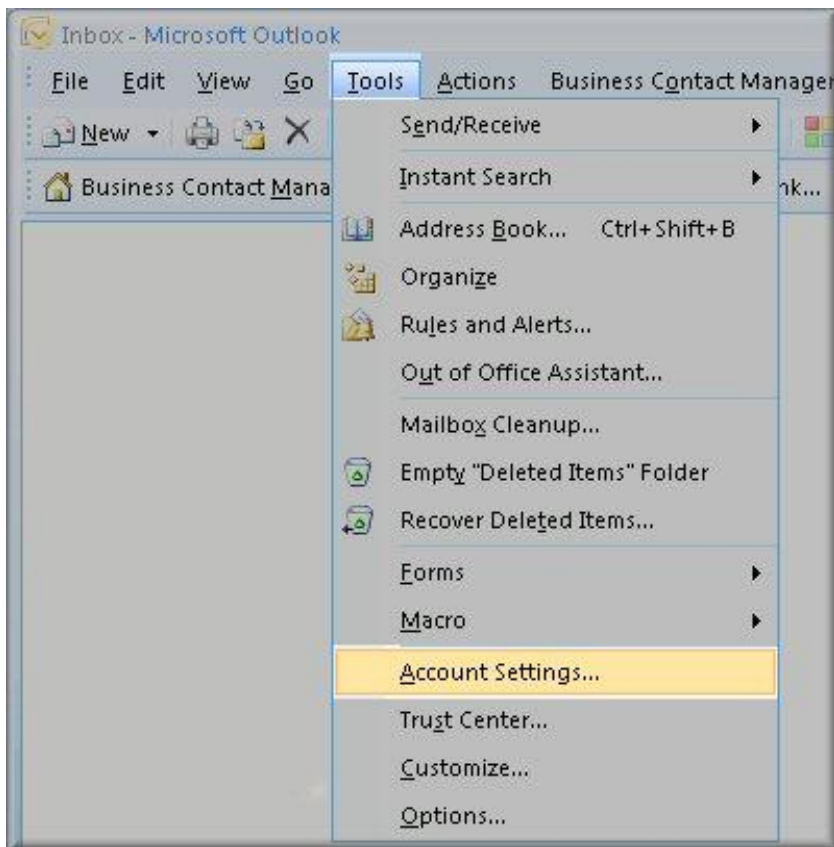# Stellar Systems, Inc.

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Configuring your email client: Outlook 2007

Open Outlook 2007.
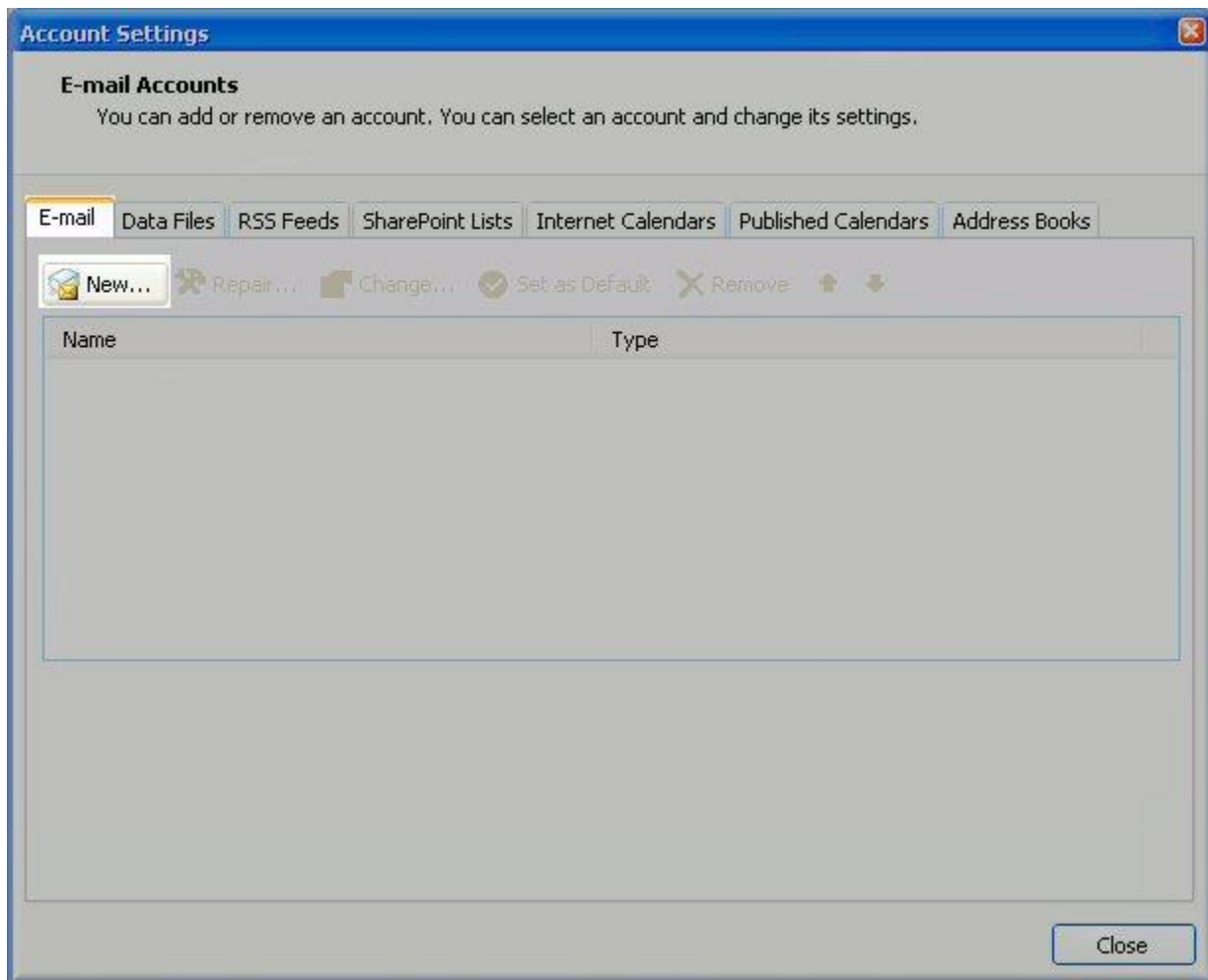
Click the Tools menu, and select Account Settings.

Click on the Email tab and click on the New... button.

Account Settings

E-mail Accounts
You can add or remove an account. You can select an account and change its settings.

| E-mail | Data Files | RSS Feeds | SharePoint Lists | Internet Calendars | Published Calendars | Address Books |

New...   Repair...   Change...   Set as Default   Remove

Name	Type

Close

Next select Microsoft Exchange, POP3, IMAP or HTTP and click Next.

Add New E-mail Account

Choose E-mail Service

◉ **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.

○ **Other**
Connect to a server type shown below.

Outlook Mobile Service (Text Messaging)

< Back   Next >   Cancel

On the Auto Account Setup window check the Manually configure server settings or additional server types and click Next.

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Select Internet E-mail option and click Next.

Add New E-mail Account

Choose E-mail Service

- ⦿ **Internet E-mail**
  Connect to your POP, IMAP, 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 >] [Cancel]

Fill in the following fields:

    a.   Enter Your Name as you want it to appear.

    b.   Enter your full email address <u>username@domain.com</u> in the Email address: field.

    c.   Select POP3

    d.   Enter mail.yourdomainname.com in the Incoming mail server: field.

    e.   Enter mail.yourdomainname.com in the Outgoing mail (SMTP) server: field.

    f.   Enter your username *your email address* in the Account name: field.

    g.   Enter your email password in the Password: field.

    h.   Check the Remember Password box

    i.   Click on More Settings tab...

Perform the following steps:

j.   Click on the Outgoing Server tab.
k.   Check My outgoing server (SMTP) Requires Authentication
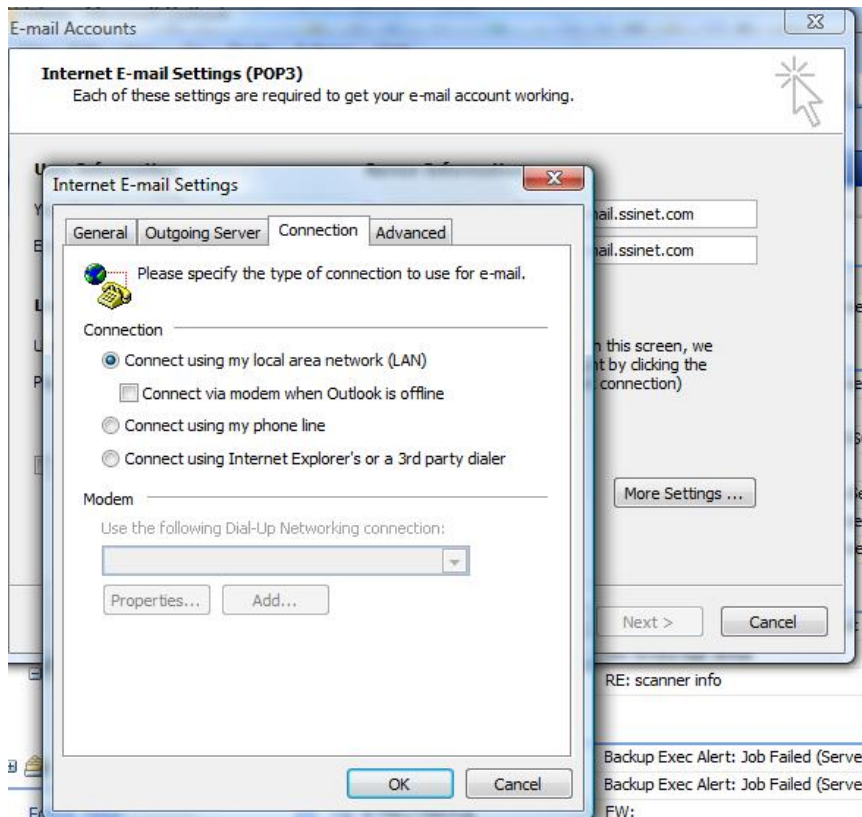l.   Make sure Use same setting as my incoming mail server is also checked.
m. Click on OK.
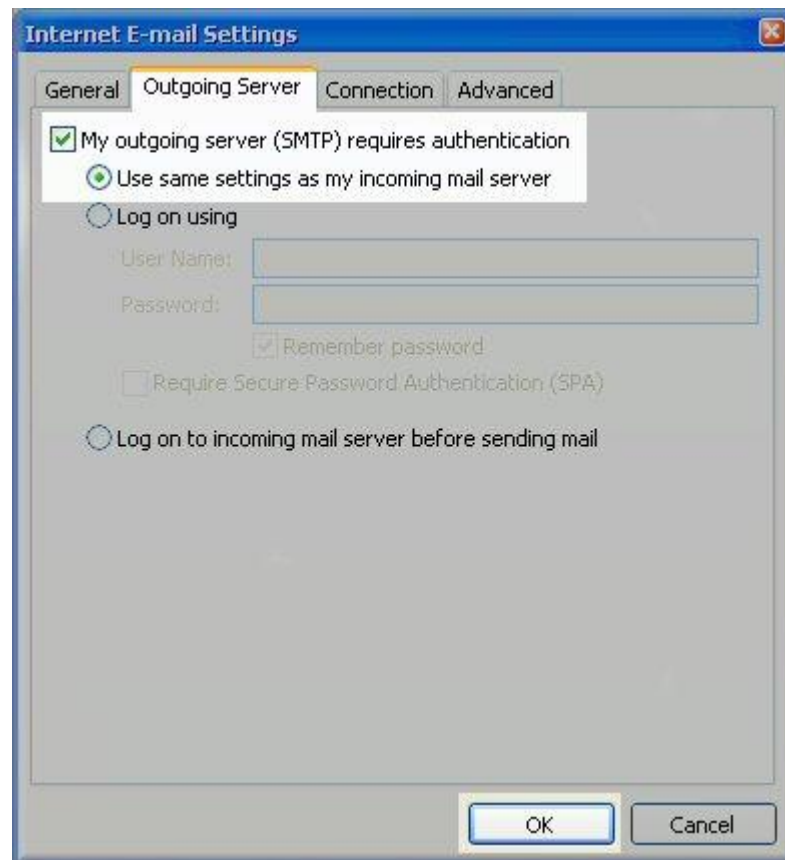
Under the *Connection* tab insure that the "Connect using my Local Area Network" is selected.

The *Advanced* tab should have the *POP3* port set to *110*, and the *SMTP* port set to *25*. (In some cases, certain ISP's will require to change the SMTP port to 366).
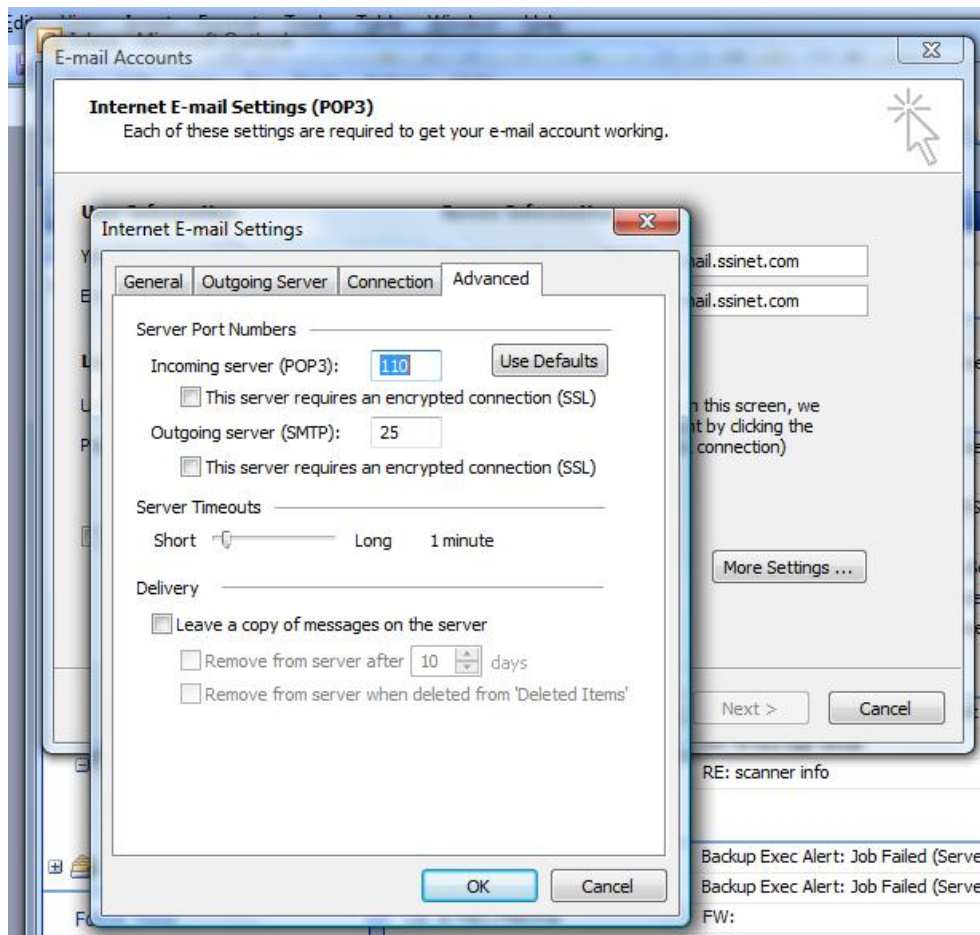
Click the Test Account Settings button and you should see all items with green check marks...
Click the Close Button to close the test window.
Click OK to save your settings.

It might be beneficial to use your own internal SMTP server or your ISP's SMTP server to send mail if you are unable to use our servers, or you are experiencing performance problems sending from our servers. Contact your ISP or qualified support contact to assist with this.

(Example: smtp@yourdomainname.com)
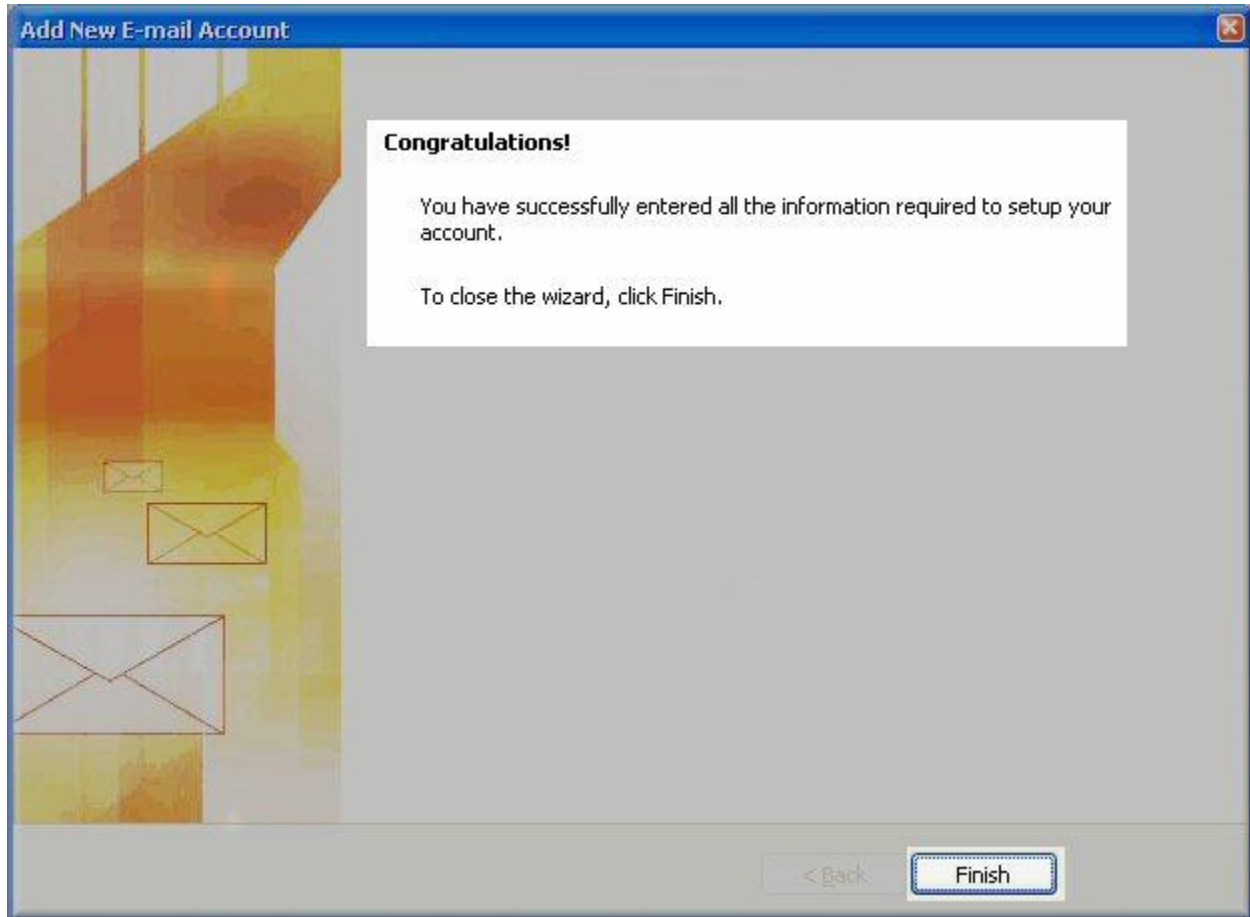
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Congratulations. You have finished the setup of your email account. Click Finish to close the setup wizard.

Add New E-mail Account

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back | Finish

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OUR SMTP SERVER IS NOT TO BE USED FOR THE SENDING OF BULK EMAIL! DOING THIS COULD BLACKLIST THE SERVER AND CREATE SERIOUS PROBLEMS FOR ALL ACCOUNTS ON THE SERVER. IF YOU WANT TO DO MASS BULK MAILINGS, BUT DON'T HAVE AN MAIL SERVER TO USE OF YOUR OWN, PLEASE CONTACT US AND WE CAN ASSIST YOU WITH THIS.

As always with any of your support needs, questions or comments, please feel free to contact us via phone or email and we will be happy to assist you.

Stellar Systems, Inc.
(309) 677-7350
support@ssinet.com