

Outlook 2007 New Account Setup

August 30, 2010

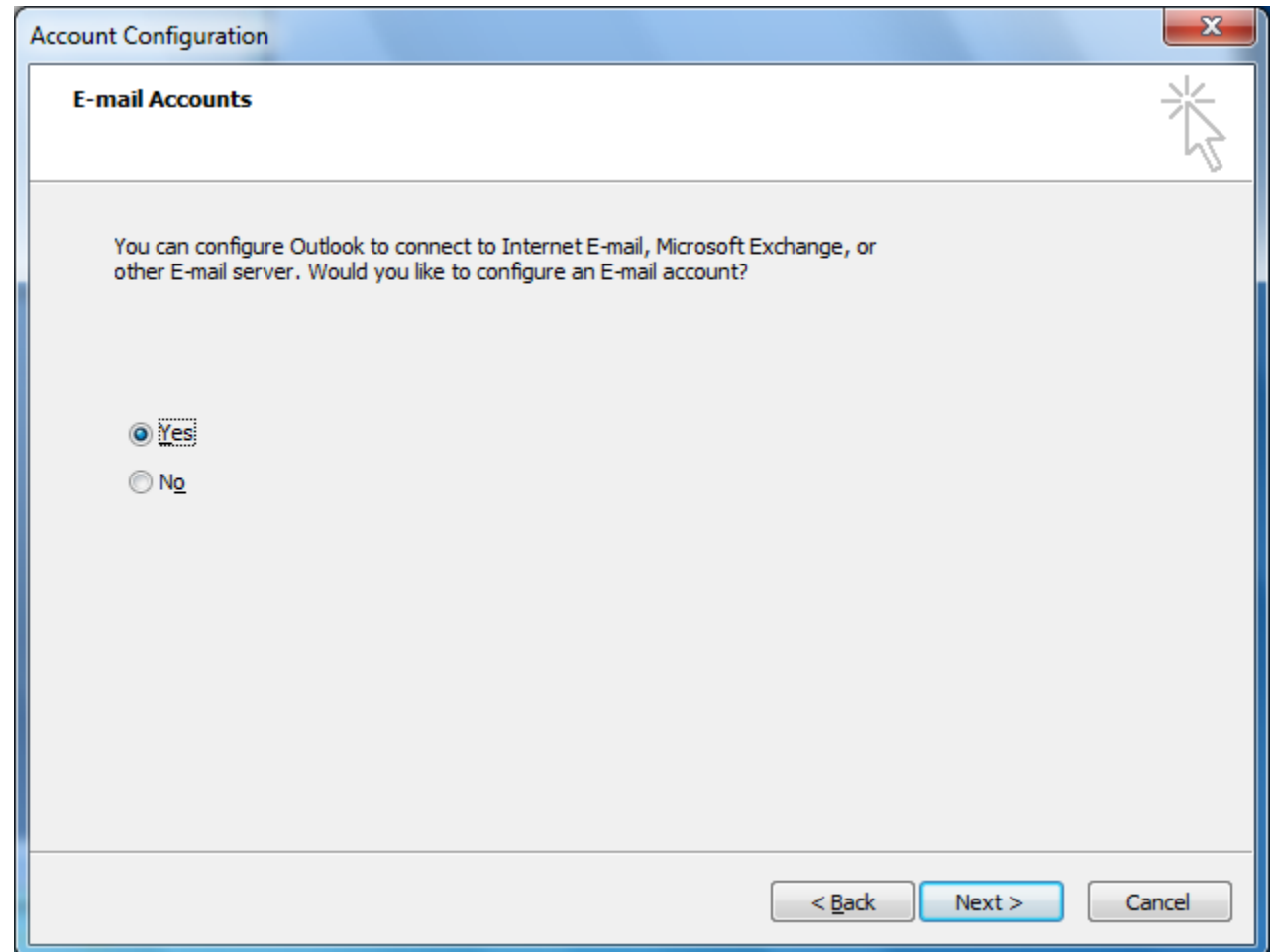
Outlook 2007 Startup

To connect to our Internet email provider, we open Microsoft Outlook 2007. When we use Outlook the first time, the Outlook 2007 Startup window appears. We press the Next button to continue.



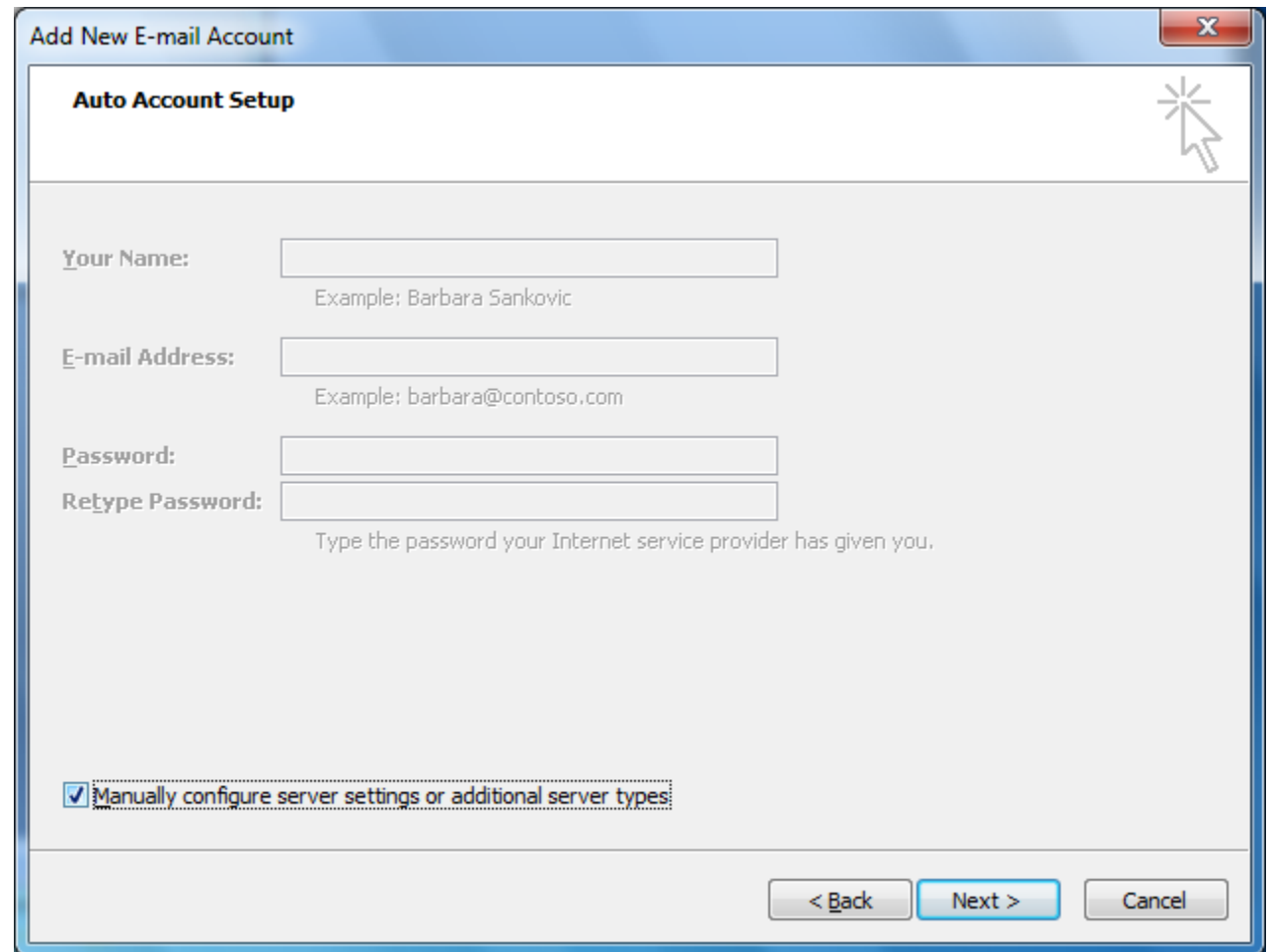
E-mail Accounts

Opt for Yes and press the Next button to advance.



Account Setup

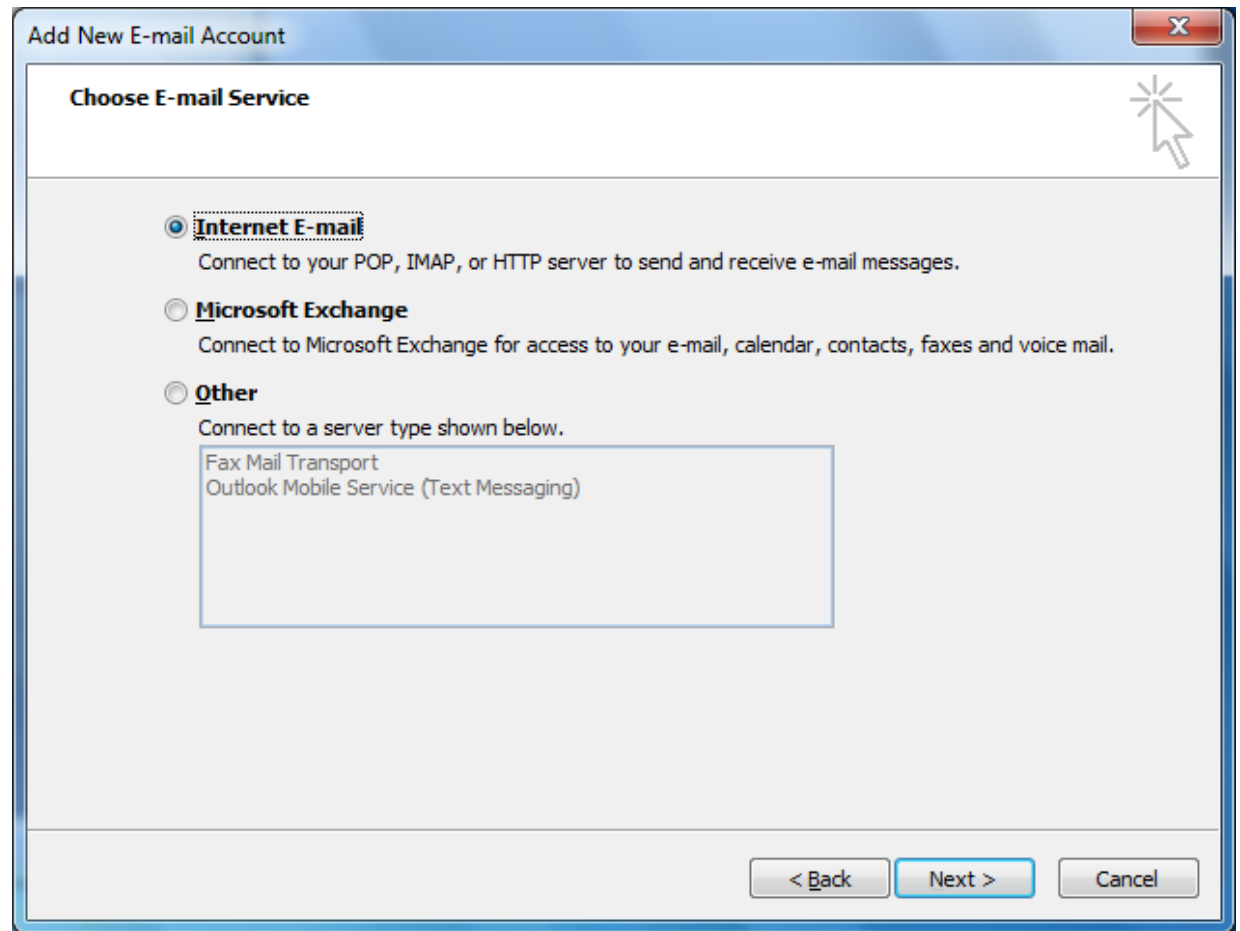
We annotate the manually configure server settings or additional server types checkbox and press Next to go on.



The screenshot shows a Windows-style dialog box titled "Add New E-mail Account". Inside, there is a section titled "Auto Account Setup" with a mouse cursor pointing to a star icon in the top right corner. Below this, there are four input fields: "Your Name:" (with example "Barbara Sankovic"), "E-mail Address:" (with example "barbara@contoso.com"), "Password:", and "Retype Password:" (with instruction "Type the password your Internet service provider has given you."). At the bottom, there is a checkbox labeled "Manually configure server settings or additional server types:" which is checked and has a dashed border around it. At the very bottom, there are three buttons: "< Back", "Next >" (highlighted in blue), and "Cancel".

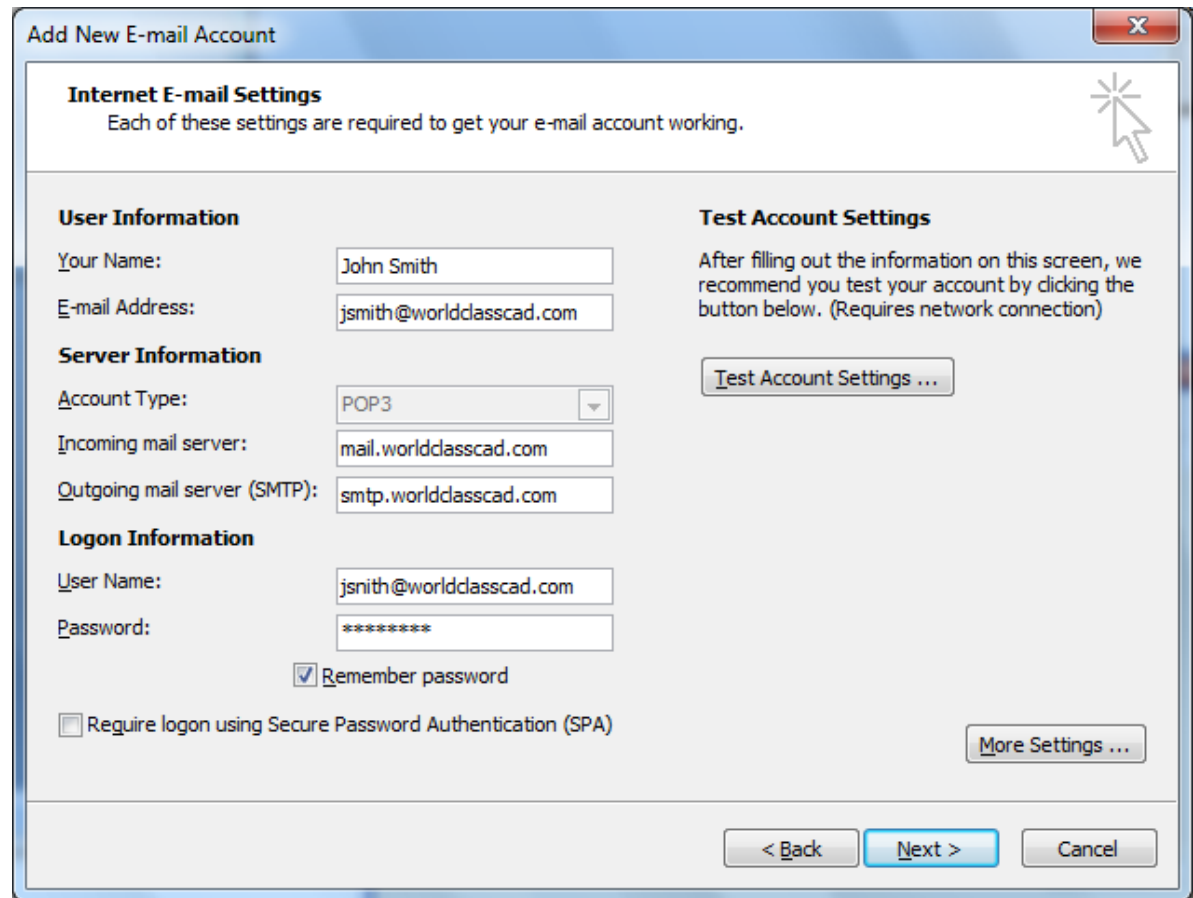
Choose E-mail Service

We select the Internet E-mail option.



Internet E-mail Settings

We fill out our user account. We type the person's name and account email address. The incoming mail server is mail.worldclasscad.com. The outgoing mail server is smtp.worldclasscad.com. We type the username which is their email address and password. We can check the remember password box. Now, we click on More Settings to make additional changes.



The screenshot shows a window titled "Add New E-mail Account" with a close button in the top right corner. The main content area is titled "Internet E-mail Settings" and includes the instruction: "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a star icon in the top right of the settings area.

User Information

Your Name: John Smith
E-mail Address: jsmith@worldclasscad.com

Server Information

Account Type: POP3
Incoming mail server: mail.worldclasscad.com
Outgoing mail server (SMTP): smtp.worldclasscad.com

Logon Information

User Name: jsmith@worldclasscad.com
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)

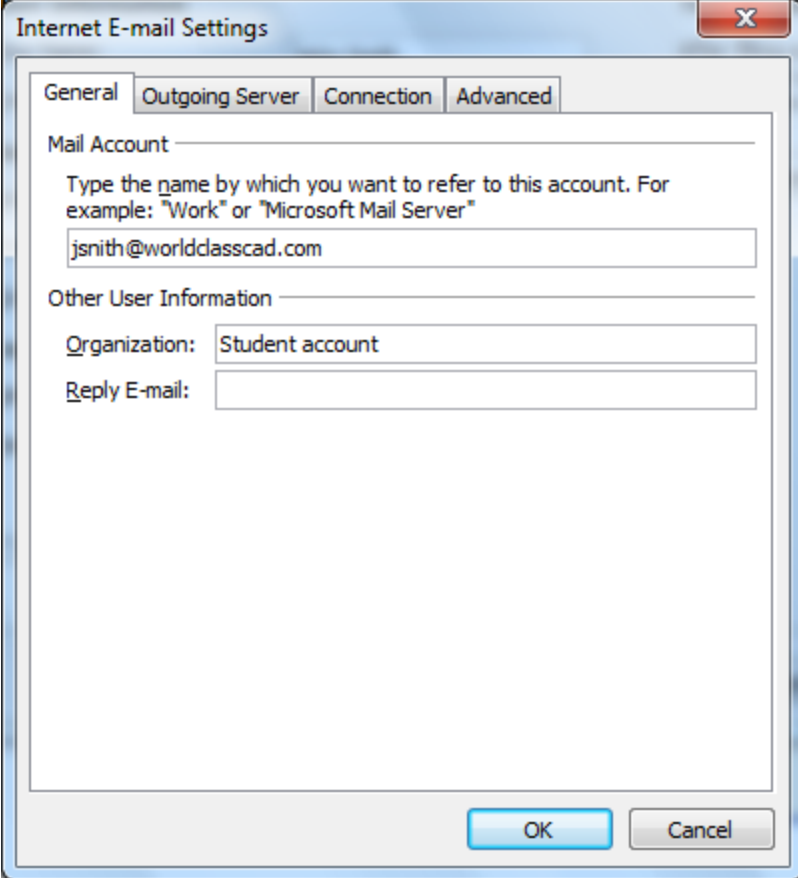
Test Account Settings ...

More Settings ...

< Back Next > Cancel

General Tab

We make a comment about the organization and reply e-mail.



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'General' tab selected. The 'Mail Account' field contains 'jsnith@worldclasscad.com'. The 'Other User Information' section has 'Organization' set to 'Student account' and 'Reply E-mail' is empty. The 'OK' and 'Cancel' buttons are at the bottom right.

Internet E-mail Settings

General | Outgoing Server | Connection | Advanced

Mail Account

Type the name by which you want to refer to this account. For example: "Work" or "Microsoft Mail Server"

jsnith@worldclasscad.com

Other User Information

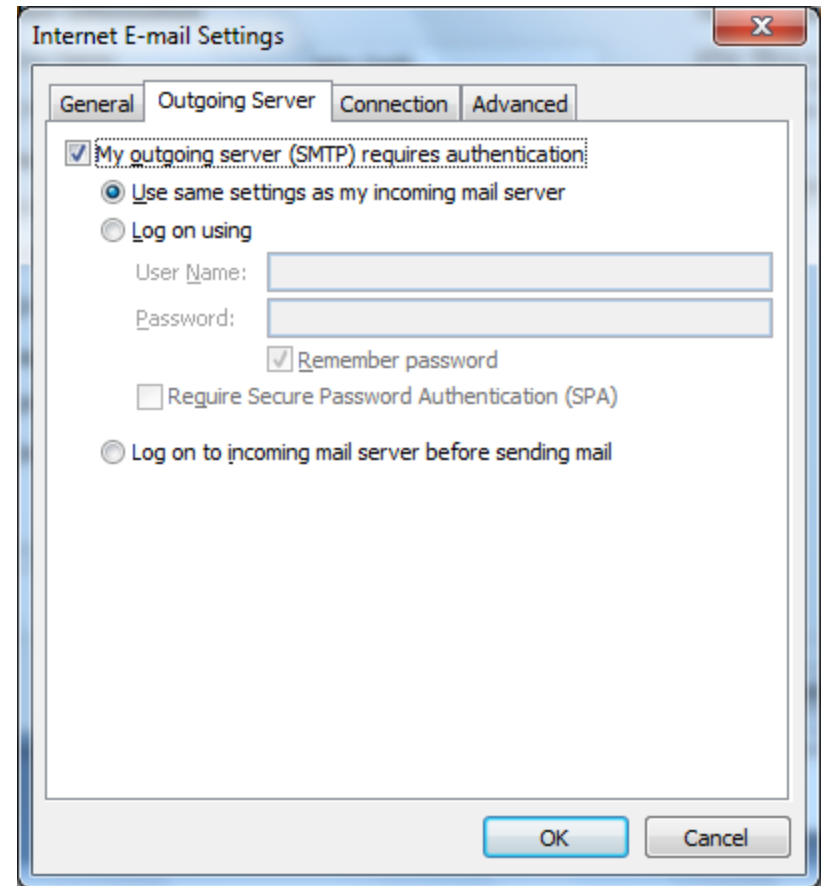
Organization: Student account

Reply E-mail:

OK Cancel

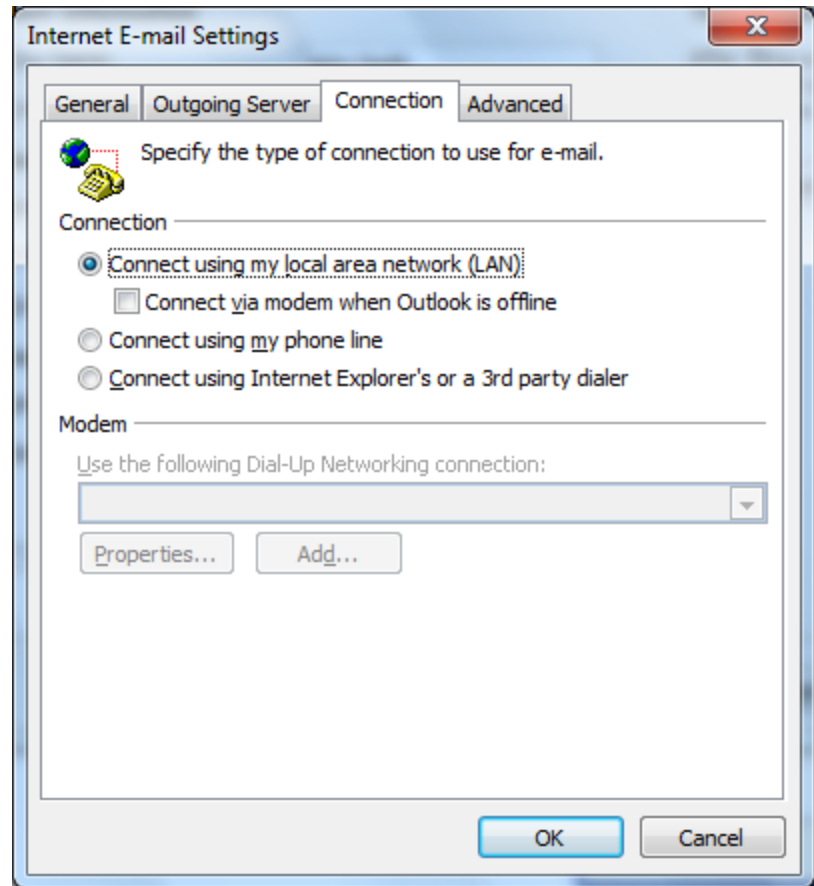
Outgoing Server Tab

We visit the Outgoing Server tab to make a few more alterations. Our provider will use the same settings for incoming and outgoing mail.



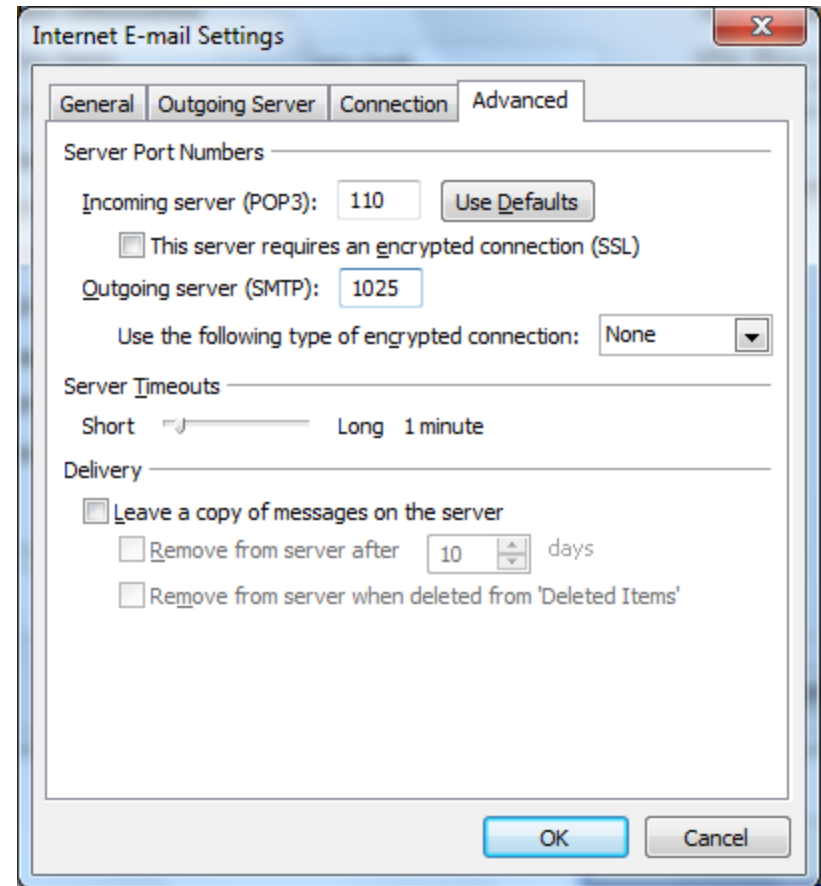
Connection Tab

We keep the connect to my local area network option.



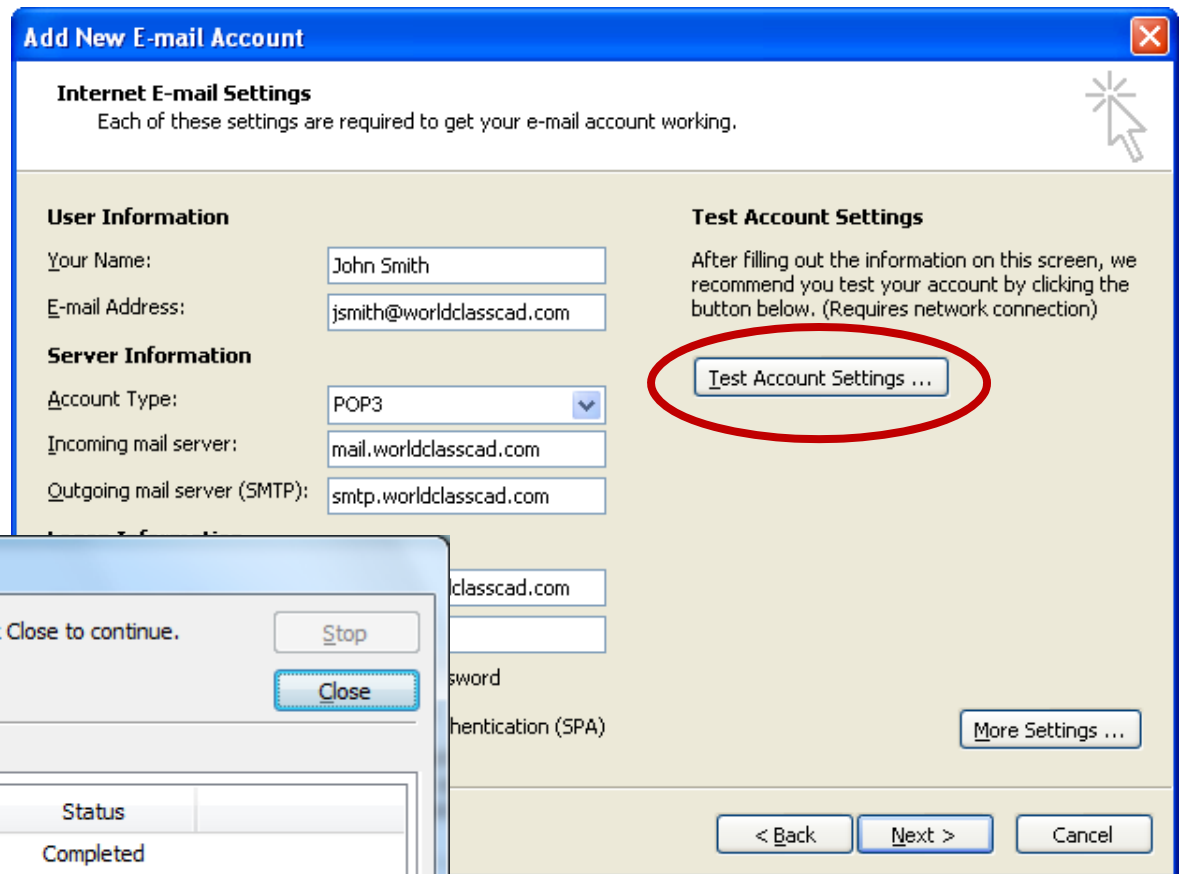
Advanced Tab

The incoming server uses port 110 and the outgoing server uses port 1025. We should check with our provider for these port numbers.



Test Account Settings

Test the account setting by pressing the Test Account Settings button. The popup dialogue box will show green check marks for successful and completed tests.



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 Smith
E-mail Address: jsmith@worldclasscad.com

Server Information

Account Type: POP3
Incoming mail server: mail.worldclasscad.com
Outgoing mail server (SMTP): smtp.worldclasscad.com

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 ...

Test Account Settings

Congratulations! All tests completed successfully. Click Close to continue.

Stop
Close

Tasks Errors

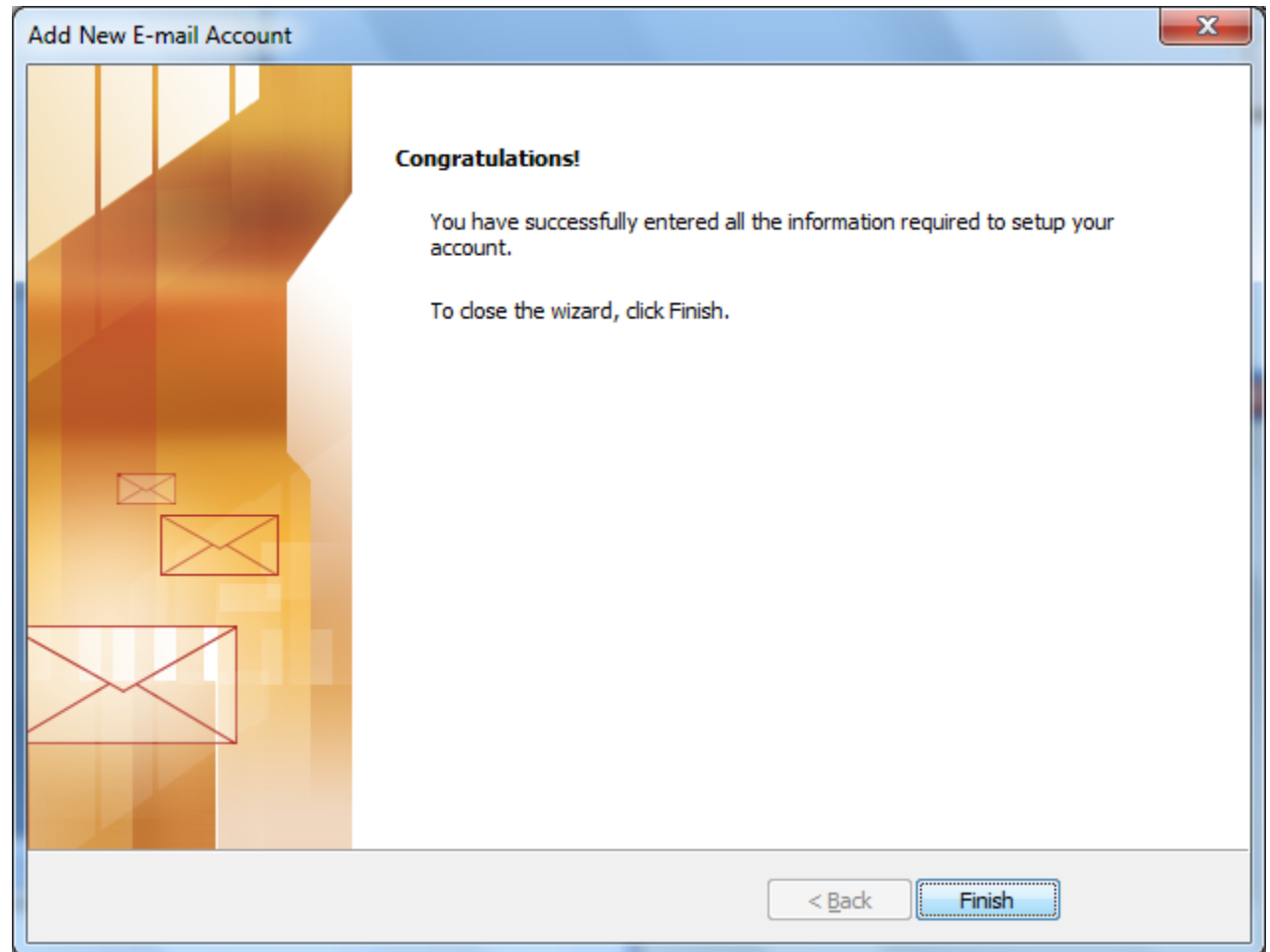
Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

More Settings ...

< Back Next > Cancel

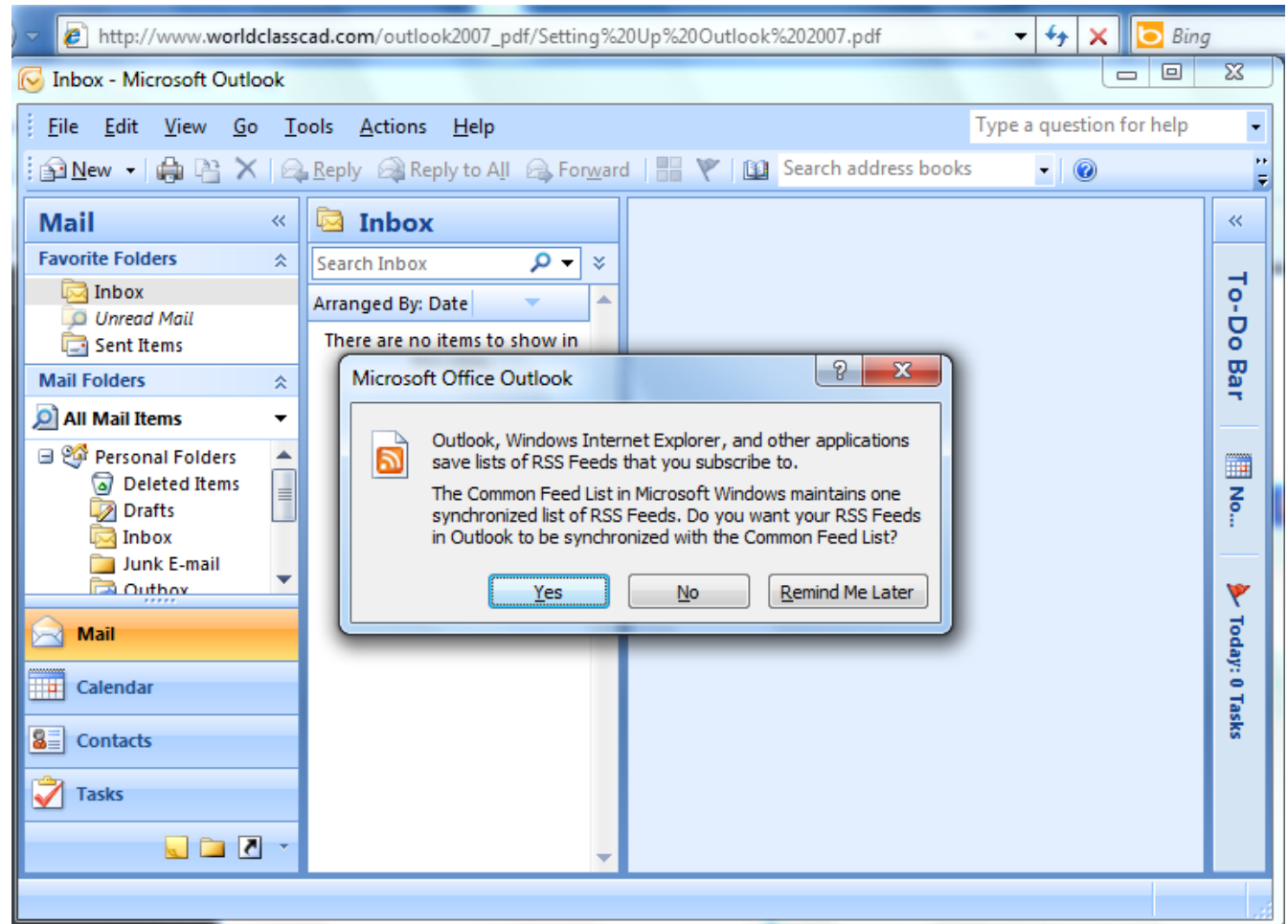
Setup Finished

We can now logon onto the account and receive and send email.



Enter the Outlook Mail Service

Answer Yes to
RSS Feeds.



Check and Send Email

The email account for John Smith is setup. We can now receive and send emails.

