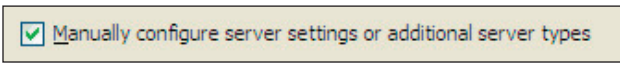


# Setting Up Microsoft® Outlook 2007

## 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.

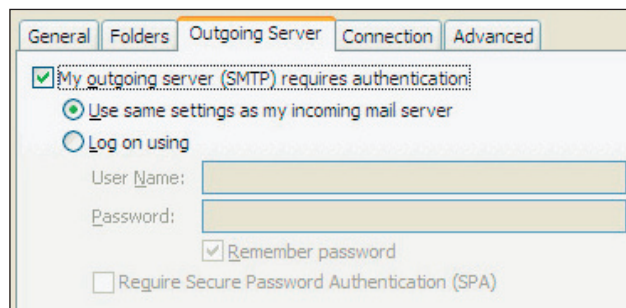


4. Click the **Next** button.
5. Click the **Internet E-mail** button.
6. Click the **Next** button.
7. Enter the following information:

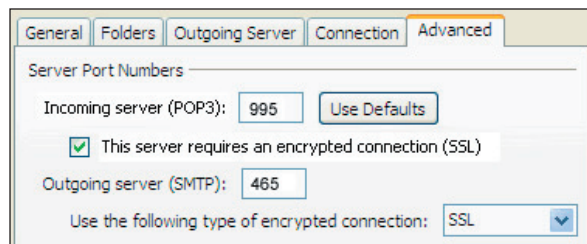
A screenshot of the Outlook account setup wizard. The 'User Information' section includes fields for 'Your Name' (John Smith) and 'E-mail Address' (john.smith@mydomain.com). The 'Server Information' section includes 'Account Type' (POP3), 'Incoming mail server' (secure.emailsrvr.com), and 'Outgoing mail server (SMTP)' (secure.emailsrvr.com). The 'Logon Information' section includes 'User Name' (john.smith@mydomain.com) and 'Password' (masked with asterisks). There is a 'Remember password' checkbox checked and a 'Require logon using Secure Password Authentication (SPA)' checkbox unchecked.

- **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 account setup wizard. The 'Server Port Numbers' section includes 'Incoming server (POP3): 995' and 'Outgoing server (SMTP): 465'. The 'This server requires an encrypted connection (SSL)' checkbox is checked. The 'Use the following type of encrypted connection' dropdown menu is set to 'SSL'.

- **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.

