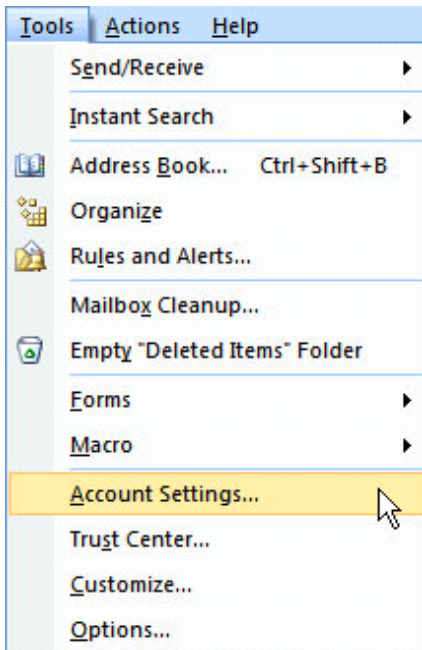
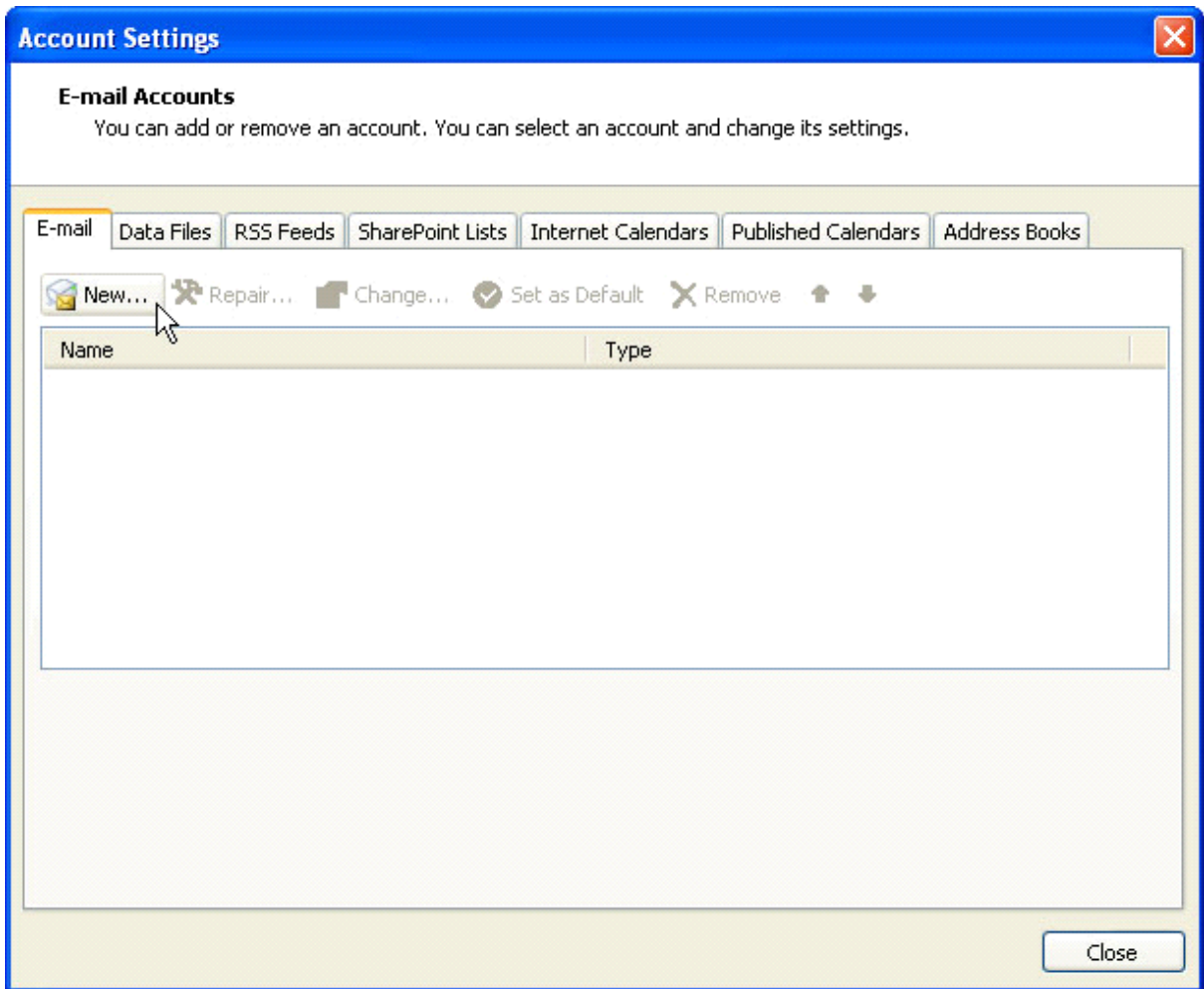


How to Set Up Outlook 2007 for Windows to Send and Receive Email

- Open Outlook. Select **Account Settings...** from the **Tools** menu.



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



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

Add New E-mail Account ✕

Auto Account Setup ✱

Your Name:
Example: Barbara Sankovic

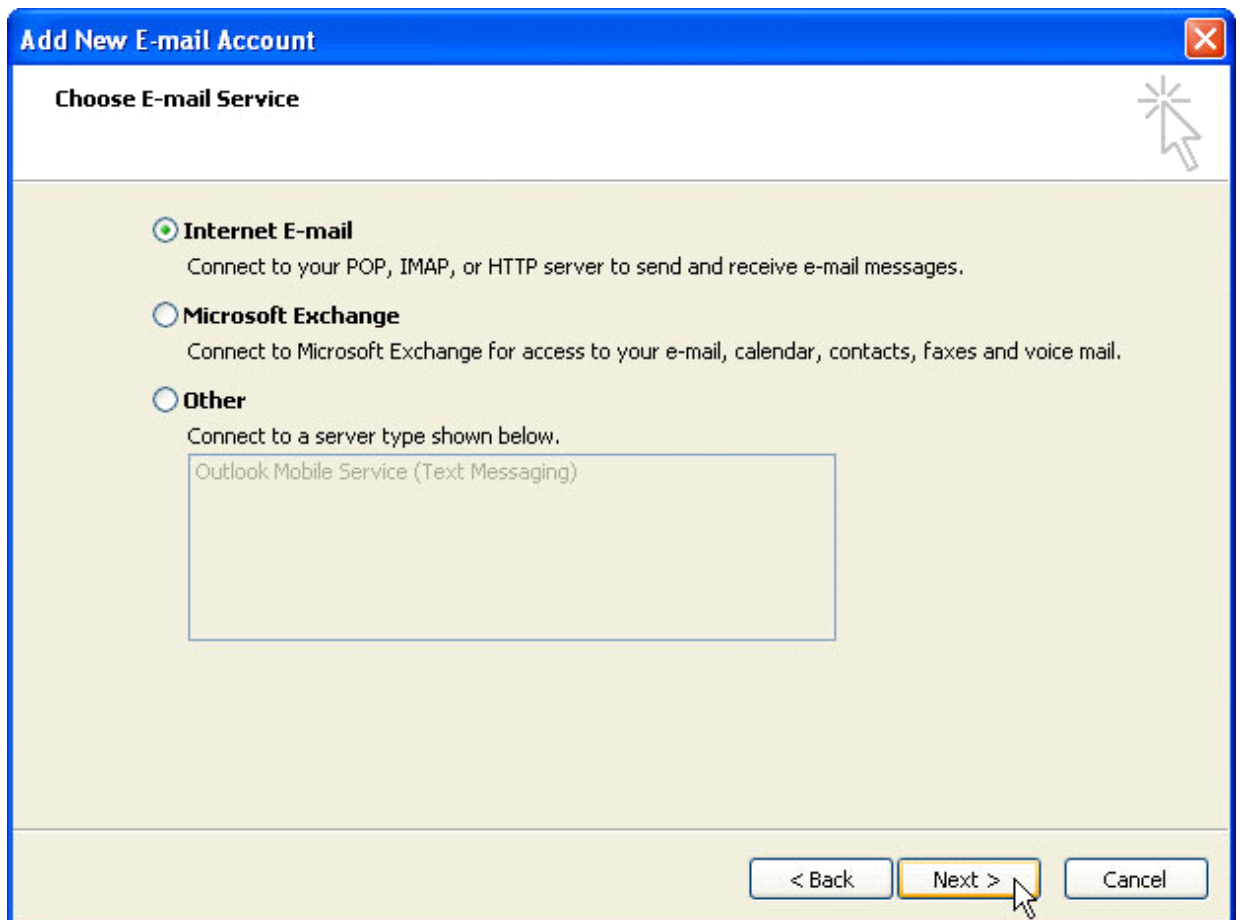
E-mail Address:
Example: barbara@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

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



- 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:** This is the address that your contacts' email program will reply to your messages. This is also the address that will get recorded in your contacts' address book if they add you as a contact.
 - **Account Type:** POP3
 - **Incoming mail server:** Enter mail.domainname.com
 - **Outgoing mail server (SMTP):** Enter mail.domainname.com
 - **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...**

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: John Doe
E-mail Address: sample@yourdomain.com

Server Information
Account Type: POP3
Incoming mail server: pop3.venue.com
Outgoing mail server (SMTP): smtp.venue.com

Logon Information
User Name: sample@yourdomain.com
Password: [masked]
 Remember password
 Require logon using Secure Password Authentication (SPA)

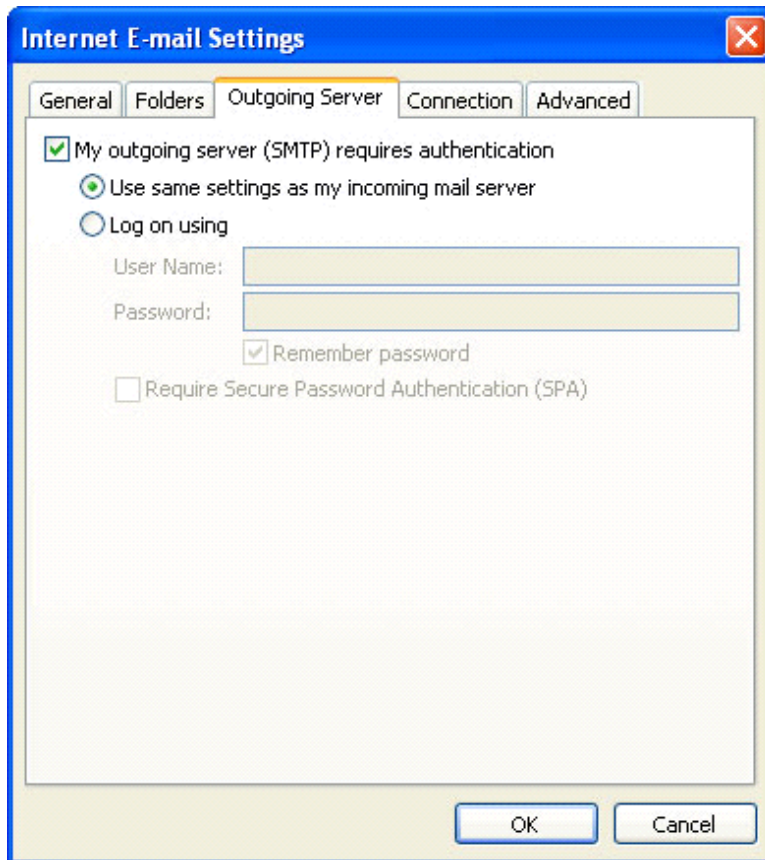
Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

mail.domainname.com
mail.domainname.com

More Settings ...

< Back Next > Cancel

- 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**



- 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 **25**.



- Click **OK**
- Click **Next**. Click **Finish**.