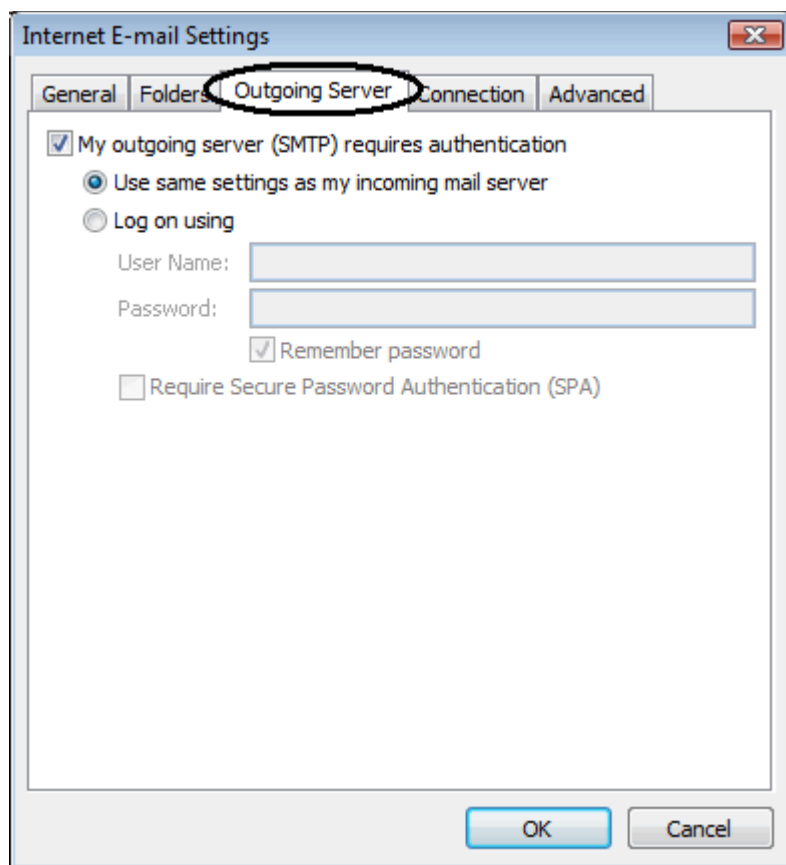
Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

6) Select the Outgoing Server tab. Select My outgoing server (SMTP) requires authentication. Select Use same settings as my incoming mail server. Click the '**Advanced**' tab.



After you clicked on the '**Advanced**' tab you should make the following changes depending on if you choose IMAP or POP3 as your Account Type.

IMAP

- Incoming Server (IMAP): **993**
- Use the following type of encryption connection: **SSL**
- Outgoing Server (SMTP): **2525**
- Use the following type of encryption connection: **TLS**
- Select '**OK**' which will close that window. Move to step 7

POP

- Incoming Server (POP): **995**
- Use the following type of encryption connection: **SSL**
- Outgoing Server (SMTP): **2525**
- Use the following type of encryption connection: **TLS**
- Select '**OK**' which will close that window. Move to step 7

7) The "Add New E-mail Account" window should now be displayed again. Select "Next" and then "OK". Now click "Finish" on the following Congratulation window.

Change E-mail Account

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

User Information
Your Name:
E-mail 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
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)