Setup Procedure for Windows Outlook 2007

For Outlook 2007 go to Tools Click on Account Settings



Next Screen Click New

^{nail} Data Files RSS Feeds SharePoint Lists	Internet Calendars Published Calendars Address Books Set as Default X Remove	
Vame V	Туре	
don@clearimaging.com	POP/SMTP (send from this account by default)	
don@monstercomponents.com	POP/SMTP	
lon@clearviewhosting.com	POP/SMTP	
fmcleman@globalsecurenetworks.com	POP/SMTP	
mcleman@mclemanconsulting.com	POP/SMTP	
lon@techvalleycomp.com	POP/SMTP	
lon@donmcleman.com	POP/SMTP	
lected e-mail account delivers new e-mail messa Change Folder Personal Folders\Inbox in data file D:\work_mail\Outl	ges to the following location: pok3.pst	

On Next Screen Select Microsoft Pop3

Add New E-mail Account		×
Choose E-mail Service		×~
Microsoft Exchange, POP3, IMAP, or HTTP		
Connect to an e-mail account at your Internet service provider (ISP) or yo organization's Microsoft Exchange server.	ur	
○ Other		
Connect to a server type shown below.		
Fax Mail Transport Microsoft Outlook Hotmail Connector Outlook Mobile Service (Text Messaging)		
<u></u>		
< Back	Next >	Cancel

Then hit next

On next Screen Select Manually Configure

dd New E-mail Accour	t			×
Auto Account Setu				苶
Your Name;				
E-mail Address:	Example: Barbara Sankovic			
	Example: barbara@contoso.com			
Password:				
Retype Password:				
	Type the password your Internet service provider	has given yo	u,	
Manually configure :	erver settings or additional server types			
		< Back	Next >	Cancel
	17 <u></u>			

Hit Next

On Next Screen Make sure Internet E-Mail is selected

Add New E-ma	nail Account	×
Choose E-I	-mail Service	×
, , ,	 Internet E-mail Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages. Microsoft Exchange Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice Other Connect to a server type shown below. Fax Mail Transport Microsoft Outlook Hotmail Connector Outlook Mobile Service (Text Messaging) 	mail.
	< Back Next >	Cancel

Hit Next

On this screen You will enter your information

Internet E-mail Settings Each of these settings a	re required to get your e-mail accour	it working.
User Information		Test Account Settings
Your Name:	Your Name	After filling out the information on this screen, we
E-mail Address:	your e-mail address here	button below. (Requires network connection)
Server Information		[•••• ••••
Account Type:	POP3	Test Account Settings
Incoming mail server:	mail.yourdomainname	()N
Outgoing mail server (SMTP):	mail.yourdomainname	3
Logon Information		
User Name:	your e-mail address here	
Password:	[
	Remember password	
TRequire logon using Secure	Password Authentication (SPA)	More Settings

Click on More Settings Then tab at Top click on Outgoing Server

nternet E-	mail Settings
General	Outgoing Server Connection Advanced
My o	utgoing server (SMTP) requires authentication
Θ ι	Jse same settings as my incoming mail server
CL	og on using
1	Jser Name:
/ie	Password:
	Remember password
Ĩ	Require Secure Password Authentication (SPA)
	OK Cancel

Make sure your settings are exactly like the above

Now Click on Advanced Tab

Change Outgoing SMTP port from 25 to 587 as shown below

nternet E-n	iail Settings 🛛 🗶
General	Outgoing Server Connection Advanced
Server Pol Incomin Outgoin Use Server Tin Short Delivery - E Leav	t Numbers g server (POP3): 110 Use Defaults This server requires an encrypted connection (SSL) g server (SMTP): 587 the following type of encrypted connection: None eouts Long 1 minute re a copy of messages on the server Remove from server after 10 days & Remove from server when deleted from 'Deleted Items'
	OK Cancel

Now Click OK

Then click Next at bottom and Then Finish and your all set. If you experience any problems please contact support at 512-814-7153. Please be in front of the effected computer when calling.