How to Set Up Outlook 2007 for Windows to Send and Receive Email

1. Open Outlook. Select Account Settings... from the Tools menu.

	Send/Receive	•
	Instant Search	•
	Address <u>B</u> ook Ctrl+Shift+ Organize Rules and Alerts	В
3	Mailbo <u>x</u> Cleanup Empt <u>y</u> "Deleted Items" Folder	
	Eorms Macro	,
	Account Settings	Ν
	Tru <u>s</u> t Center <u>C</u> ustomize	NS

2. On the E-mail tab, click New.



3. Select "Manually configure server settings or additional server types" and click Next >.

Auto Account Setu	9	长
our Name:		
	Example: Barbana Sankovic	
-mail Address:		
assword:		
etype Password:		
Manually configure s	erver settings or additional server types	

4. Select Internet E-mail and click Next >.

oose E-mail Service			×
Internet E-mail			
Connect to your PO	, IMAP, or HTTP server to se	end and receive e-mail	messages.
O Microsoft Exchan	je		
Connect to Microsof	Exchange for access to you	r e-mail, calendar, con	tacts, faxes and voice mail.
Other			
Connect to a server	type shown below.		
Outlook Mobile Ser	ice (Text Messaging)		

- 5. Enter the following information for E-mail Accounts.
 - Your Name: Enter the name you wish recipients to see when they receive your message.
 - Email Address: Your email address
 - Account Type: POP3
 - **Incoming mail server**: mail.(domain)
 - **Outgoing mail server (SMTP)**: mail.(domain)
 - User Name: Enter your full e-mail address

- **Password**: If you wish for Outlook to save your password, check the box labeled **Remember Password** and enter your password in the text field.
- Click More Settings...

Jser Information		Test Account Settings
/our Name:	John Doe	After filing out the information on this screen, we
E-mail Address:	sample@yourdomain.com	button below. (Requires network connection)
Server Information		
Account Type:	POP3	Test Account Settings
incoming mail server:	pop3.ivenue.com	
Outgoing mail server (SMTP):	smtp.ivenue.com	
ogon Information		
Jser Name:	sample@yourdomain.com	
Password:		
(V)	Remember password	

6. Click on the Outgoing Server tab, and check the box labeled **My outgoing server (SMTP) requires** authentication. Then choose to Use same settings as my incoming mail server

Seneral Folders	Outgoing Server	Connection	Advanced	
My outgoing se	rver (SMTP) requir	es authentical	tion	
Use same s	ettings as my incom	ning mail serve	ar -	
O Log on usin	,			
User Name				
Password:				
	Remember p	assword		
Require	Secure Password	Authentication	(SPA)	
Require	Secure Password	Authentication	1 (SPA)	

- 7. Click on the Advanced tab.
 - Under Incoming Server (POP3), the port number should be set to 110.
 - Under Outgoing Server (SMTP), the port number should be set to 587.
 - Under Delivery, check the box Leave a copy of messages on the server.
 - check the box **Remove from server after 14 days**.

seneral	Outgoing Server	Connection Advanced
Server P	ort Numbers	
Incom	ng server (POP3):	110 Use Defaults
	This server require	es an encrypted connection (SSL)
Outgo	ing server (SMTP):	587
Us	e the following typ	e of encrypted connection: NONE
Server 1	meouts	
Short		Long 1 minute
Delivery		
Lea	we a copy of mess	ages on the server
	Remove from serv	verafter 10 C days
	Remove from serv	ver when deleted from 'Deleted Items'

- 8. Click OK
- 9. Click Next. Click Finish.