

Setup Instructions for Outlook 2007

Note: before you begin setup

- You may need to enable POP3 from within you webmail account before you can access your pop email – see further instructions at the end of this article about configuring pop.
- If you experience difficulties with your outgoing email you may need to check with your internet service provider. Some ISP's will only allow the relay of outgoing mail using their outgoing mail server e.g. Telstra Bigpond uses mail.bigpond.com for its outgoing mail address and blocks all others.

1. Open Outlook
2. Click the **Tools** menu, and select **Account Settings**
3. On the **Email** tab click **New**
4. If you are prompted to **Choose Email Service**, select **POP3** and click **Next**
5. Fill in all necessary fields to include the following information

Your Name: Enter your *name*

Email Address: Enter your *email address*

Password: Enter your *password*

Manually configure server settings or additional server types: Leave this option unchecked if you want to automatically configure Outlook 2007. If you want to manually configure Outlook 2007, *check* this option now.

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:

E-mail Address:

Server Information

Account Type: POP3

Incoming mail server: pop.gmail.com

Outgoing mail server (SMTP): smtp.gmail.com

Logon Information

User Name:

Password:

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

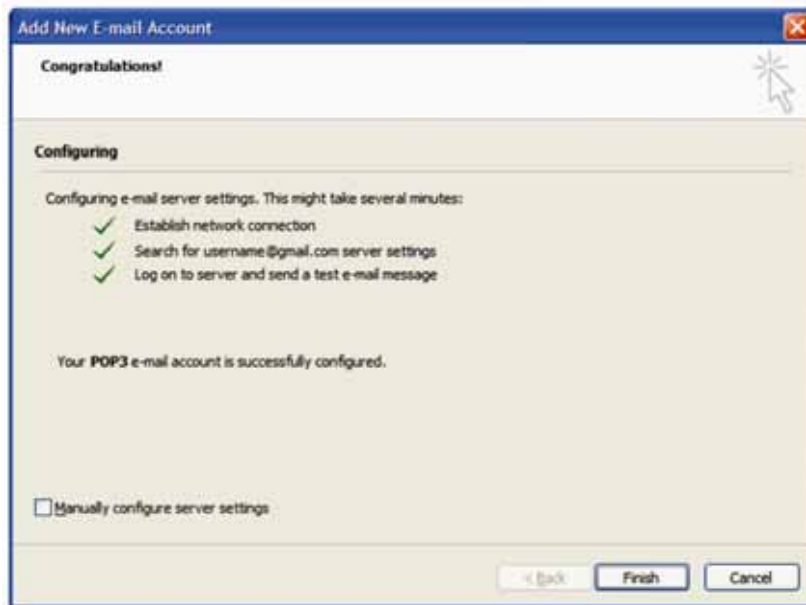
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

6. Click **Next**. If you are configuring Outlook 2007 automatically your done! Just click **Finish**.



7. If you are configuring Outlook 2007 manually, select **Internet Email** and click **Next**
8. Verify your **User Information** and enter the following additional information

Server Information

Account Type: POP3

Incoming mail server (POP3): Enter *pop.gmail.com*

Outgoing mail server (SMTP): Enter *smtp.gmail.com*

Logon Information

User Name: Enter your *email address*

Password: Enter your *password*

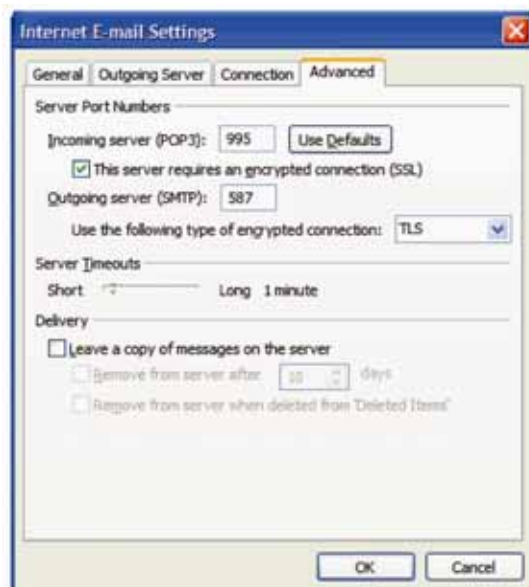
Require logon using Secure Password Authentication (SPA) leave this option unchecked



- Click the **More Settings** button and select **Outgoing Server** tab
- Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**



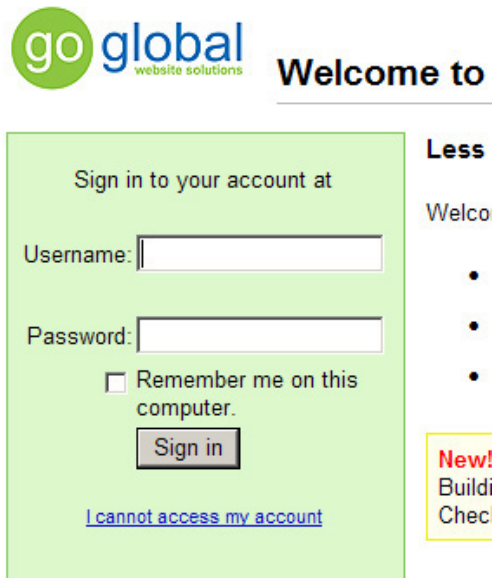
- Click the **Advanced** tab and check the box next to **This server requires an encrypted connection (SSL)** under **Incoming Server (POP3)**
- In the **Outgoing server (SMTP)** box enter **587** and select **TLS** from the drop-down menu next to **Use the following type of encrypted connection** then click **OK**



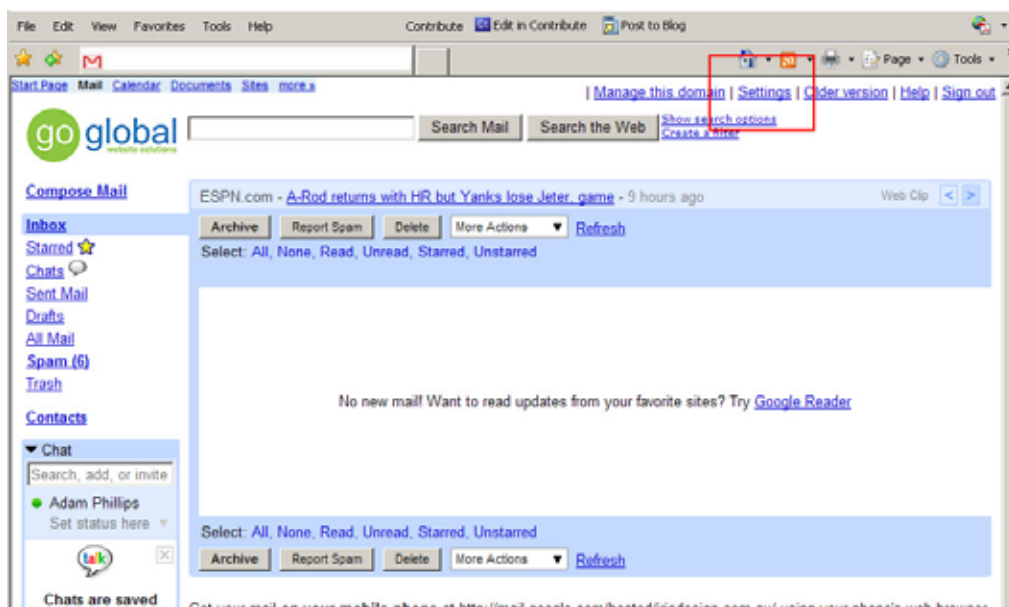
- Click **Test Account Settings**, after receiving **Congratulations All tests completed successfully**, click **Close**
- Click **Next** and then click **Finish**
- Congratulations** you are now done configuring your email account

Configuring POP3 in your webmail account

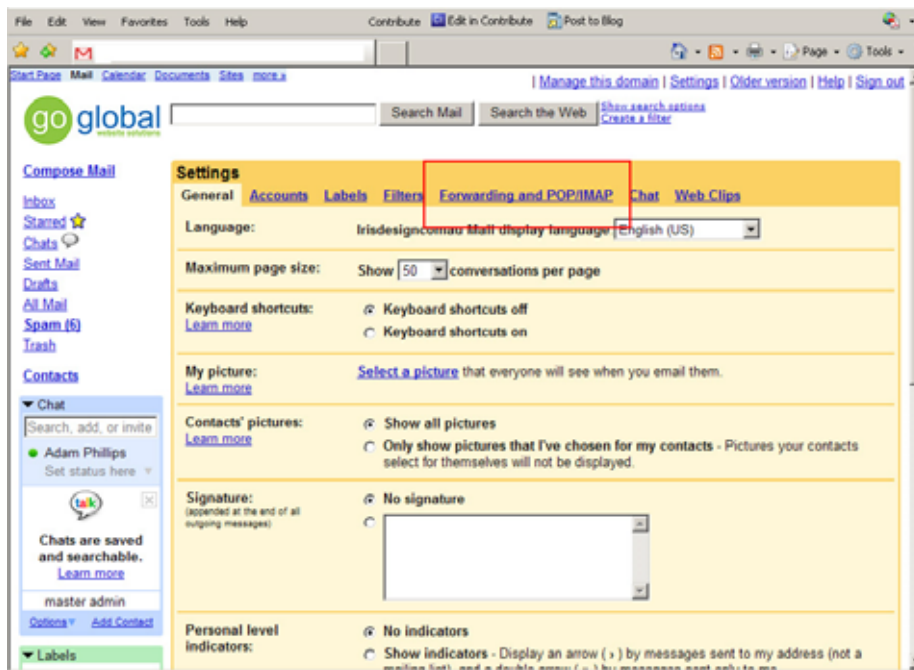
1. Open a web browser window
2. Load your webmail login page <http://webmail.yourdomain>
3. Login with your **email address** as the **username** and your **password**



4. Click on the **Settings** text link top right corner of page



5. Click on the **Forwarding and POP/IMAP** text link



6. Under the **POP Download** heading *check* **Enable POP for all mail**

7. **When messages are accessed with POP** select **delete Mail's copy**



8. **Save Changes**, Sign out and close browser