



How to setup your email address in Microsoft Outlook 2007

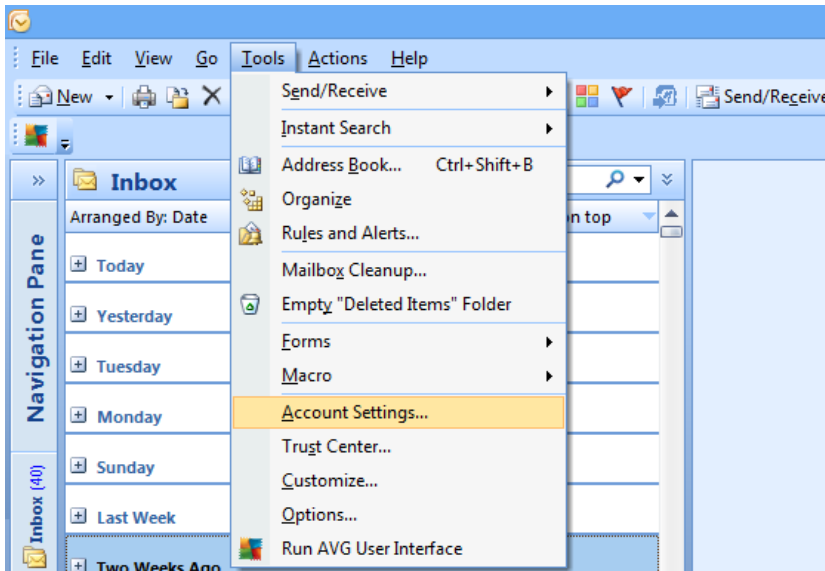
Ensure you have the following details with you that are required to complete the process:

- Your full email address (yourname@yourdomain.com)
- Your email password
- Your domain name. This is used as both your incoming and outgoing mail server.

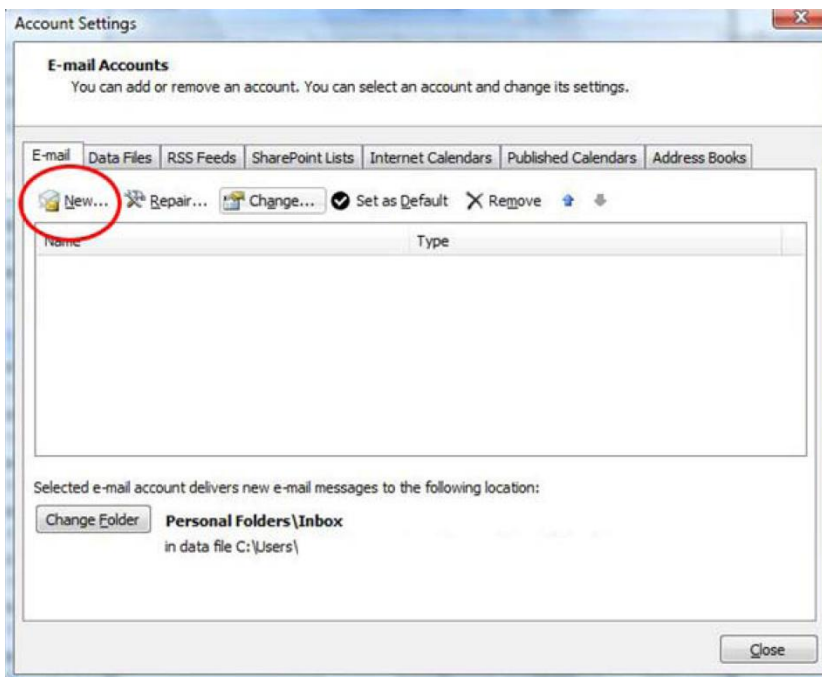
If your website address was <http://www.ideaworldweb.com> your incoming and outgoing mail servers would be "mail.ideaworldweb.com" (we ignore the 'http://www.')



- 1) Open Microsoft Outlook 2007
- 2) In the 'Tools' menu select 'Account Settings...' (Add New E-mail Account)



- 3- click on 'New'





4- chose the first option : (Microsoft Exchange, POP3, IMAP, or HTTP) then click on Next button

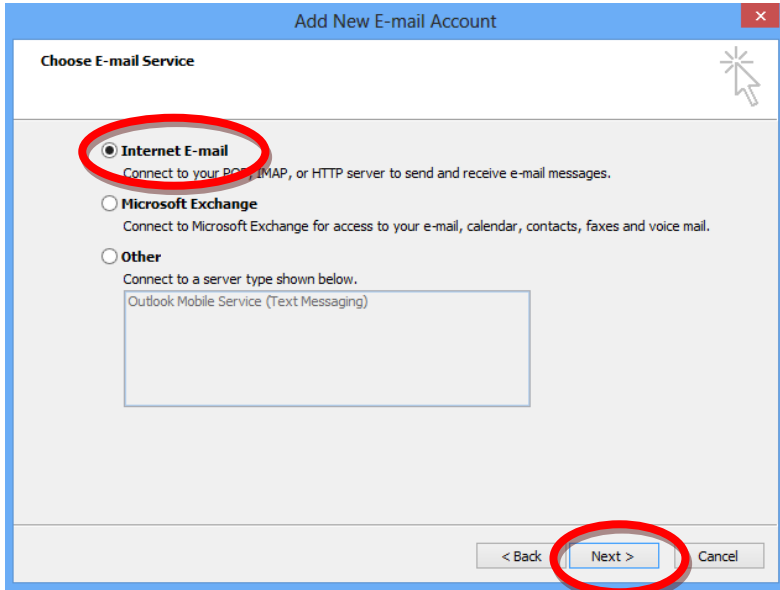
A screenshot of a Windows dialog box titled "Add New E-mail Account". The window has a blue title bar and a close button (X) in the top right corner. The main area is titled "Choose E-mail Service" and contains two radio button options. The first option, "Microsoft Exchange, POP3, IMAP, or HTTP", is selected and includes the text "Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server." The second option, "Other", is unselected and includes the text "Connect to a server type shown below." Below this text is a rectangular box containing "Outlook Mobile Service (Text Messaging)". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is circled in red.

5- Mark on : (Manually configure server settings or additional server types) then click on Next button

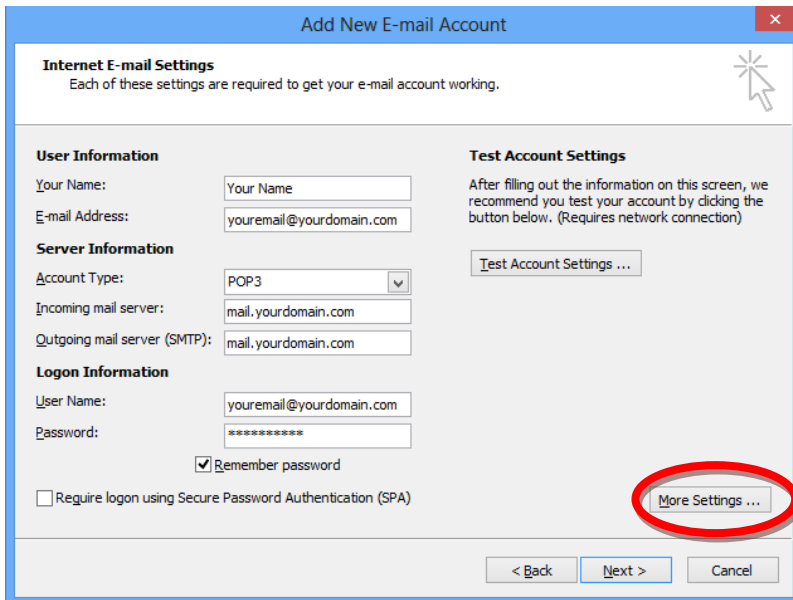
A screenshot of a Windows dialog box titled "Add New E-mail Account". The window has a blue title bar and a close button (X) in the top right corner. The main area is titled "Auto Account Setup" and contains four input fields: "Your Name:" with an example "Barbara Sankovic", "E-mail Address:" with an example "barbara@contoso.com", "Password:", and "Retype Password:" with the instruction "Type the password your Internet service provider has given you." At the bottom left, there is a checkbox labeled "Manually configure server settings or additional server types" which is checked and circled in red. At the bottom right, there are three buttons: "< Back", "Next >", and "Cancel". The "Next >" button is also circled in red.



6- chose : (Internet E-mail) then click on Next button

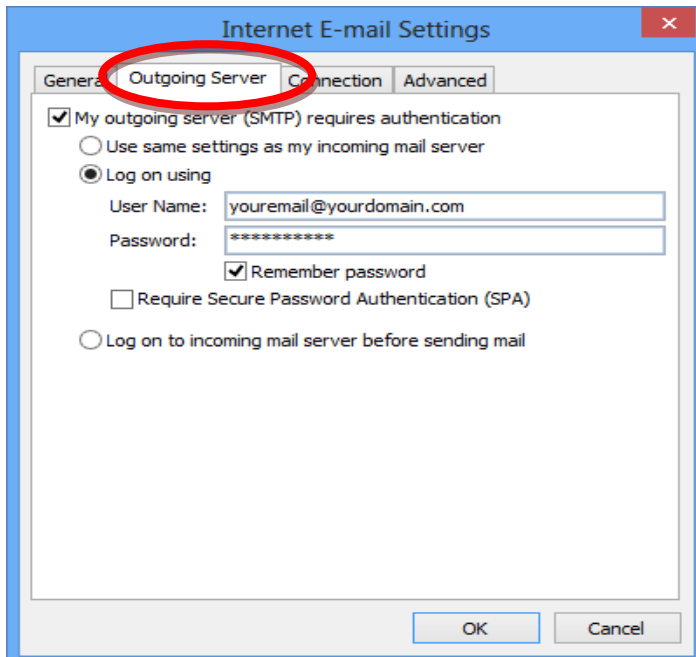


7- fill the info as below then Click on << More Setting >>





8- click on '**Outgoing Server**' then fill the info as below:



5- make the 'Outgoing server (SMTP)' = 587 then fill info as below and click on Ok

