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# Setting Up Your Email in Microsoft Outlook 2007

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This tutorial shows you how to set up Microsoft Outlook to work with your email account. You can set up previous versions of Microsoft Outlook using the settings in this tutorial.

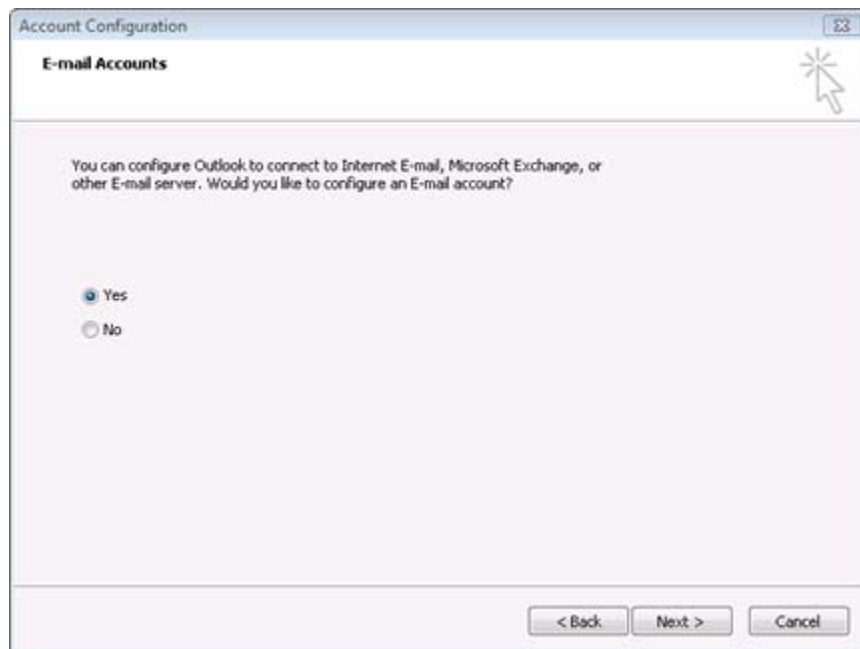
## To Set Up Your Email Account in Microsoft Outlook 2007

1. Start Microsoft Outlook 2007. When the Startup Wizard displays, click **Next**.

**NOTE:** If the Startup Wizard doesn't automatically display, from the Tools menu, select Account Settings, and then click New. In the Add New E-mail Account dialog box, select Microsoft Exchange, POP3, IMAP, or HTTP, then click Next.



2. On the **Account Configuration** page, select **Yes** to indicate you want to configure an email account, and then click **Next**.



3. On the **Auto Account Setup** page, enter the following:

**Your Name**

Enter your first and last name.

**E-mail Address**

Enter your email address.

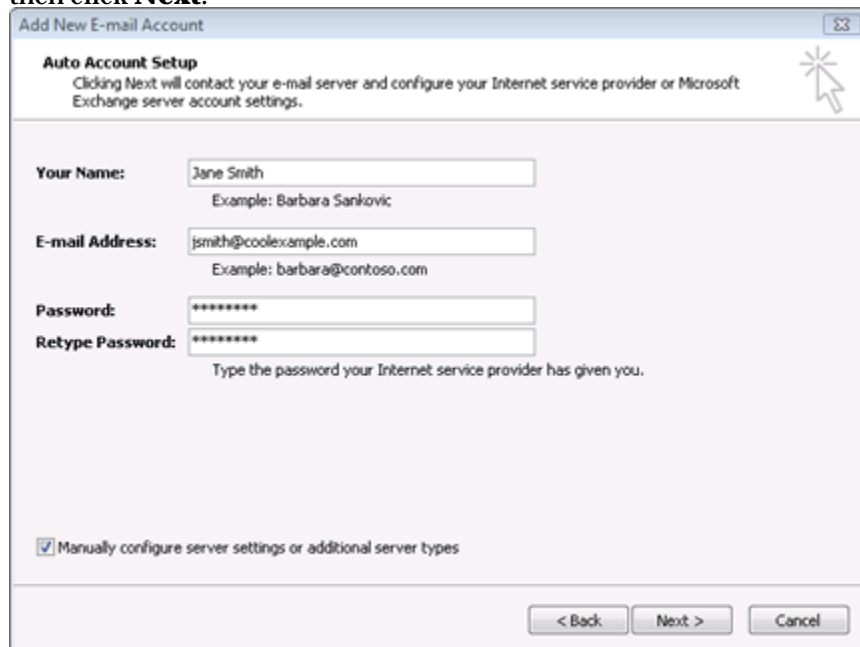
**Password**

Enter the password you created for your email account.

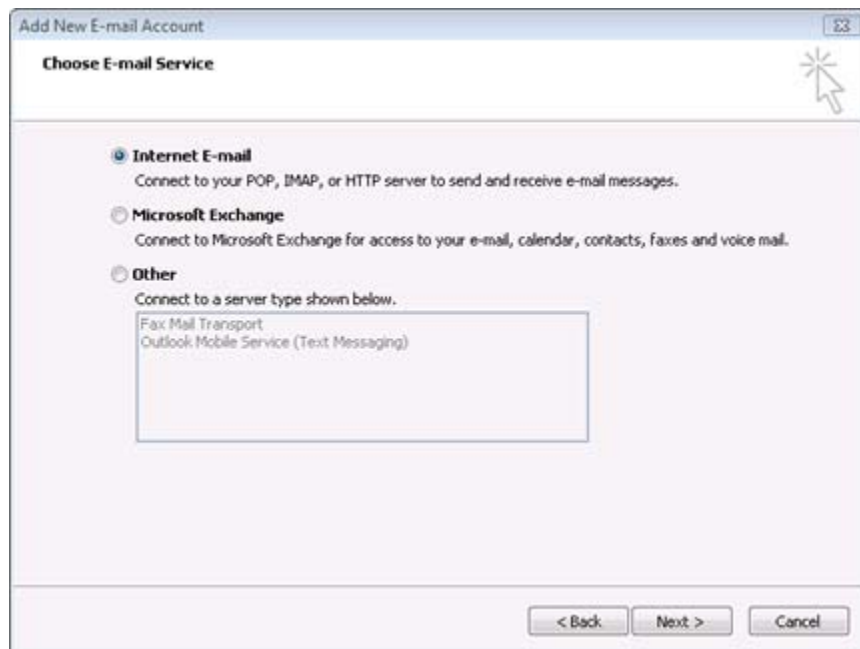
**Retype Password**

Enter your password again.

4. At the bottom of the page, select **Manually configure server settings or additional server types**, and then click **Next**.



5. On the **Choose E-mail Service** page, select **Internet E-mail**, and then click **Next**.



6. On the **Internet E-mail Settings** page, enter your email account information as follows:

**Your Name**

Enter your first and last name.

**E-mail Address**

Enter your email address.

**Account Type**

Select **POP3**.

**Incoming mail server**

Type **pop.secureserver.net** for your incoming mail server.

**Outgoing mail server (SMTP)**

Type **smtpout.secureserver.net** for your outgoing mail server.

**User Name**

Enter your email address again.

**Password**

Enter the password you created for your email account.

7. Select the **Remember Password** checkbox, and then click **More Settings**.

8. In the Internet E-mail Settings window, go to the **Outgoing Server** tab. Check **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.

9. Go to the **Advanced** tab. Verify that you have **110** for your incoming server (POP3) and **80** for your outgoing server (SMTP), and then click **OK**.

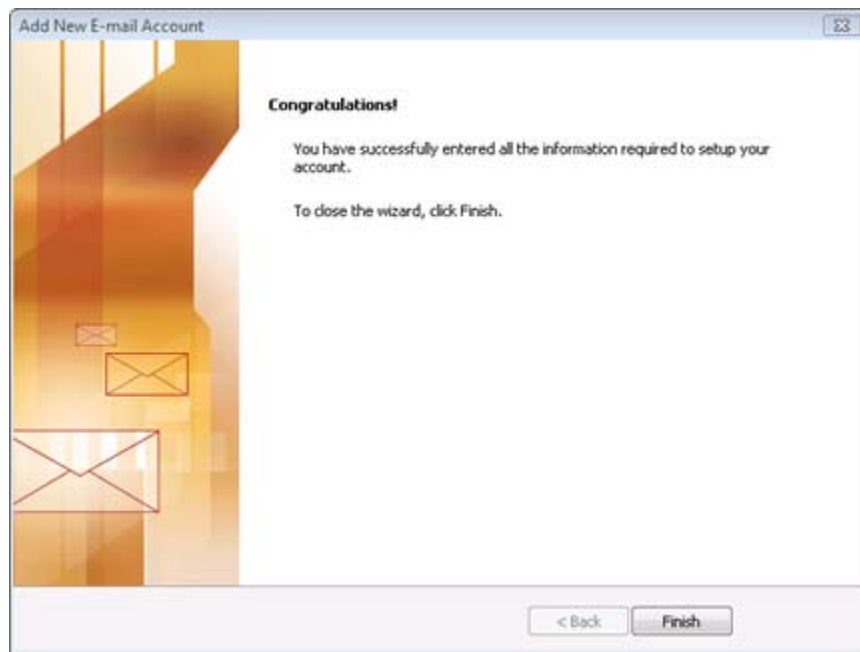
**NOTE:** If you have trouble sending email you can also try 25 or 3535 for your outgoing server (SMTP) port.

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Advanced' tab selected. The 'Server Port Numbers' section includes 'Incoming server (POP3): 110' and 'Outgoing server (SMTP): 80'. There is a checkbox for 'This server requires an encrypted connection (SSL)' which is unchecked, and a dropdown menu for 'Use the following type of encrypted connection:' set to 'None'. The 'Server Timeouts' section has a slider between 'Short' and 'Long 1 minute'. The 'Delivery' section has a checkbox for 'Leave a copy of messages on the server' which is checked, and two sub-options: 'Remove from server after 10 days' and 'Remove from server when deleted from 'Deleted Items'', both unchecked. 'OK' and 'Cancel' buttons are at the bottom.

10. Click **Test Account Settings**. Microsoft will send itself a message to test your incoming and outgoing capabilities. Once this is complete, click **Next**.

The screenshot shows the 'Add New E-mail Account' dialog box. It has a title bar and a close button. Below the title bar is the 'Internet E-mail Settings' section with the text 'Each of these settings are required to get your e-mail account working.' and a mouse cursor pointing to a star icon. The dialog is divided into two columns. The left column contains 'User Information' (Your Name: Jane Smith, E-mail Address: jsmith@coolexample.com), 'Server Information' (Account Type: POP3, Incoming mail server: pop.secureserver.net, Outgoing mail server (SMTP): smtpout.secureserver.net), and 'Logon Information' (User Name: jsmith@coolexample.com, Password: \*\*\*\*\*, Remember password checked, Require logon using Secure Password Authentication (SPA) unchecked). The right column contains 'Test Account Settings' with the text '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. At the bottom right is a 'More Settings ...' button. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

11. Click **Finish**.

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