

## Quick Start Guide

Outlook 2007: Guidelines for email account setup

**Website:** <http://office.microsoft.com/en-us/FX010857931033.aspx>

**License:** Software to be purchased at Microsoft

### Sample Configuration parameter:

#### User Information:

Your name: Name Surname

Email address: user@your-domain.com

#### Server Information:

Incoming (POP3) mail server: pop.your-domain.com (port 110)

Outgoing (SMTP) server: smtp.your-domain.com (port 587)

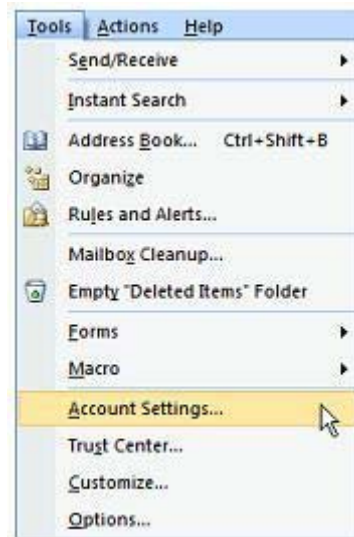
Username: user@your-domain.com

Password: mailbox password

*(where 'your-domain.com' is the name of your registered domain with Hetzner)*

### Guidelines for new email account setup:

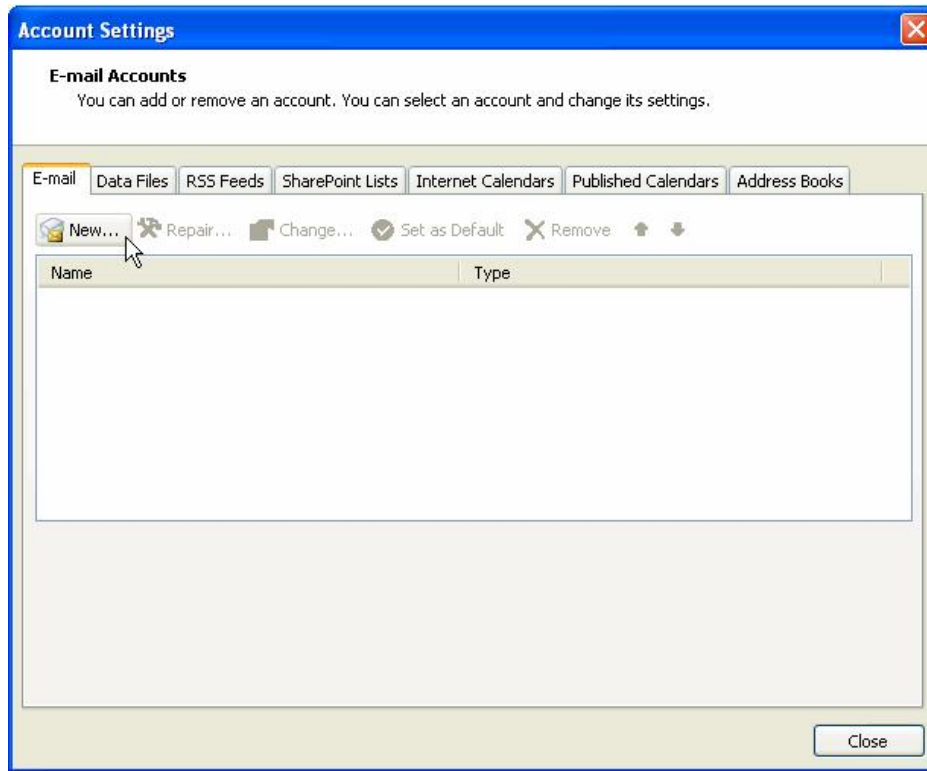
1. Launch Outlook 2007
2. Select 'Tools' from the top menu bar
3. Select 'Accounts Settings'



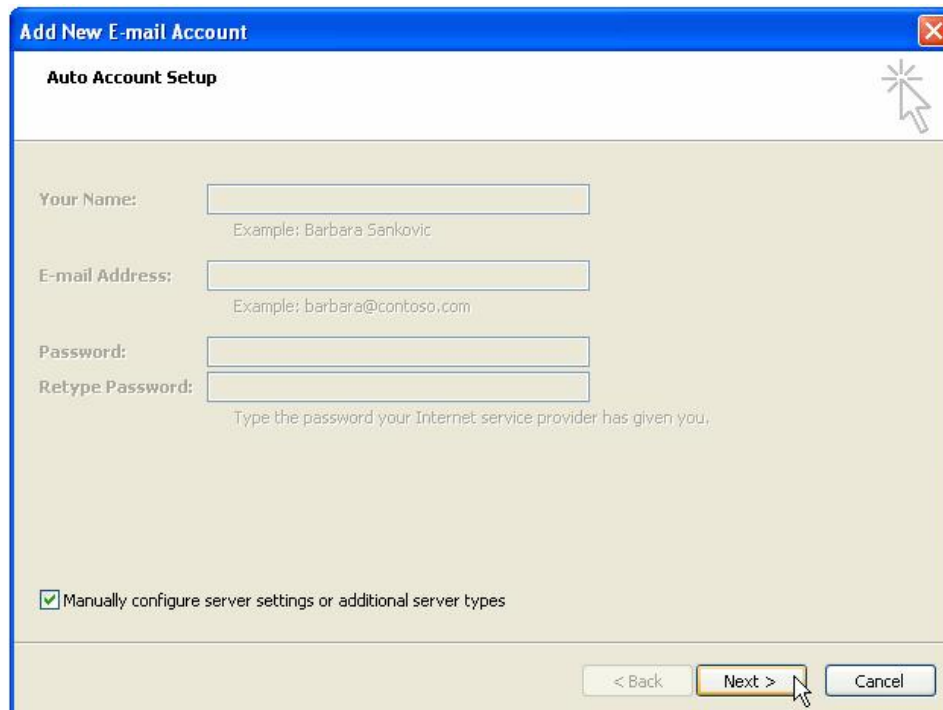
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4. On the pop-up, click 'New' on the E-mail tab



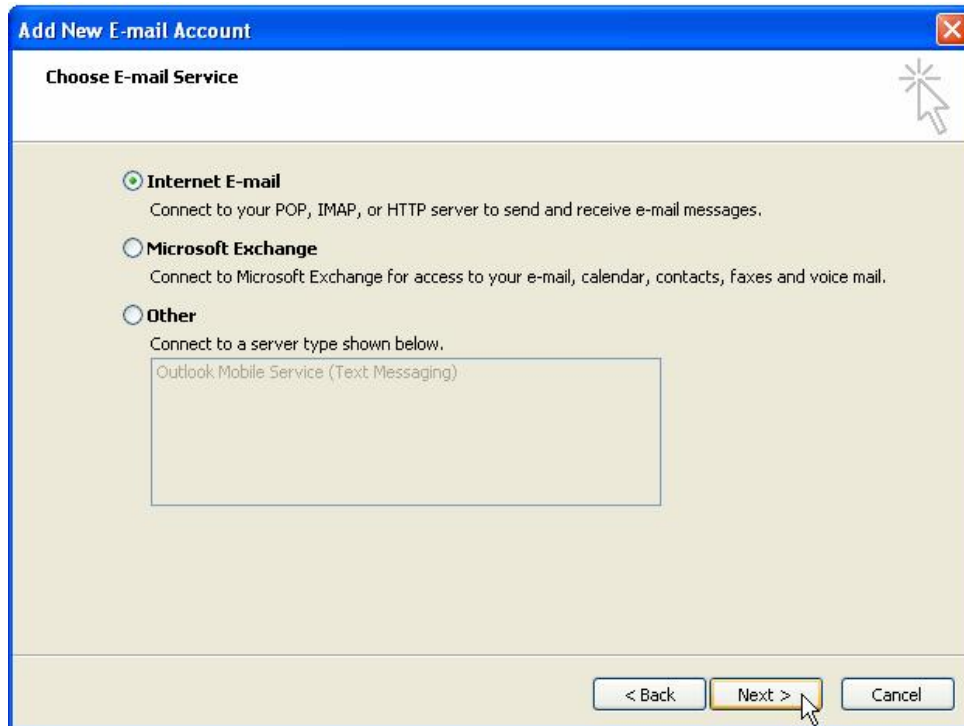
5. Ensure that the 'Manually configure server settings or additional server types' checkbox is selected and click 'Next'



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6. Select 'Internet E-mail' and click 'Next'



The screenshot shows the 'Add New E-mail Account' dialog box with the title bar 'Add New E-mail Account' and a close button. The main heading is 'Choose E-mail Service'. There are three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Below 'Other' is a list box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'Next >' button.

7. Enter all the relevant details (Select 'POP3' as the server type)



The screenshot shows the 'Add New E-mail Account' dialog box with the title bar 'Add New E-mail Account' and a close button. The main heading is 'Internet E-mail Settings' with the subtext 'Each of these settings are required to get your e-mail account working.' The dialog is divided into two columns. The left column has sections: 'User Information' with fields for 'Your Name:' and 'E-mail Address:'; 'Server Information' with a dropdown for 'Account Type:' (set to 'POP3') and fields for 'Incoming mail server:' and 'Outgoing mail server (SMTP)'; and 'Logon Information' with fields for 'User Name:' and 'Password:', a checked 'Remember password' checkbox, and an unchecked 'Require logon using Secure Password Authentication (SPA)' checkbox. The right column has a 'Test Account Settings' section with a 'Test Account Settings ...' button. At the bottom right is a 'More Settings ...' button. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'. A mouse cursor is pointing at the 'More Settings ...' button.

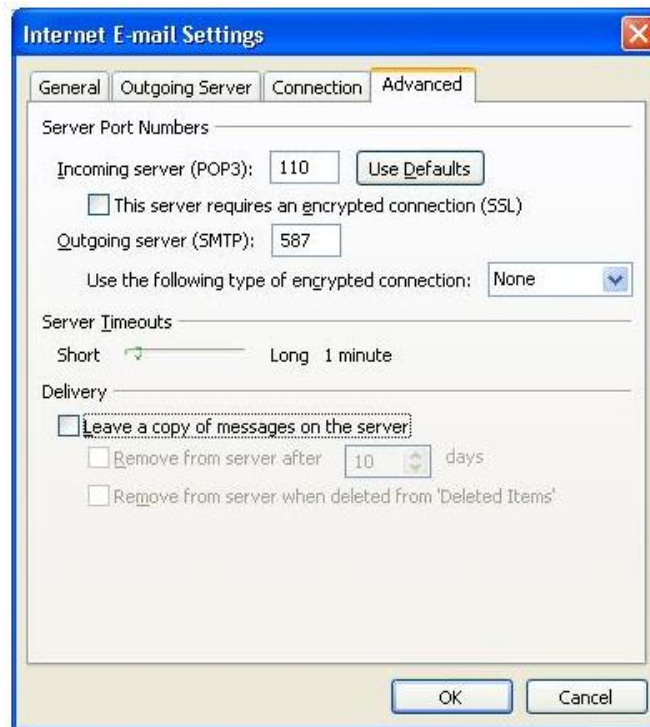
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8. Select 'More Settings'
9. On the pop-up, select the 'Outgoing Server' tab
10. Ensure that the 'My outgoing server (SMTP) requires authentication' checkbox is selected, as well as 'Use same settings as my incoming mail server'



11. Select the 'Advanced' tab
12. Set the Outgoing Server (SMTP) port to 587
13. The Incoming Server (POP) port should be set to the default setting, 110



14. Click 'OK' to save these settings
15. Click 'Next' and 'Finish'
16. Your Outlook mail program should now be set-up to send and receive mail

**Note:** If SMTP authentication is not catered for by your mail program, please use the SMTP server delegated by your Internet Service Provider instead (smtp.your-isp.co.za).