

## **Configuring your email client: Outlook 2007**

Open Outlook 2007.

Click the Tools menu, and select Account Settings.

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🚮 Business Contact <u>M</u> ana		Instant Search	•	nk
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Address Book Ctrl+Shift+B Organize Rules and Alerts Out of Office Assistant Mailbox Cleanup Empty "Deleted Items" Folder Recover Deleted Items		
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		<u>C</u> ustomize Options		

ick on the Email tab	and click on the New button.
ccount Settings	
E-mail Accounts You can add or remo	we an account. You can select an account and change its settings.
E-mail Data Files RSS F	eeds SharePoint Lists Internet Calendars Published Calendars Address Books
New 📯 Repair	. 💣 Change 🧇 Set as Default 🗙 Remove 🔹 🔹
Name	Туре



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

Choo	se 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.
	< 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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Your Name:		Ĵ	
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Manually configure :	server settings or additional server types	< Back Next > Cance	4
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Select Internet E-mail option and click Next.

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. <b>gther</b> Connect to a server type shown below.     Interded Microsoft Exchange   Connect to a server type shown below.   Interded Microsoft Exchange   Connect to a server type shown below.   Interded Microsoft Exchange   Connect to a server type shown below.   Interded Microsoft Exchange   Connect to a server type shown below.   Interded Microsoft Exchange   Connect to a server type shown below.   Interded Microsoft Exchange   Cannect to a server type shown below.   Interded Microsoft Exchange   Cannect to a server type shown below.   Interded Microsoft Exchange   Cannect to a server type shown below.   Interded Microsoft Exchange   Cannect to a server type shown below.   Interded Microsoft Exchange   Cannect to a server type shown below.   Interded Microsoft Exchange   Cannect to a server type shown below. Interded Microsoft Exchange Cannect to a server type shown below. Interded Microsoft Exchange Cannect to a server type shown below. Interded Microsoft Exchange Cannect to a server type shown below. Interded Microsoft Exchange to a server type shown below. Interded Microsoft Exchange to a server type shown below. Interded Microsoft Exchange to a server type shown below. Interded Microsoft Exchange to a server to	hoos	se E-mail Service
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.         Outcold Models Service (Text Messaging)         Service (Text Messaging)         Connect to a server type shown below.         Connect to a server to a		Internet E-mail Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.
Outlook Mobile: Service (Text: Messaging)          < Back       Next >       Car		<ul> <li>Microsoft Exchange</li> <li>Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.</li> <li>Other</li> <li>Connect to a server type shown below.</li> </ul>
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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...

In Smith	After filling out the information on this screen, we
ith@my-domain-temple	e.net button below. (Requires network connection)
P3	Test Account Settings
il.my-domain-temple.net	
il.my-domain-temple.net	
ith@my-domain-temple	net
****	
mber password	
sword Authentication (9	SPA) More Settings
	in Smith ith@my-domain-temple P3 il.my-domain-temple.ne ith@my-domain-temple ith@my-domain-temple ***** mber password sword Authentication ()

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Perform the following steps:

- j. Click on the Outgoing Server tab.
- k. Check My outgoing server (SMTP) Requires Authentication
- 1. Make sure Use same setting as my incoming mail server is also checked.
- m. Click on OK.

Seneral	Outgoing Server	Connection	Advanced	
🗸 My o	utgoing server (SM	TP) requires a	uthentication	
<u>ا</u> و	lse same settings a	s my incoming	mail server	
OL	og on using			
	Iser Name:			
	Re		word	
		Password Aub	nentication (SPA)	
Ú.	og om to incoming n	iaii sei vei bei	ore serioing mail	



Under the *Connection* tab insure that the "Connect using my Local Area Network" is selected.

ternet E-	mail Settings		-	X	
General	Outgoing Server	Connection	Advanced	12	il.ssinet.com
<b>0</b>	Please specify the	type of conne	ection to use for e	-mail.	in sinet.com
Connec	tion	12 12	672 62		this screen, we
00	onnect using my lo	cal area netw	ork (LAN)	ht	by clicking the
	Connect via mode	m when Outlo	ook is offline		
00	onnect using my pl	none line			
© C	onnect using Inter	net Explorer's	or a 3rd party dia	ler	
Modem					More Settings
Use	the following Dial-L	p Networking	connection:		
			*		
Pro	perties A	id			
					Next > Can



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).

Incoming server (POP3):       III       Use Defaults         This server requires an encrypted connection (SSL)       N this screen, we toy clicking the connection)         Server Timeouts	Y	General Outgoing Server Connection Advanced	hail.ssinet.com
Short       Long       1 minute         Delivery       Delivery         Delivery       Delivery         Remove from server after       10 * days         Remove from server when deleted from 'Deleted Items'       Next > Cancel         RE: scanner info       Backup Exec Alert: Job Failed (Server Backup Exec Alert: Job Failed (Server Division)	L L P	Incoming server (POP3): 110 Use Defaults This server requires an encrypted connection (SSL) Outgoing server (SMTP): 25 This server requires an encrypted connection (SSL) Server Timeouts	n this screen, we It by clicking the connection)
RE: scanner info Backup Exec Alert: Job Failed (Serve Backup Exec Alert: Job Failed (Serve		Short Cong 1 minute Delivery Cleave a copy of messages on the server Remove from server after 10 days Remove from server when deleted from 'Deleted Items'	More Settings Next > Cancel
B C OK Cancel Backup Exec Alert: Job Failed (Server OK Cancel Backup Exec Alert: Job Failed (Server	8		RE: scanner info
		OK Cancel	Backup Exec Alert: Job Failed (Serve Backup Exec Alert: Job Failed (Serve EW:



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.

User Information		Test Account Settings
Your Name:	John Smith	After filling out the information on this screen, we
<u>E</u> -mail Address:	jsmith@my-domain-temple.net	button below. (Requires network connection)
Server Information		
Account Type:	POP3	Test Account Settings
Incoming mail server:	mail.my-domain-temple.net	
Outgoing mail server (SMTP):	mail.my-domain-temple.net	
Logon Information		
User Name:	jsmith@my-domain-temple.net	
Password:	****	
	Remember password	

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: <a href="mailto:smtp@yourdomainname.com">smtp@yourdomainname.com</a>)



Congratulations. You have finished the setup of your email account. Click Finish to close the setup wizard.

	Congratulations!
	You have successfully entered all the information required to setup your account.
	To close the wizard, click Finish.
$\times$	
	< 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