

## 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

	Add New E-mail Account	×
Choose	e E-mail Service -	Ķ
	Microsoft Exchange, POP3, IMAP, or HTTP	
	Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.	
	O Other	
	Connect to a server type shown below.	
	< Back Marcan	cel

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

	Add New E-mail Account	x
Auto Account Setu	p Z	ANN -
Your Name:	Example: Barbara Sankovic	
E-mail Address:	Example: barbara@contoso.com	
Password: Retype Password:		
	Type the password your Internet service provider has given you.	
Manually configure s	server settings or additional server types	
	< Back Next > Cancel	



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

Add New E-mail Account	×
Choose E-mail Service	×
Internet E-mail Connect to your PP rtMAP, 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 mail. Other	
Connect to a server type shown below.	
Outlook Mobile Service (Text Messaging)	
< Back / Next > Can	cel

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

	Add New E-m	ail Account ×
Internet E-mail Settings Each of these settings ar	re required to get your e-mail acc	ount working.
User Information		Test Account Settings
Your Name:	Your Name	After filling out the information on this screen, we
E-mail Address:	youremail@yourdomain.com	button below. (Requires network connection)
Server Information		
Account Type:	POP3	lest Account Settings
Incoming mail server:	mail.yourdomain.com	
<u>Outgoing mail server (SMTP):</u>	mail.yourdomain.com	
Logon Information		
User Name:	youremail@yourdomain.com	
Password:	********	
<b>v</b> 6	Remember password	
Reguire logon using Secure	Password Authentication (SPA)	More Settings
		< Back Next > Cancel



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

	Internet E-mail Settings	×		
General Outgoing S	erver Connection Advanced			
✓ My outgoing serve	✓ My outgoing server (SMTP) requires authentication			
O Use same settings as my incoming mail server				
Log on using				
User Name:	youremail@yourdomain.com			
Password:	*******			
	<ul> <li>Remember password</li> </ul>			
Require Se	cure Password Authentication (SPA)			
O Log on to inco	ming mail server before sending mail			
	OK Cance			

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

Internet E-mail Settings		
General Outgoing Server Connection Advanced		
Server Port Numbers		
Incoming server (POP3): 110 Use Defaults		
This server requires an encrypted connection (SSL)		
Outgoing server (SMTP): 587		
Use the following type of encrypted connection: None		
Server Timeouts		
Short Long 1 minute		
Delivery		
Leave a copy of messages on the server		
Remove from server when deleted from 'Deleted Items'		
OK Cancel		
OK Cancel		