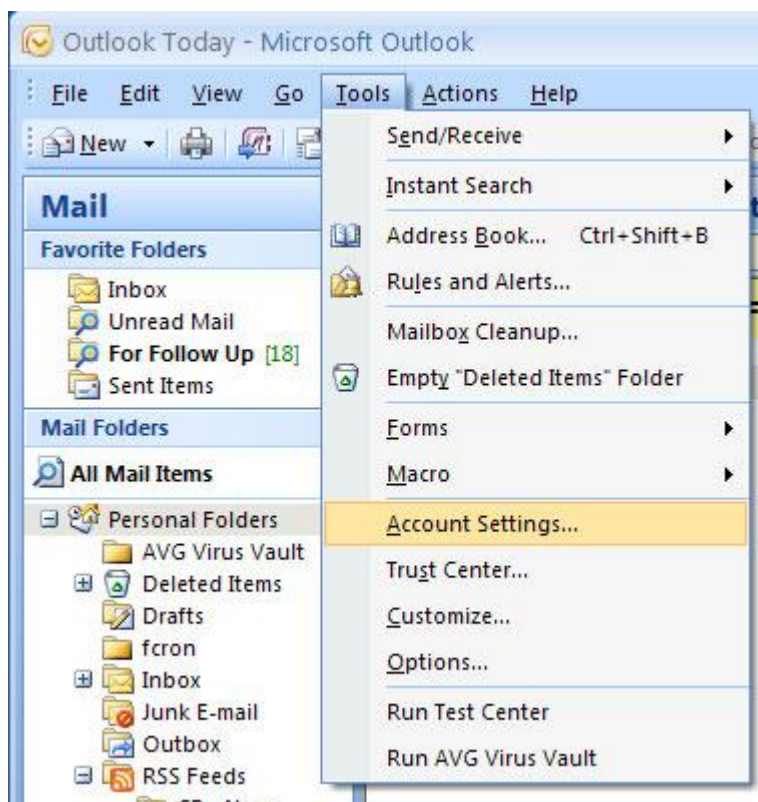
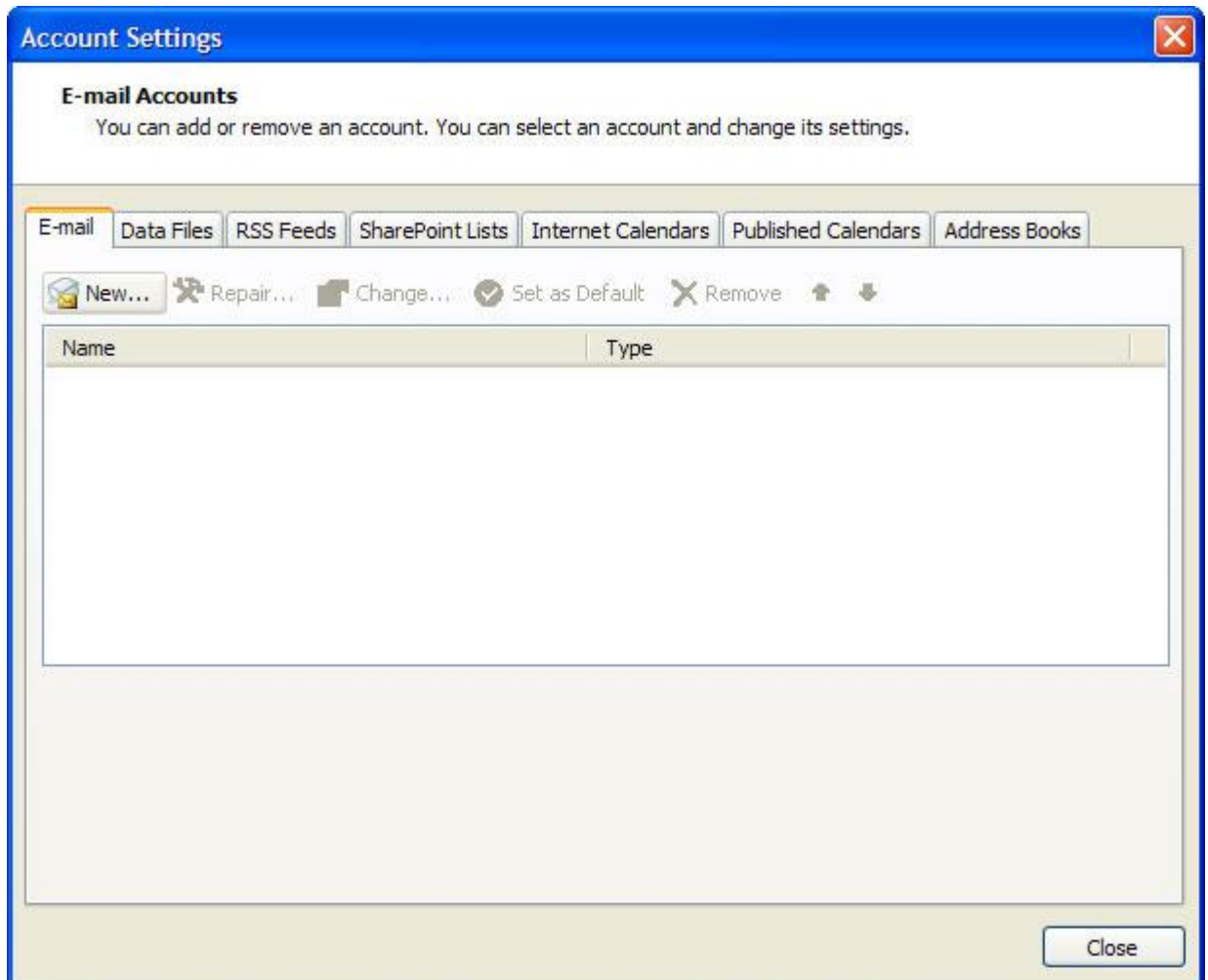


## Configuring Microsoft Outlook 2007

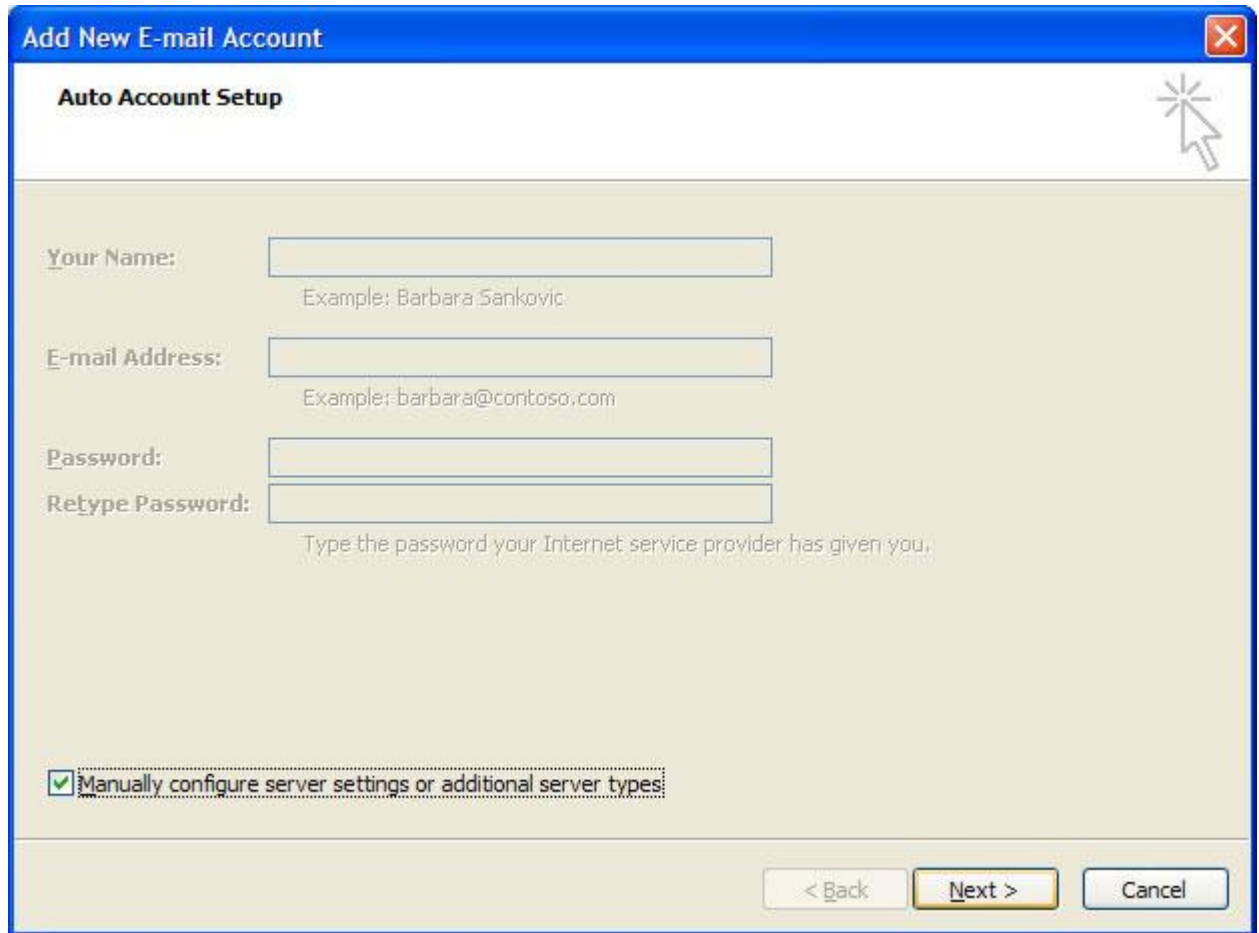
- Step 1.** Open Microsoft Outlook 2007  
In the menu bar, go to the **Tools** drop down menu and select **Account Settings**.



**Step 2.** Click New



- Step 3.** Select **Manually configure server settings or additional server types**  
Click on **Next**.



**Add New E-mail Account**

**Auto Account Setup**

Your Name:   
Example: Barbara Sankovic

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

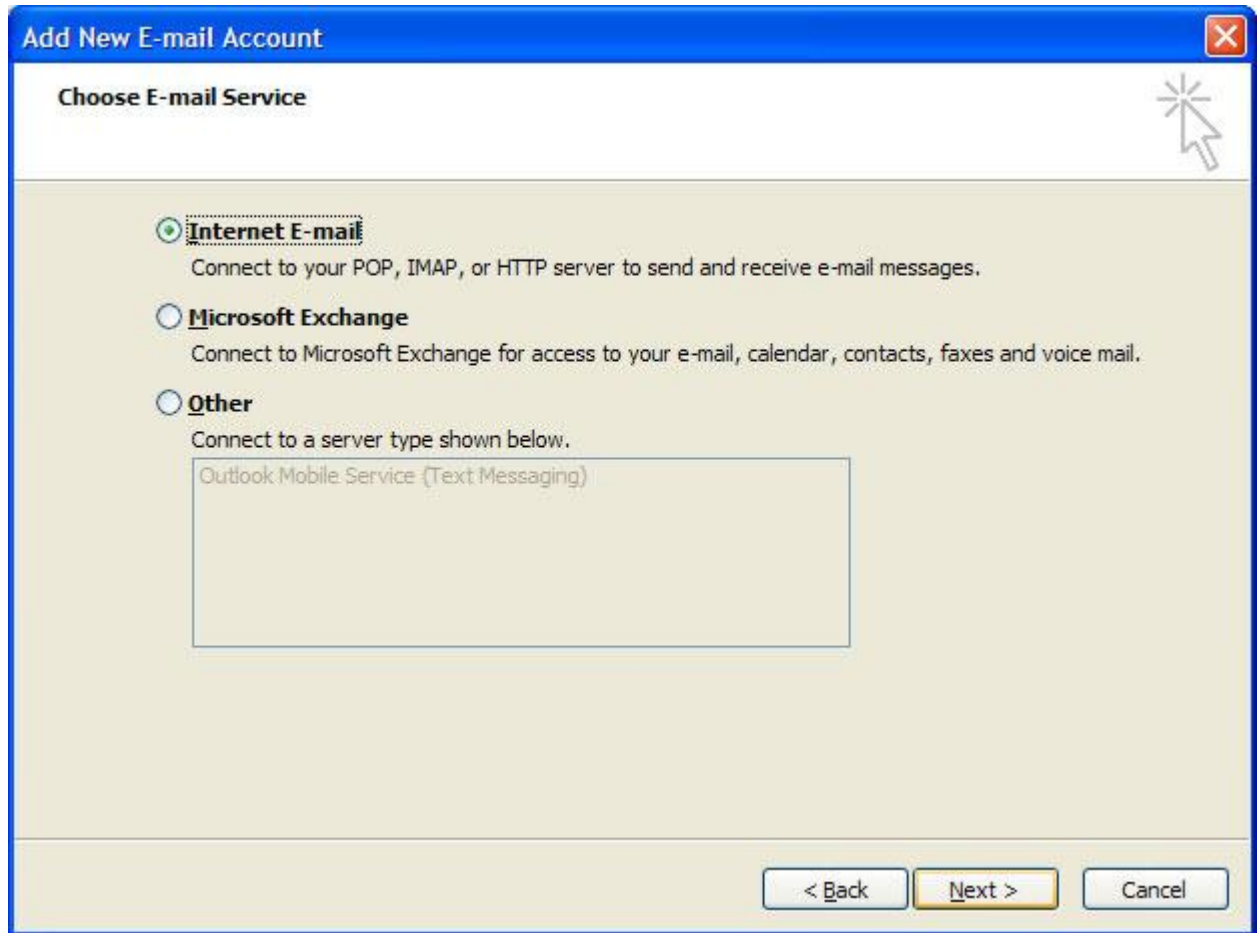
Password:

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

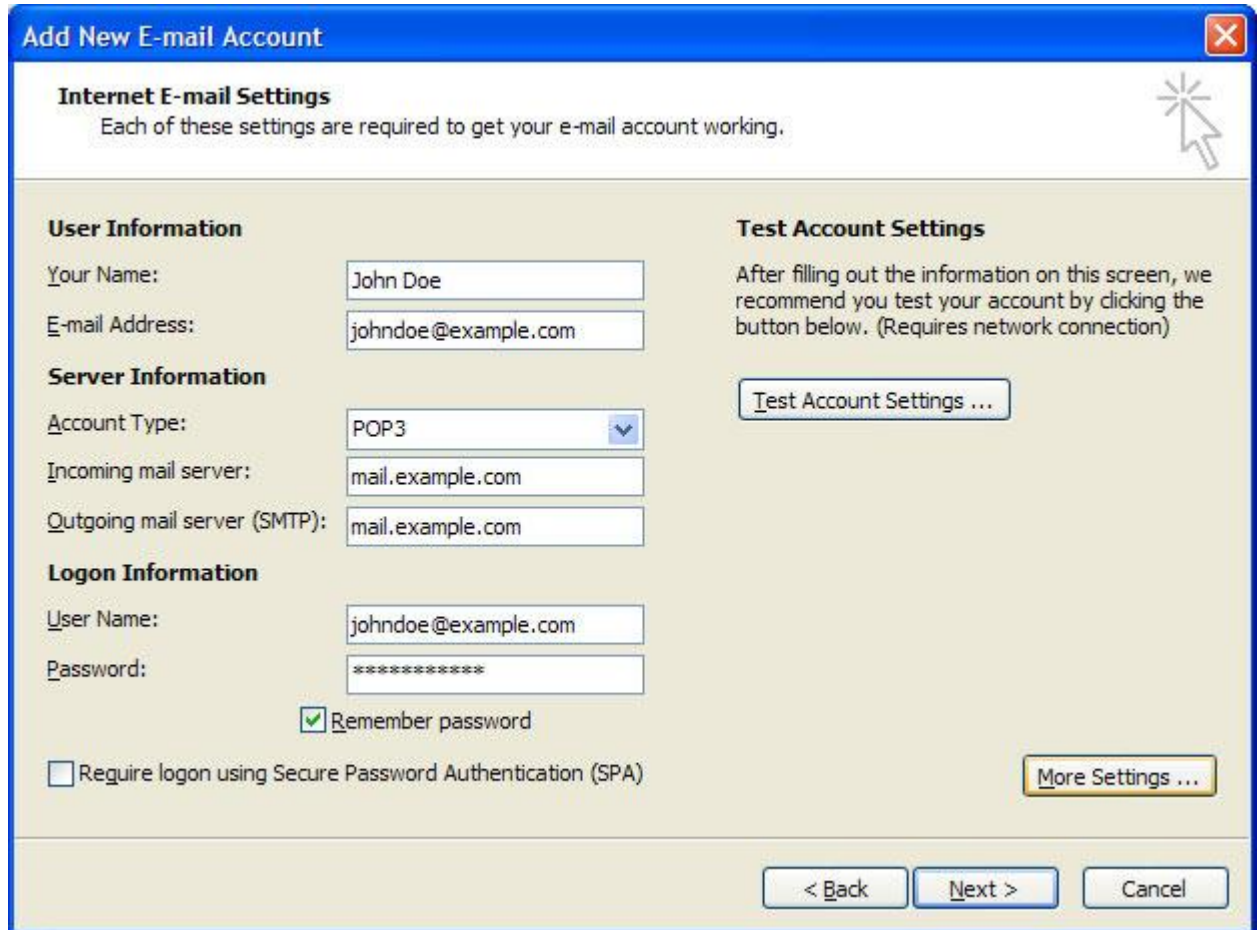
**Manually configure server settings or additional server types**

< Back    Next >    Cancel

**Step 4.** Select **Internet E-mail**  
Click on **Next**.



- Step 5.** Enter Your Name  
Enter Email Address  
Select Account Type POP3 from the drop down  
Enter your Incoming mail server and Outgoing mail server (mail.YOURDOMAIN.com)  
Enter your User Name (Note: Be sure to enter your FULL email address)  
Check “Remember Password” to avoid entering your password every time you check or send email.  
Click on **More Settings**.

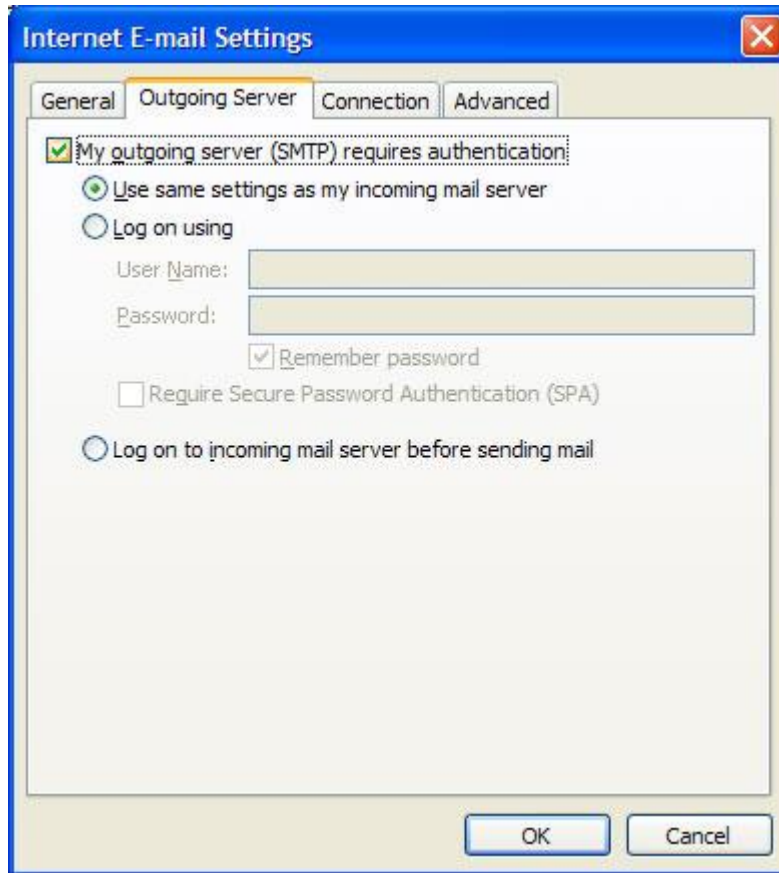


The screenshot shows a window titled "Add New E-mail Account" with a close button in the top right corner. Below the title bar, there is a section titled "Internet E-mail Settings" with a sub-header "Each of these settings are required to get your e-mail account working." and a help icon. The window is divided into several sections:

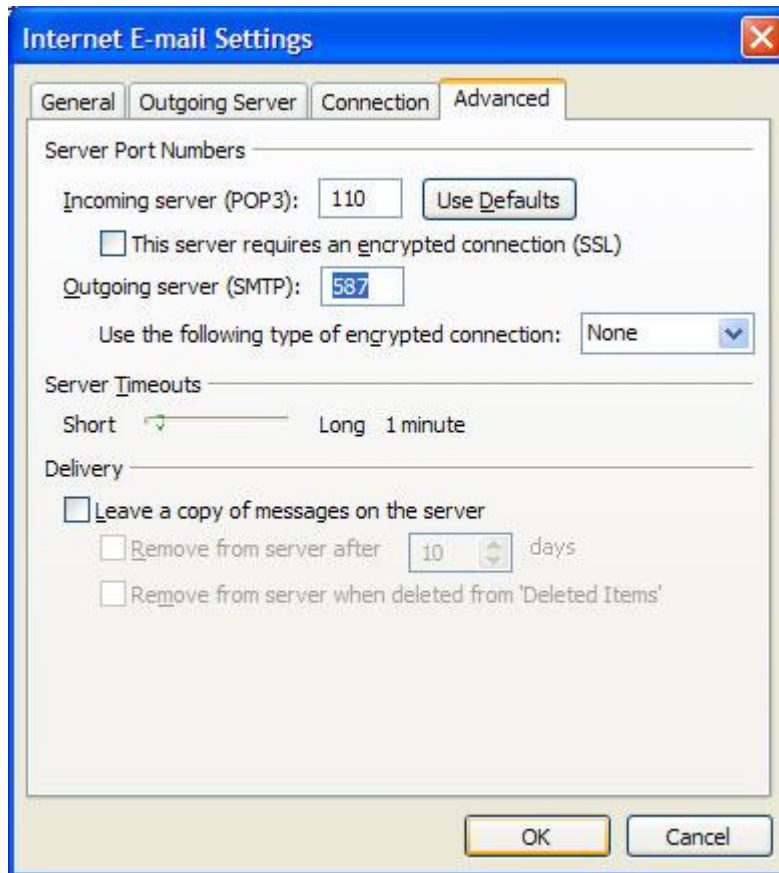
- User Information:** Fields for "Your Name:" (John Doe) and "E-mail Address:" (johndoe@example.com).
- Server Information:** Fields for "Account Type:" (POP3), "Incoming mail server:" (mail.example.com), and "Outgoing mail server (SMTP):" (mail.example.com).
- Logon Information:** Fields for "User Name:" (johndoe@example.com) and "Password:" (masked with asterisks). There is a checked checkbox for "Remember password" and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)".
- Test Account Settings:** A text box stating "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)" and a "Test Account Settings ..." button.
- More Settings:** A "More Settings ..." button.

At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

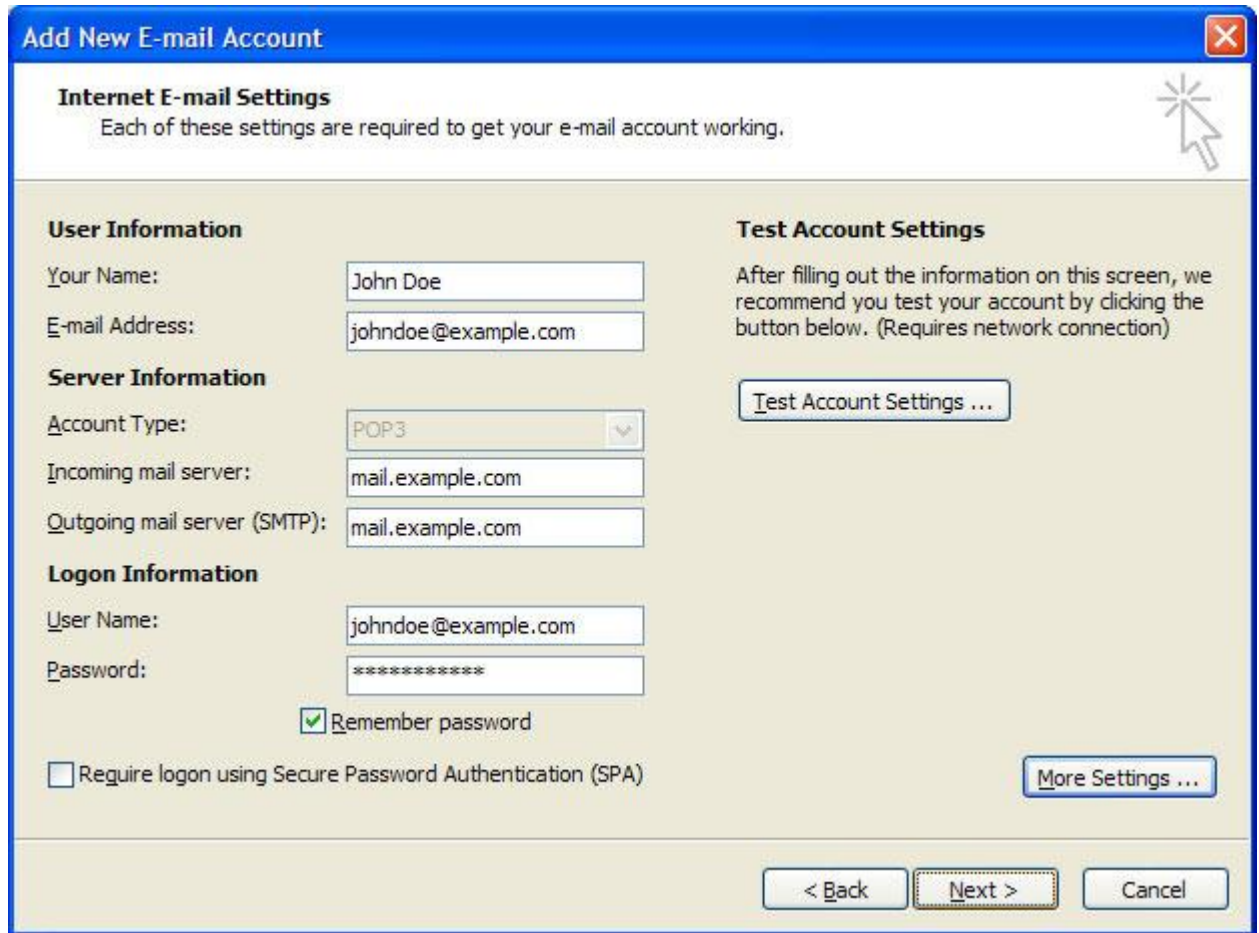
- Step 6.** Click on the Outgoing Server tab.  
Select My outgoing server (SMTP) requires authentication



- Step 7.** OPTIONAL: Some ISPs restrict outbound mail on port 25.  
Click on the Advanced tab  
Change the Outgoing server (SMTP) from 25 to **587**.  
Click **OK**



- Step 8.** Verify that all your settings are correct  
Click **Next**



**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: John Doe

E-mail Address: johndoe@example.com

**Server Information**

Account Type: POP3

Incoming mail server: mail.example.com

Outgoing mail server (SMTP): mail.example.com

**Logon Information**

User Name: johndoe@example.com

Password: \*\*\*\*\*

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

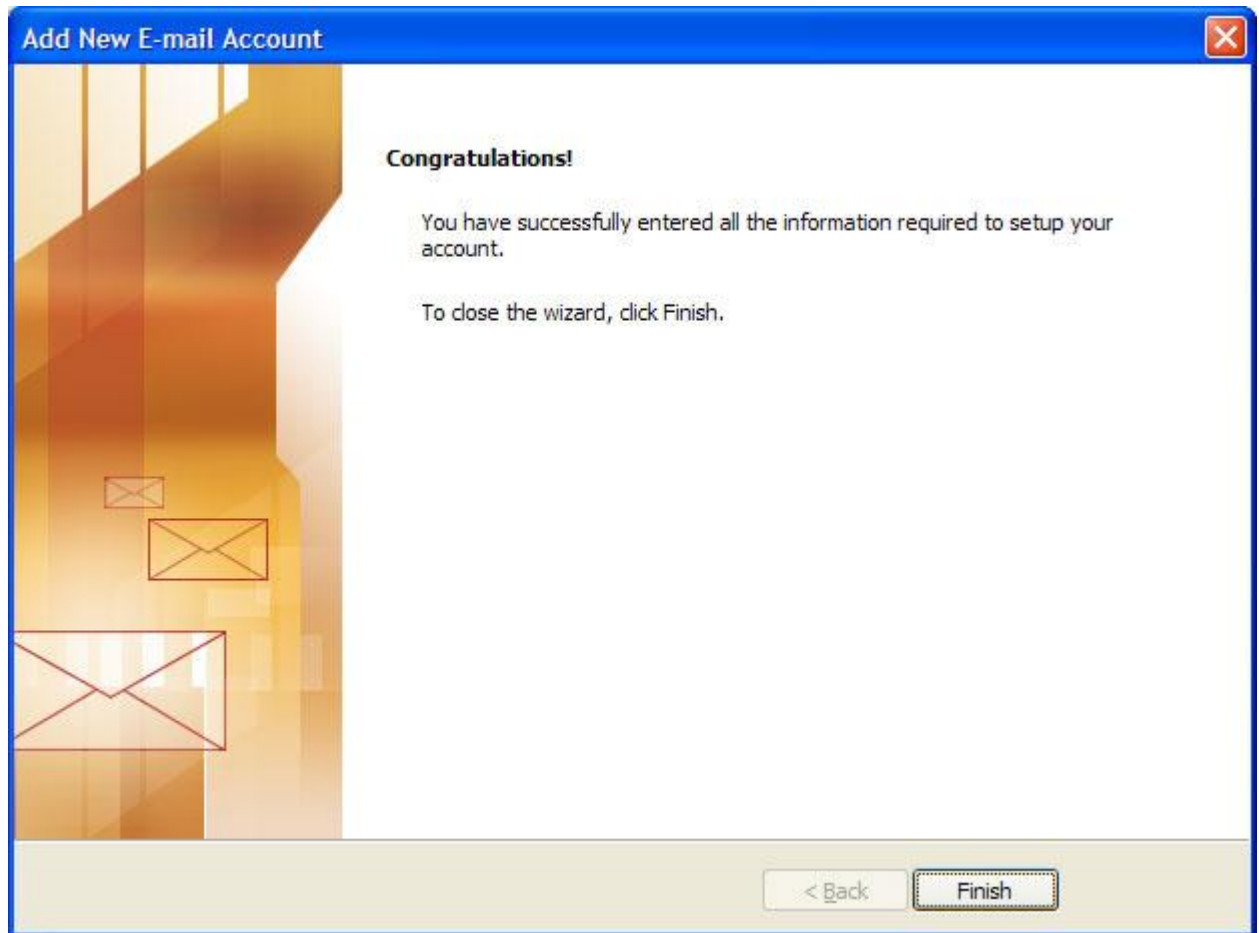
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

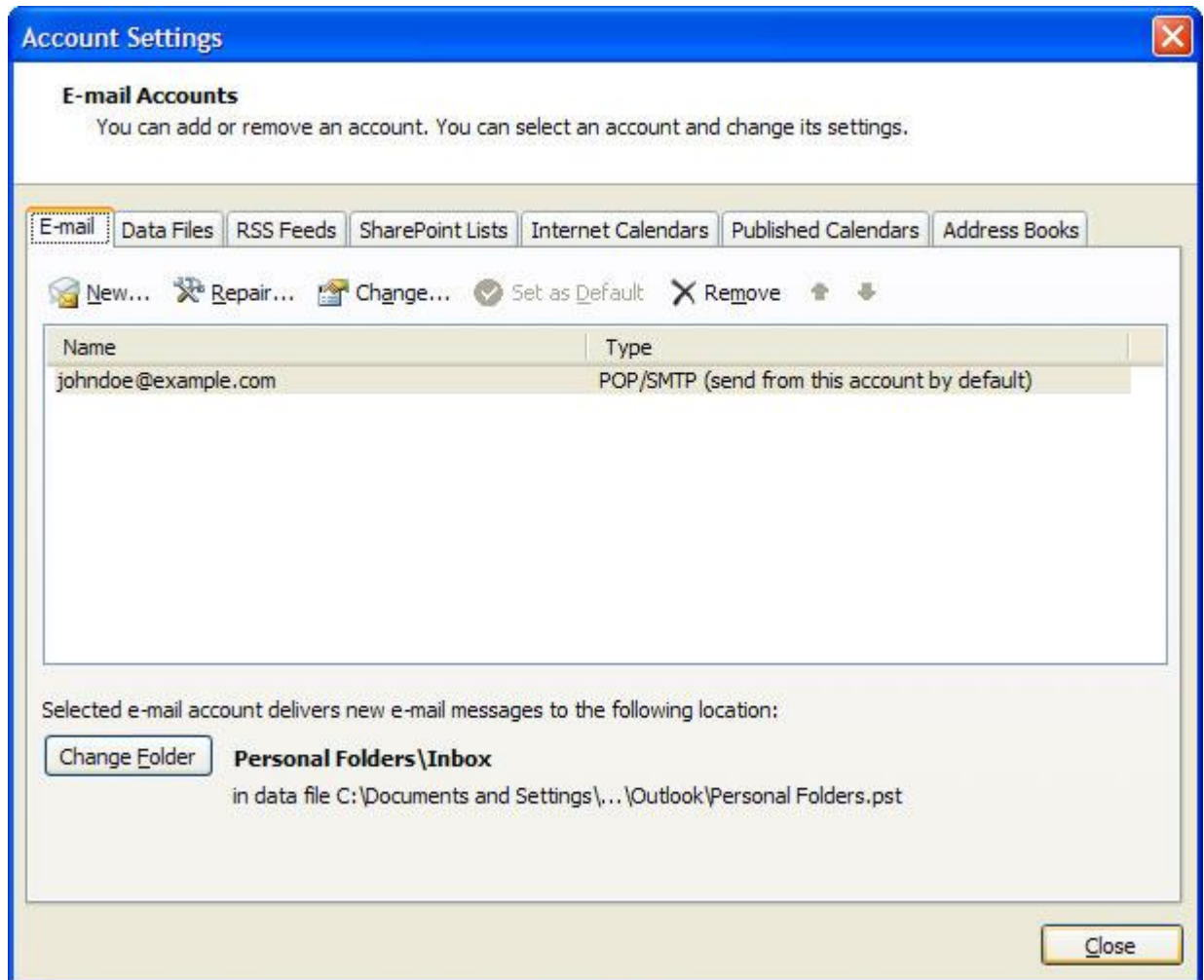
More Settings ...

< Back   Next >   Cancel

**Step 9.** Click **Finish** to save your settings and exit the wizard



**Step 10.** Click **Close**



**Step 11.** You're done! If you have any problems, please double check your settings. If you still have problems connecting, don't hesitate to call us or write to us at: [admin @ springshosting.com](mailto:admin@springshosting.com)

Hint: F9 is a shortcut for Send/Receive Mail