*This guide takes you step-by-step through the process of setting up a new email account in Outlook 2007.*
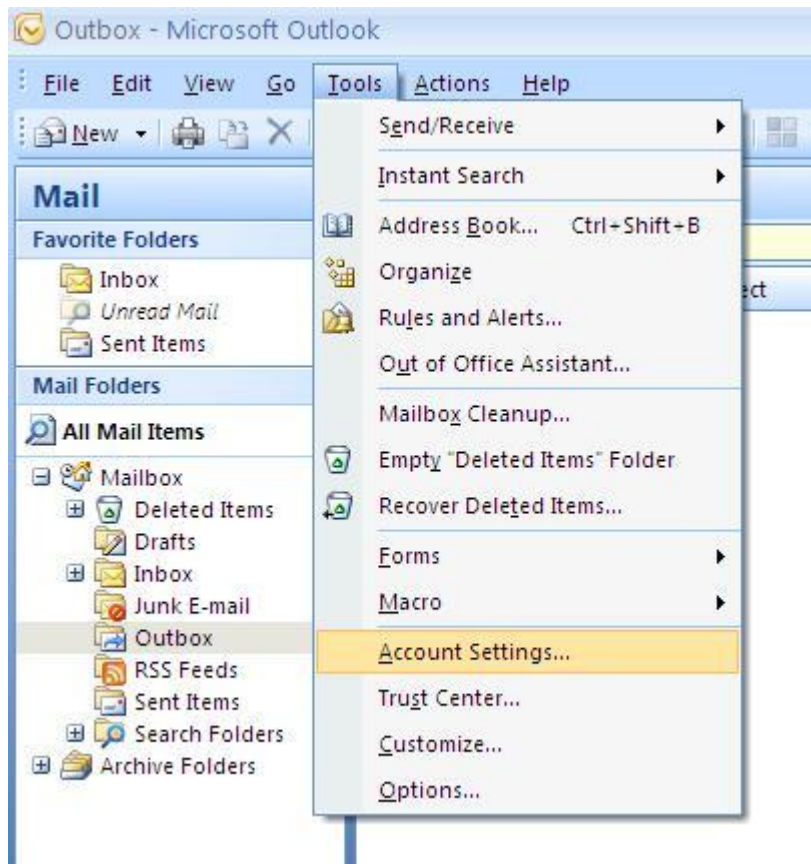
# ◆ Auto Account Setup (recommended)

*Setting up a new email address in Outlook is quick and easy using the **Auto Account Setup** option. However, reasons to rather use **Manual Setup** are:*

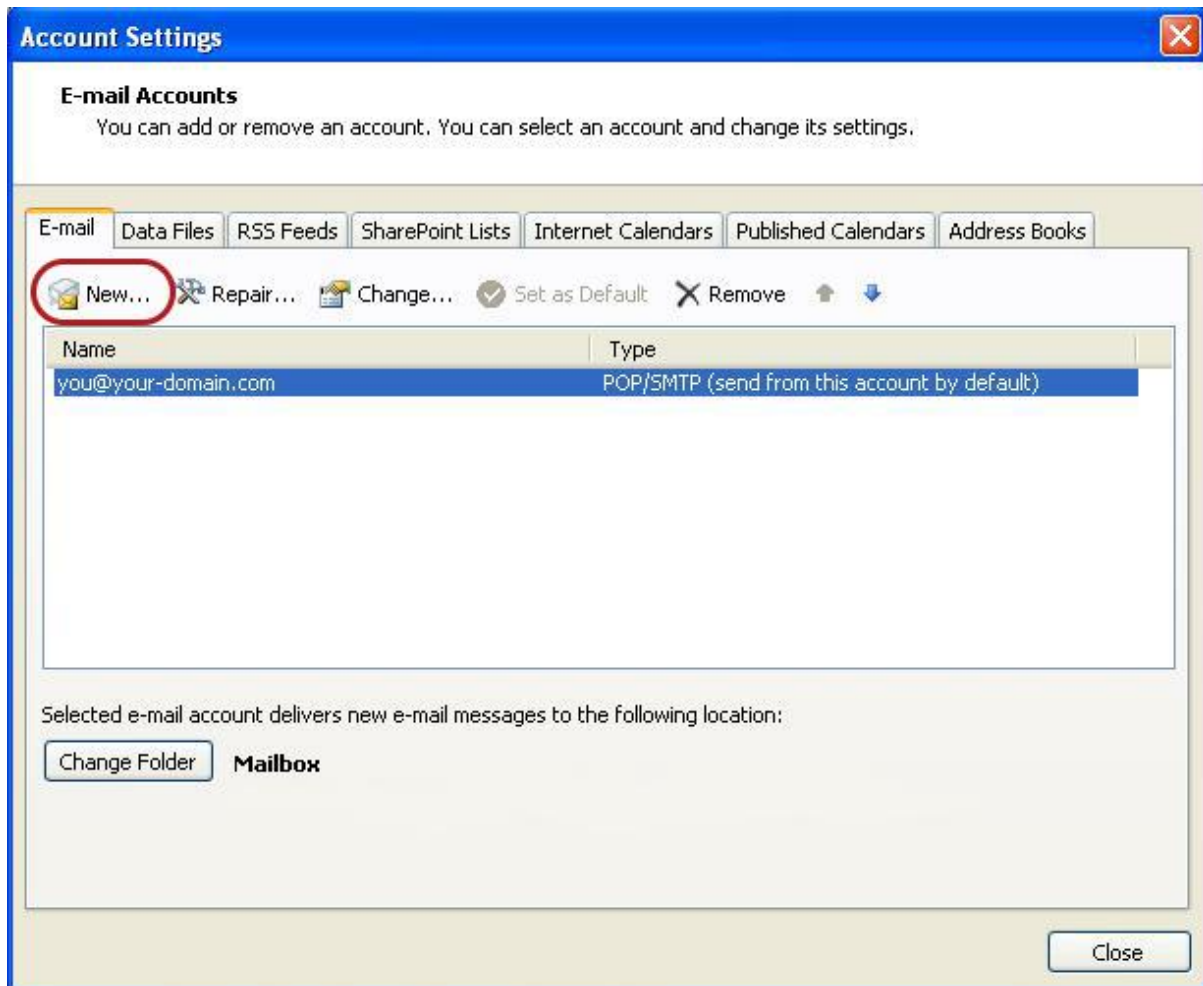- *if you prefer **POP**, as this automatic configuration defaults to **IMAP***

## Add a new email account

*1. Launch Outlook 2007*
*2. Select **Tools** from the top menu bar, then **Accounts Settings***

# Create new account

*3. On the Account Settings screen, click* **New** *on the E-mail tab*

In the **Add New Account** box, choose **Auto Account Setup**

Enter your details under **E-mail Account** > **Next**.

- You can safely ignore any warning messages.

6. Outlook will now **automatically configure** your account as an IMAP account with **all the correct settings.**

**7. Finish** > **Close**

**That's it!**

If this option fails for some reason, try the Manual Account Setup below
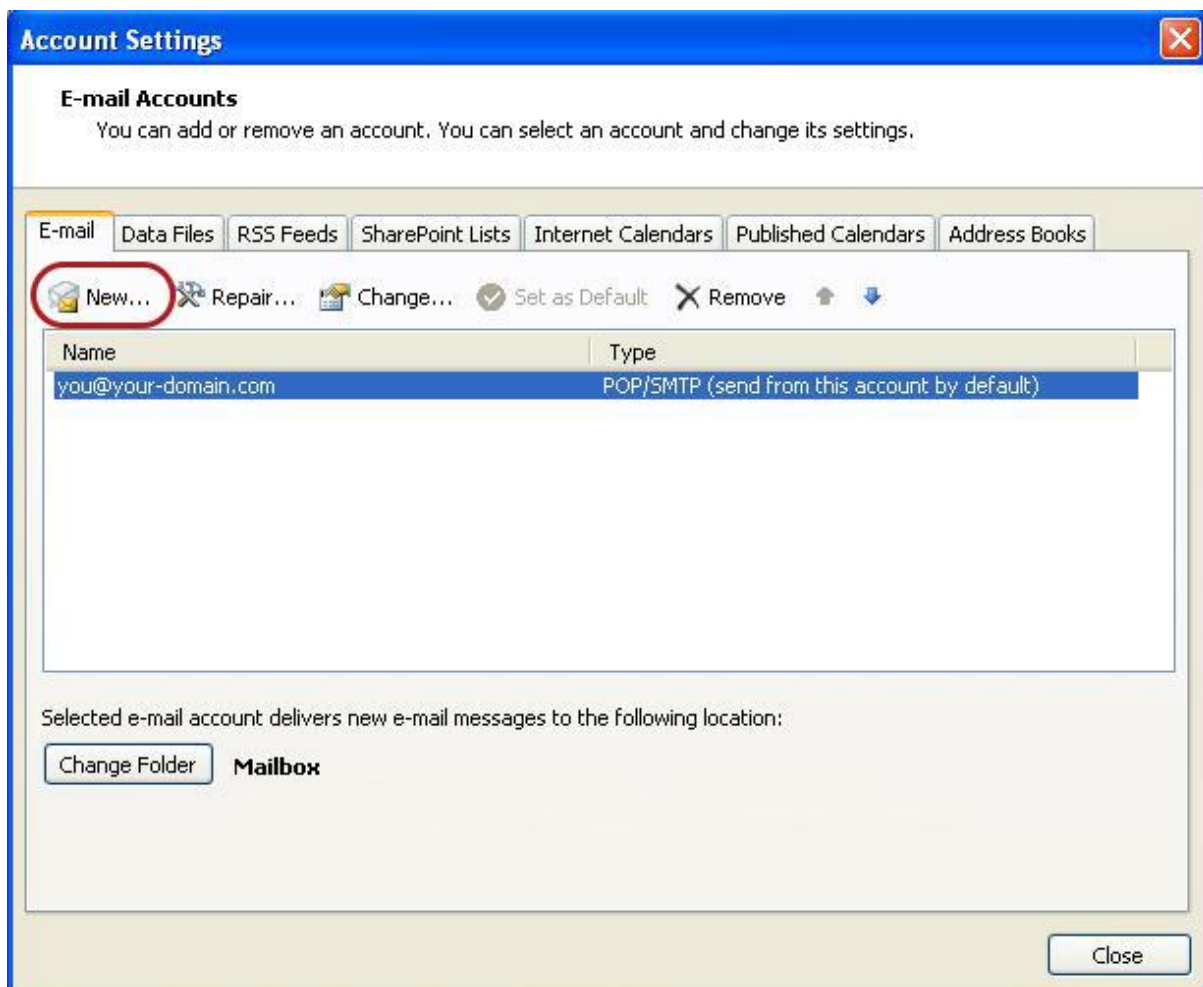
# ◆ Manual Account Setup

*If you prefer to use **POP** you will need to set up the account manually:*

# Add a new email account

*1. Launch Outlook 2007*

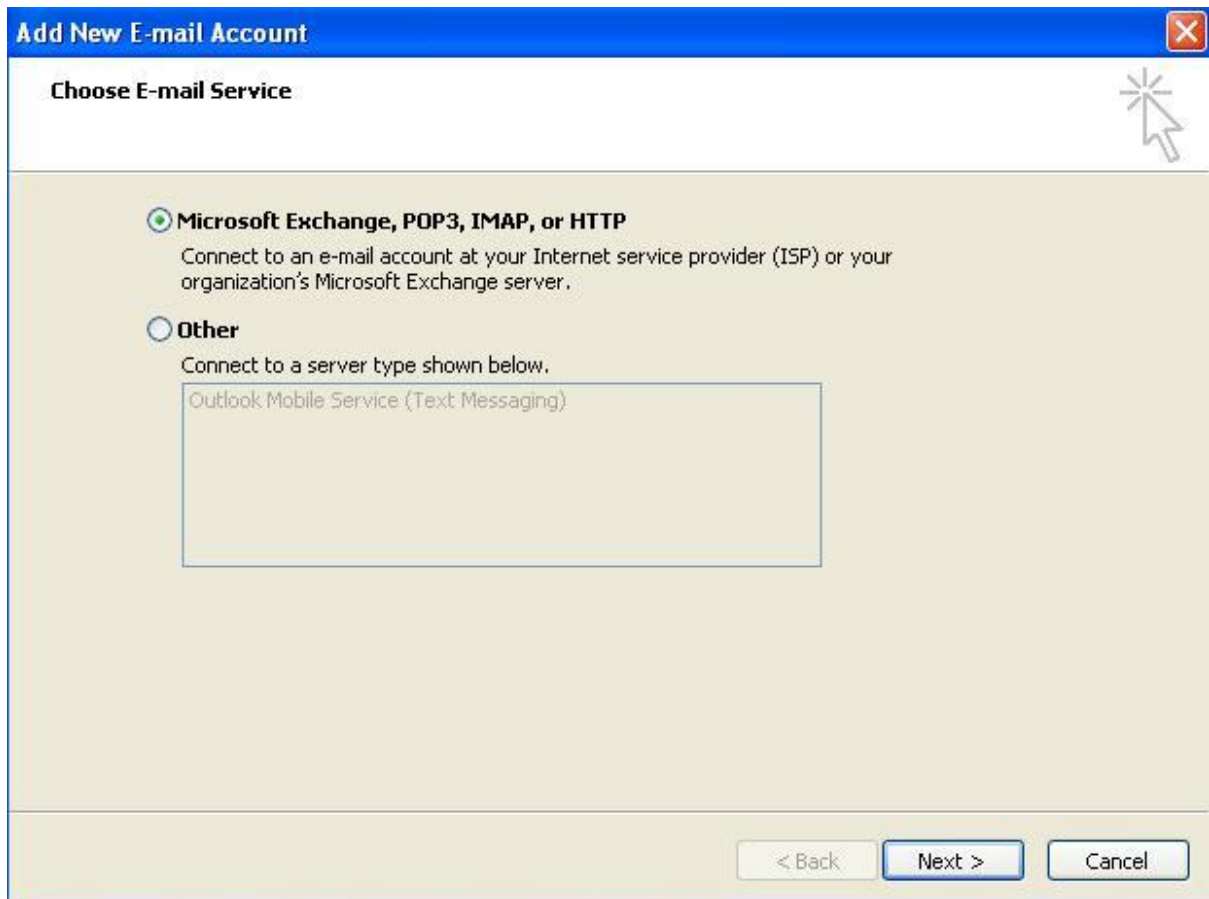*2. Select **Tools** from the top menu bar, then **Accounts Settings***

# Create new account

*3. On the Account Settings screen, click **New** on the E-mail tab*



# Choose e-mail service

*4. Select **Microsoft Exchange, POP3, IMAP or HTTP** and click **Next***

**Add New E-mail Account**

**Choose E-mail Service**

⦿ **Microsoft Exchange, POP3, IMAP, or HTTP**
  Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.

◯ **Other**
  Connect to a server type shown below.

  Outlook Mobile Service (Text Messaging)

[ < Back ]  [ Next > ]  [ Cancel ]

# Account Setup

*5. Tick the* **Manually configure server settings or additional server types** *checkbox and click* **Next**

## Select Internet Email

*6. Select* **Internet E-mail** *and then click* **Next**
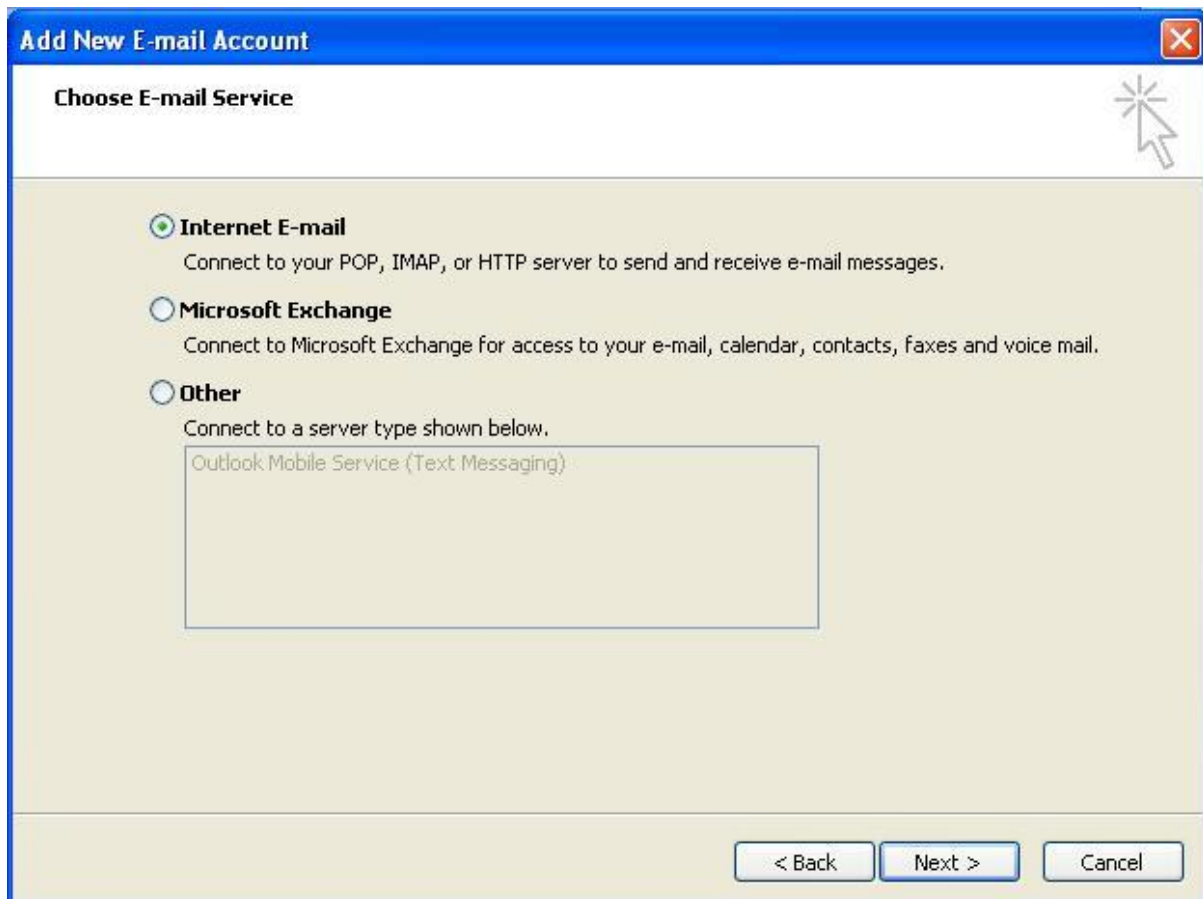
# Email settings

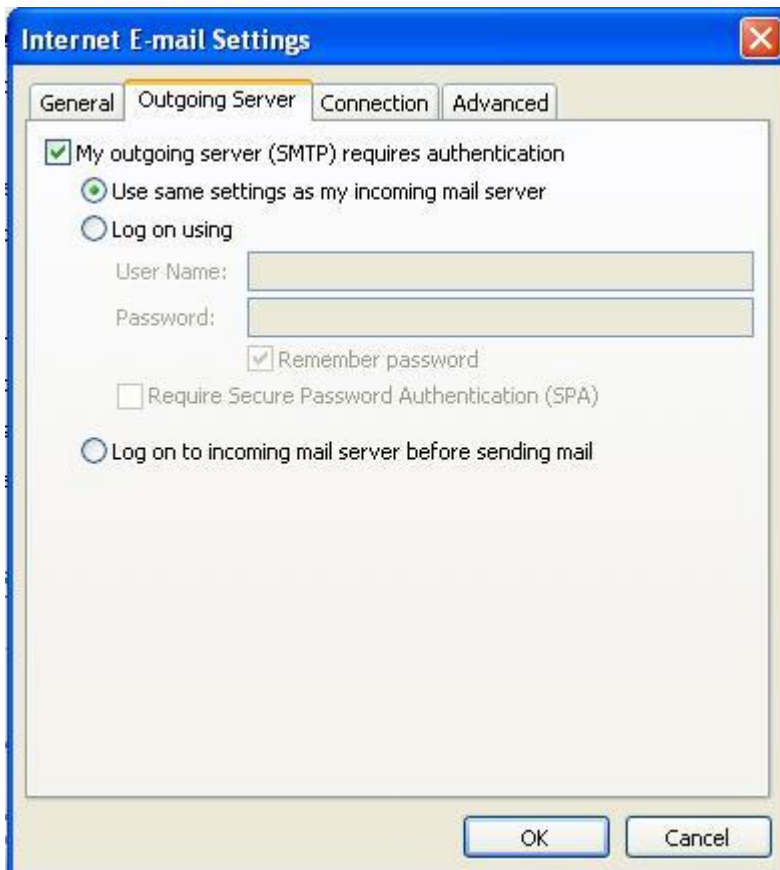*7. Enter all the relevant details (choose either POP or IMAP according to your needs) and then click* **More Settings**

# Outgoing Server Settings

*8. Click on the* **Outgoing Server** *tab and ensure that the* **My outgoing server (SMTP) requires authentication** *checkbox is selected, as well as* **Use same settings as my incoming mail server**

## Advanced Settings

9. Select the 'Advanced' tab

*Ensure that your settings are as below for your choice of either POP or IMAP:*

**POP port settings**

- *Incoming* **110,** *outgoing* **587**

- **Not ticked:** *This server requires an encrypted connection (SSL)*

- **Use the following type of encrypted connection** *is None*

*POP settings*

**IMAP port settings**

- *Incoming* **143,** *outgoing* **587**

- **Not ticked:** *This server requires an encrypted connection (SSL)*

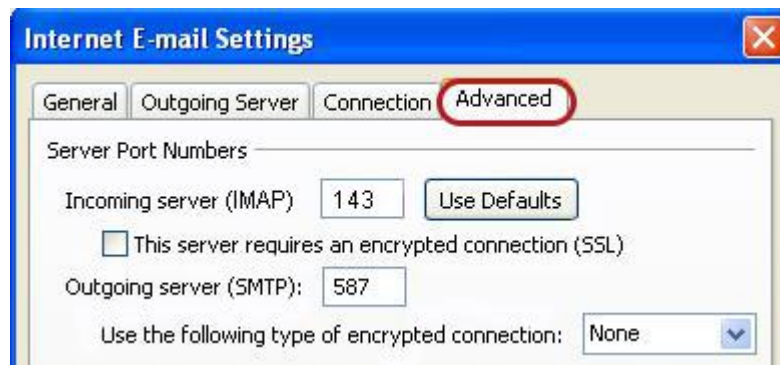- **Use the following type of encrypted connection** *is None*



*IMAP settings*

*10. Click* **OK** *to save these settings*

*11. Click* **Next** *and* **Finish**