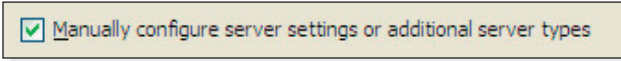


# Setting Up Microsoft® Outlook 2007

## Setting Up a POP3 Email Account

1. In Outlook, select **Tools / Account Settings**.
2. On the Email tab, click the **New** button.
3. Check the “**Manually configure server settings or additional server types**” checkbox.



4. Click the **Next** button.
5. Click the **Internet E-mail** button.
6. Click the **Next** button.
7. Enter the following information:

A screenshot of the Outlook setup wizard showing the 'User Information' and 'Server Information' sections. The 'User Information' section includes fields for 'Your Name' (John Smith), 'E-mail Address' (john.smith@mydomain.com), and 'Logon Information' (User Name: john.smith@mydomain.com, Password: \*\*\*\*\*). The 'Server Information' section includes 'Account Type' (POP3), 'Incoming mail server' (secure.emailsrvr.com), and 'Outgoing mail server (SMTP)' (secure.emailsrvr.com). There are checkboxes for 'Remember password' and 'Require logon using Secure Password Authentication (SPA)'.

**User Information**

Your Name:

E-mail Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

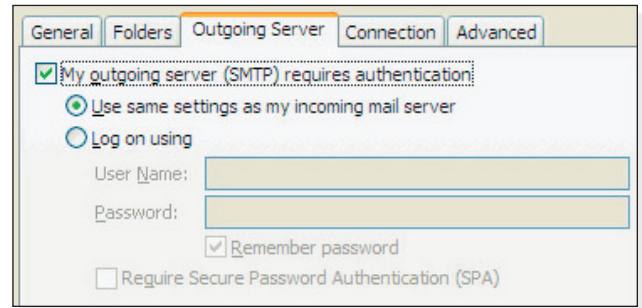
Password:

Remember password

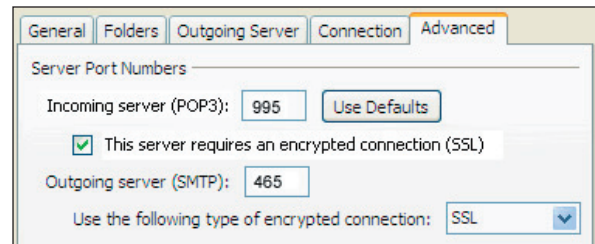
Require logon using Secure Password Authentication (SPA)

- Your Name—Enter your first and last name. This is the name that will appear in the From field of messages you send.
- E-mail Address—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
- Account Type—Select **POP3** from the drop-down menu.
- Incoming mail server—Enter the following server name:  
**secure.emailsrvr.com**
- Outgoing mail server (SMTP)—Enter the following server name:  
**secure.emailsrvr.com**
- User Name—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
- Password—Enter the password for your email account.

8. Check the “**Remember password**” checkbox, if you want Outlook to check for email without prompting you to enter your password.
9. Click the **More Settings** button.
10. Click the **Outgoing Server** tab.
11. Check the “**My outgoing server (SMTP) requires authentication**” checkbox. Leave the default setting to, “**Use same settings as my incoming mail server.**”



12. Click the **Advanced** tab.
13. Check the “**This server requires an encrypted connection (SSL)**” checkbox.
14. In the “**Use the following type of encrypted connection**” drop-down, select **SSL**.
15. Enter the following information:

A screenshot of the 'Advanced' tab in the Outlook setup wizard. It shows 'Server Port Numbers' with 'Incoming server (POP3): 995' and 'Outgoing server (SMTP): 465'. The 'This server requires an encrypted connection (SSL)' checkbox is checked, and the 'Use the following type of encrypted connection' dropdown is set to 'SSL'. There is a 'Use Defaults' button next to the POP3 port field.

- Incoming server (POP): **995**
  - Outgoing server (SMTP)\*: **465**
- \* If you are unable to use port 465, you can use one of the following alternate SMTP ports: **587** or **8025**

16. Check the “**Leave a copy of messages on the server**” checkbox, if desired.
17. Click the **OK** button.
18. Click the **Next** button.
19. Click the **Finish** button.
20. Click the **Close** button.

Note: Outlook’s *Test Account Settings* tool will often indicate that the connection was not successful, though your settings are correct. Please disregard the Test Account Settings tool.