



*This guide takes you step-by-step through the process of setting up a new email account in Outlook 2007.*

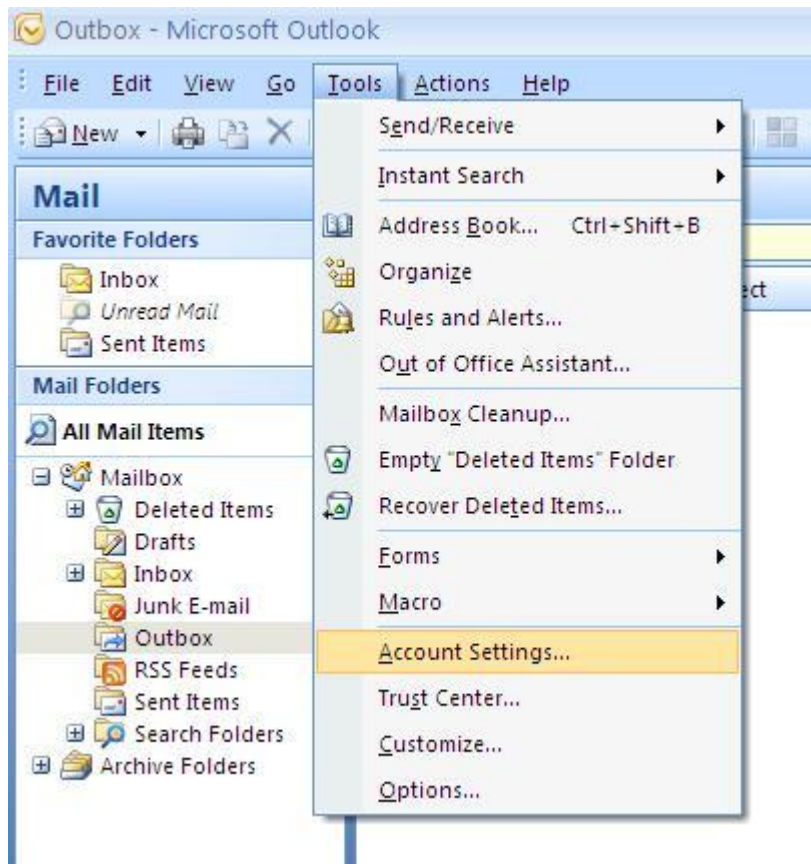
## ◆ Auto Account Setup (recommended)

*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***

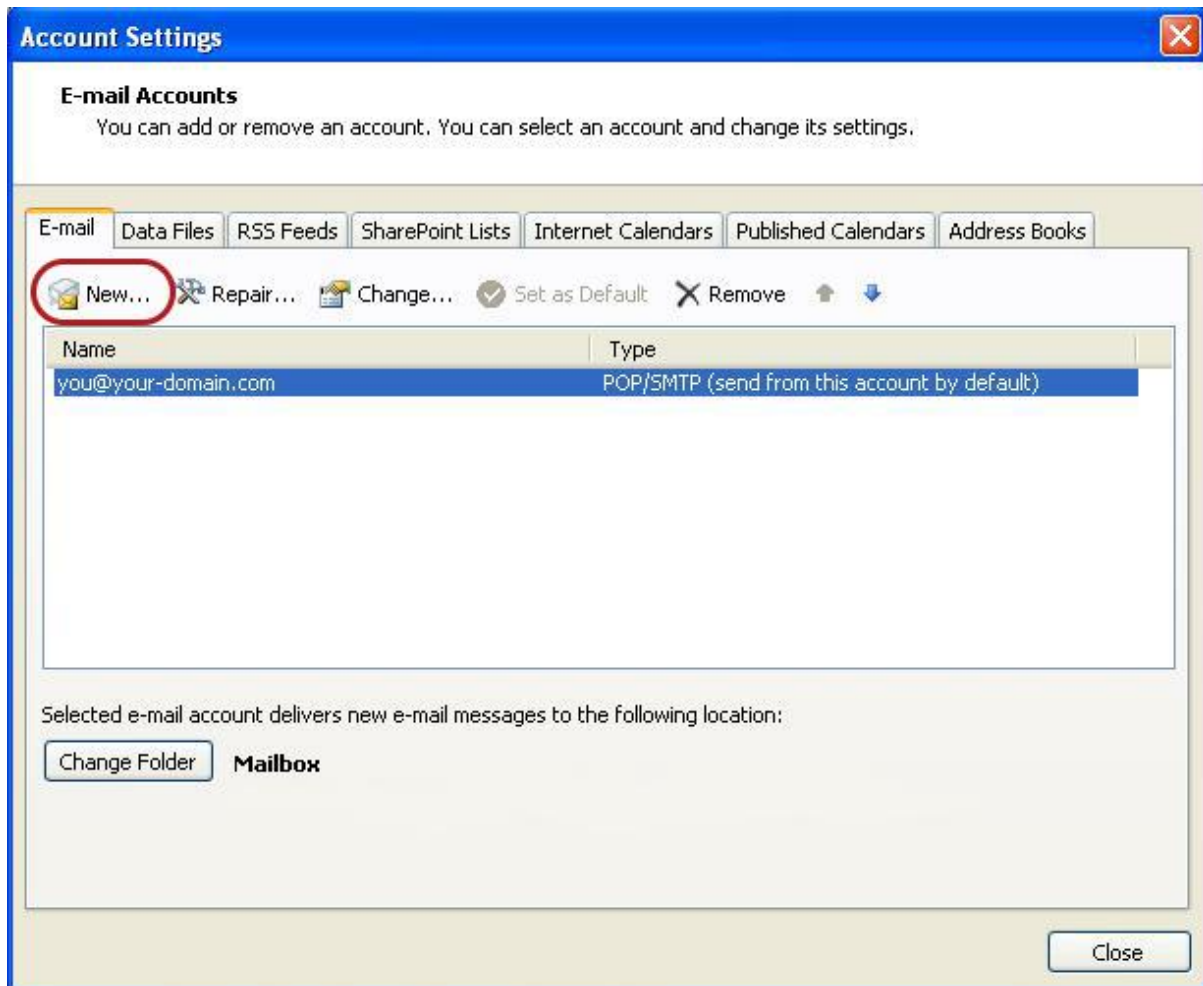
### **Add a new email account**

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

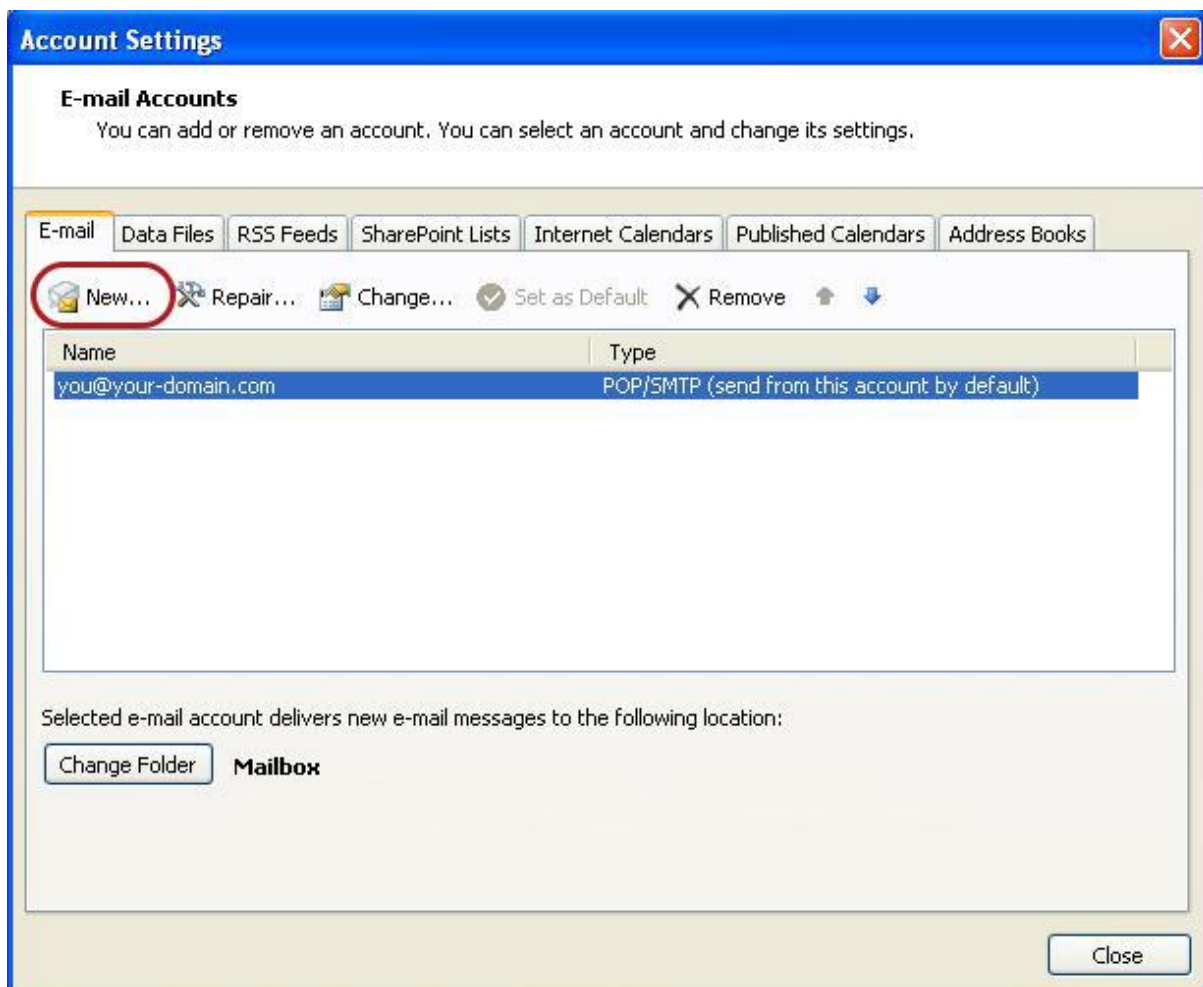
If you prefer to use **POP** you will need to set up the account manually:

## Add a new email account

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

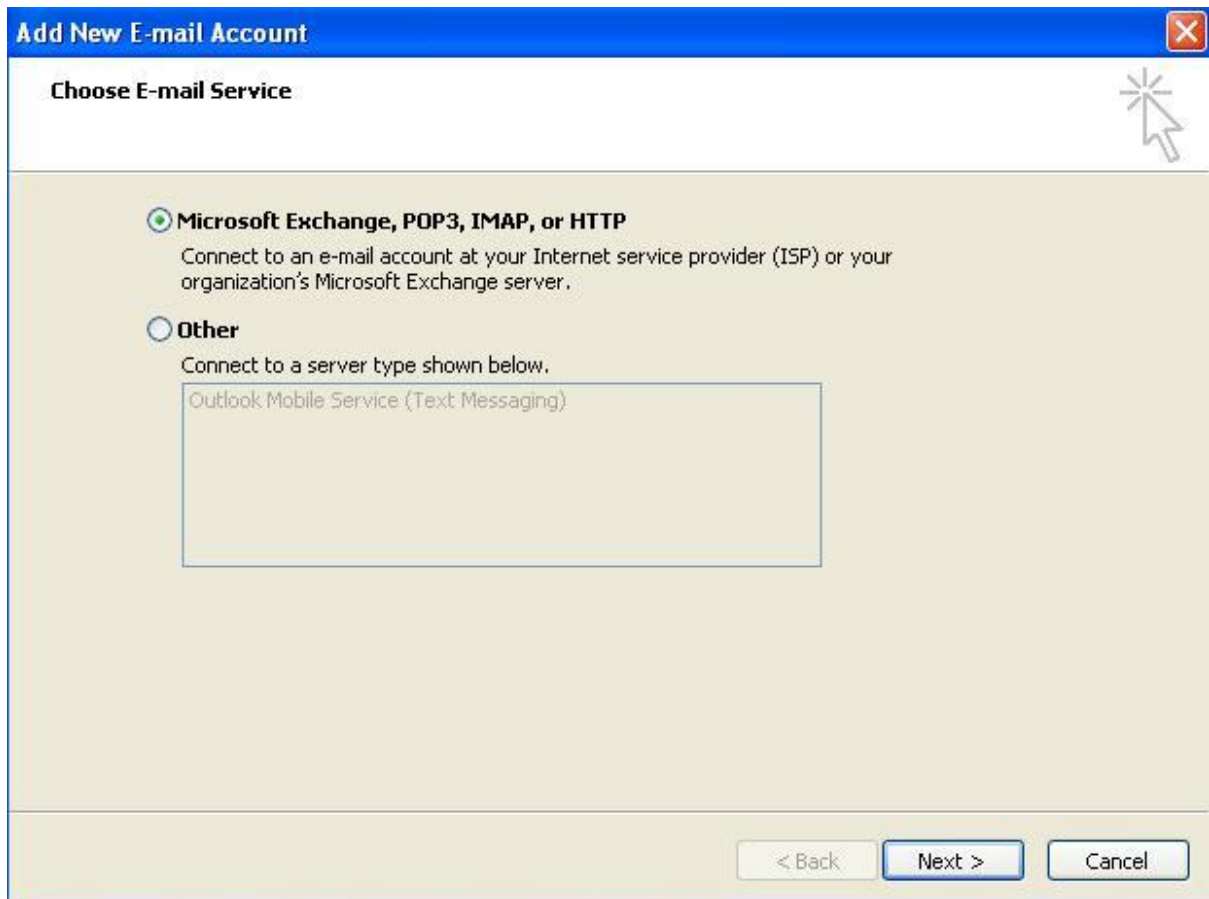
## Create new account

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**



## Account Setup

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

**Add New E-mail Account** 

**Auto Account Setup** 

Your Name:   
Example: Barbara Sankovic

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

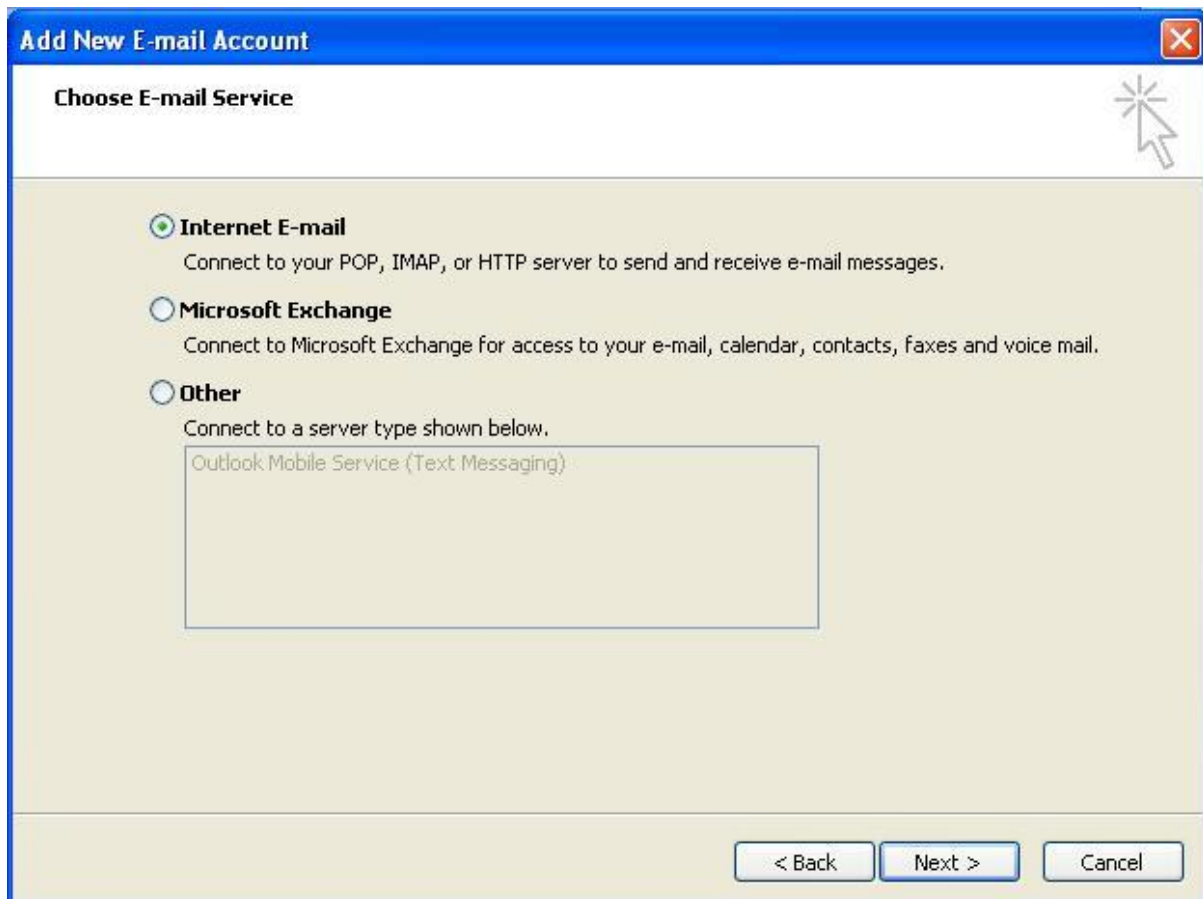
Password:

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

Manually configure server settings or additional server types

## 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**

**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: Name Surname  
E-mail Address: name@example.com

**Server Information**  
Account Type: POP or IMAP  
Incoming mail server: mail.example.com  
Outgoing mail server (SMTP): smtp.example.com

**Logon Information**  
User Name: name@example.com  
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)  
Test Account Settings ...

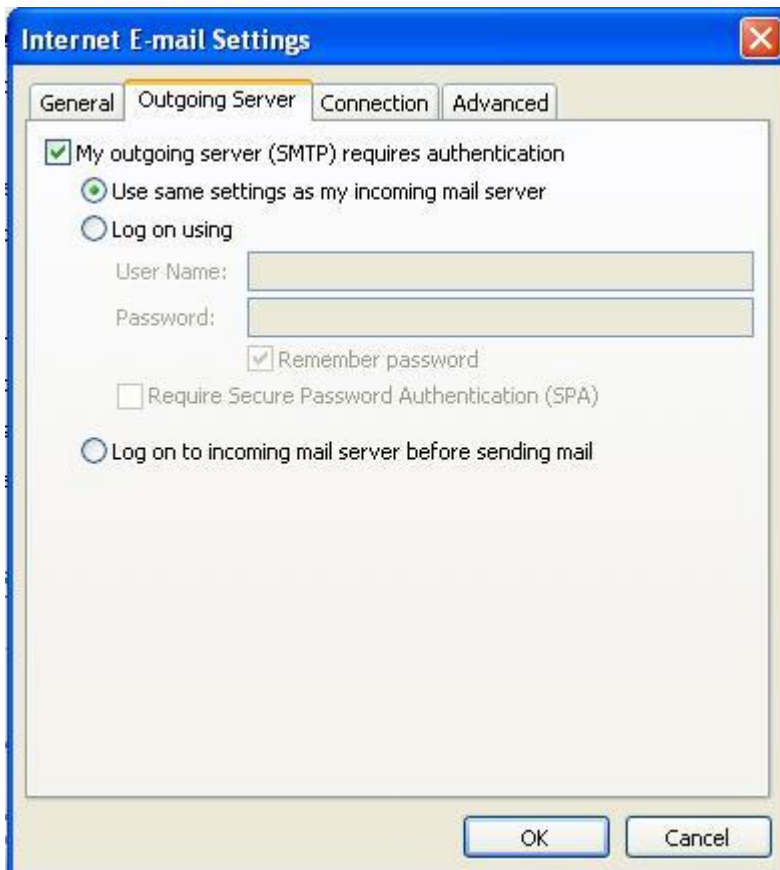
More Settings ...

< Back   Next >   Cancel

## 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*

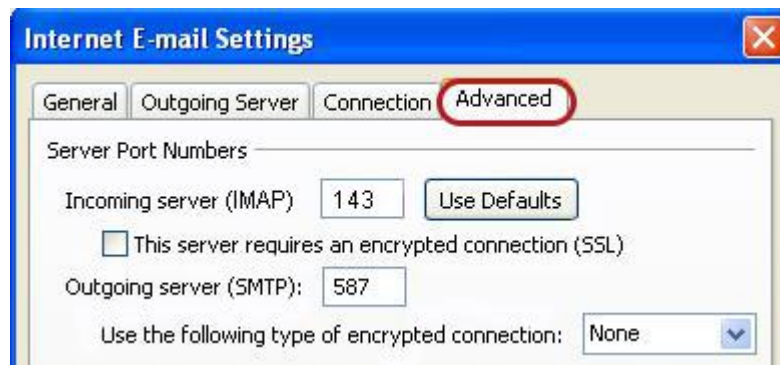
*POP settings*



### 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**