

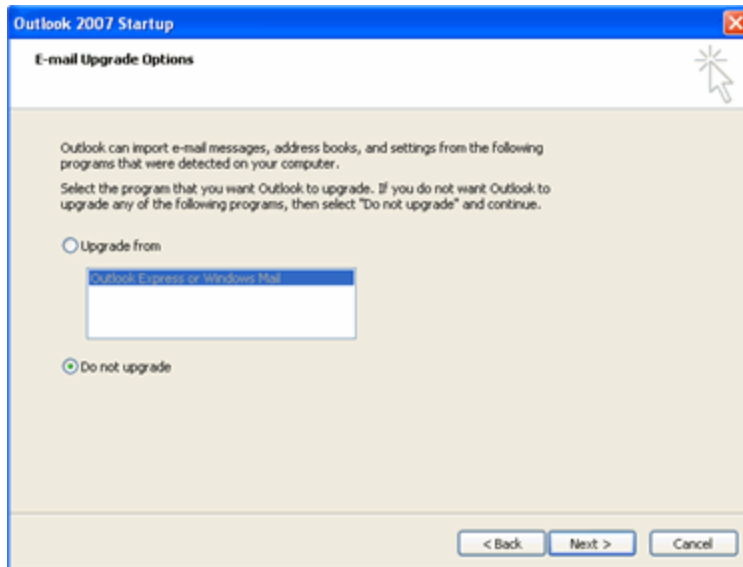
## Outlook 2007 (MS Office)

You can use the following procedure to configure any version of Outlook. The 2007 screens are graphically different from previous versions but the required information is the same. Newer versions of Outlook have similar screens as well.

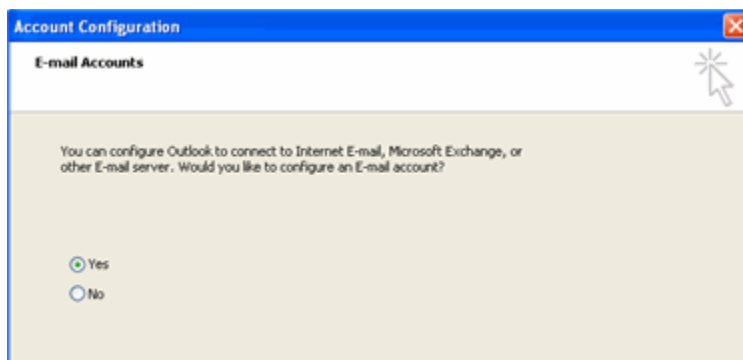
1. Open Outlook.  
If there are no accounts currently configured in Outlook, the Startup wizard launches.



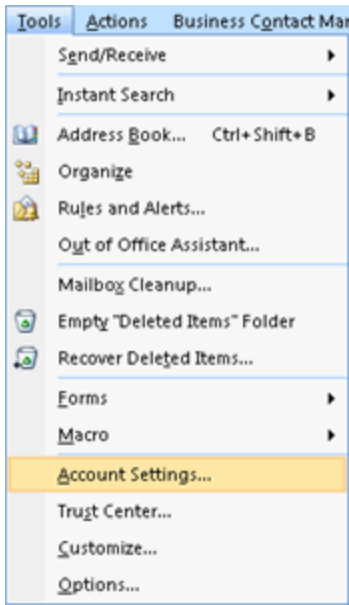
2. Click **Next**.  
If you have another mail client on your computer, this page may open:



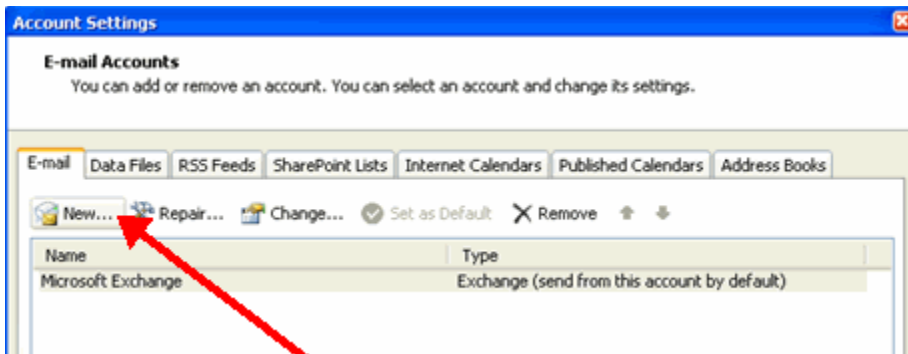
This guide does not cover importing settings. If you see the above page, select **Do not upgrade**, and then click **Next**.



3. On the **Account Configuration** page, select **Yes**, and then click **Next**.  
Alternatively, you can open the Add Account Wizard by clicking the **Tools** menu and choosing the **Account Settings** option. (Older versions: **Accounts** option.)



The **Account Settings** page opens with the E-mail tab showing:



4. Click the **New** button. (Older versions: Mail tab and **Add** button. Select mail and skip to Step 8.)

Add New E-mail Account

Choose E-mail Service

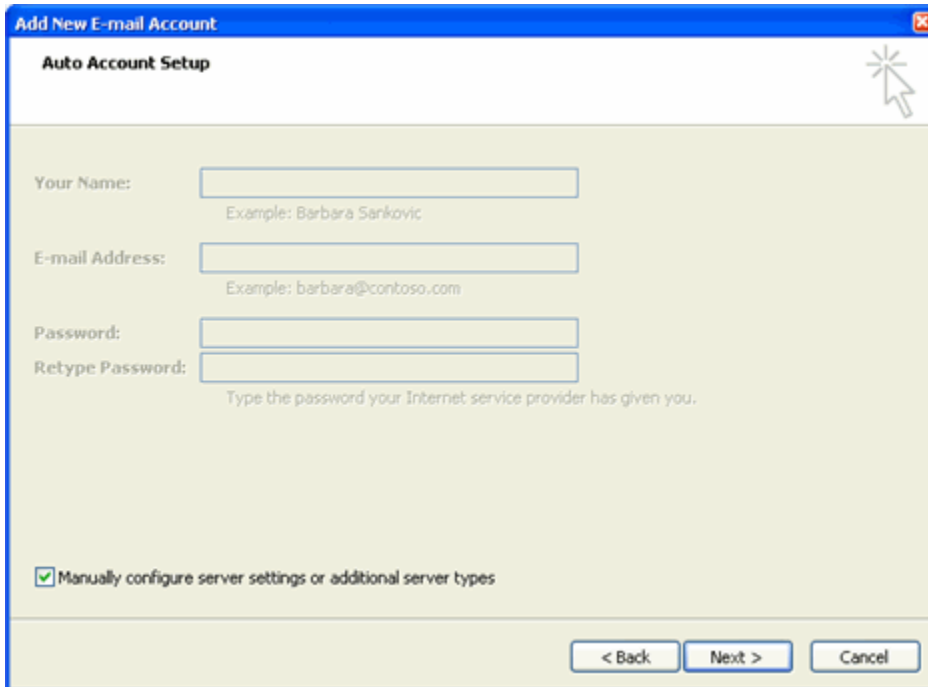
**Microsoft Exchange, POP3, IMAP, or HTTP**  
Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.

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

Outlook Mobile Service (Text Messaging)

< Back   Next >   Cancel

5. Click the **Microsoft Exchange, POP3, IMAP, or HTTP** option, and then click **Next**.

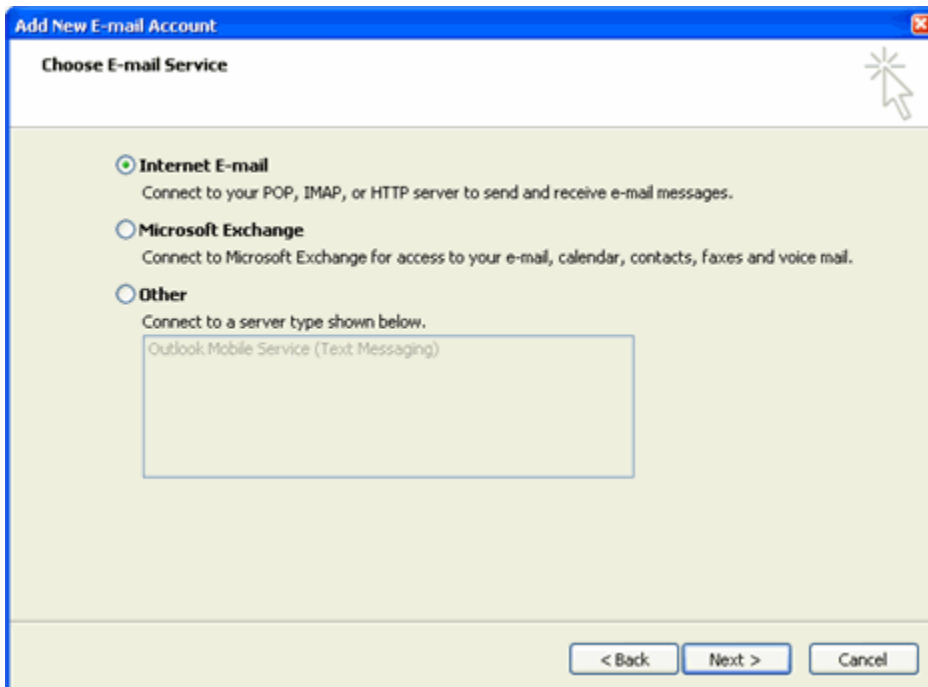


The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' tab selected. The dialog has a blue title bar and a close button in the top right corner. The main area is light beige and contains the following fields and options:

- Your Name:** A text input field with the example text 'Example: Barbara Sankovic' below it.
- E-mail Address:** A text input field with the example text 'Example: barbara@contoso.com' below it.
- Password:** A text input field.
- Retype Password:** A text input field with the instruction 'Type the password your Internet service provider has given you.' below it.
- A checkbox labeled 'Manually configure server settings or additional server types' which is checked.
- At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

**Note:** This guide does not cover the Auto Account Setup function.

6. Click the **Manually configure server setting or additional server types** checkbox, and then click **Next**.



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' tab selected. The dialog has a blue title bar and a close button in the top right corner. The main area is light beige and contains the following options:

- Internet E-mail:** Selected with a radio button. Description: 'Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.'
- Microsoft Exchange:** Unselected with a radio button. Description: 'Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.'
- Other:** Unselected with a radio button. Description: 'Connect to a server type shown below.' Below this is a text input field containing 'Outlook Mobile Service (Text Messaging)'.
- At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

7. Click the **Internet E-mail** option, and then click **Next**.

**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:

Incoming mail server:

Outgoing mail server (SMTP):

**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)

8. On the **Internet E-mail Settings** page, provide the following information:
  - a. Type your name in the **Your Name** field. (This is the **Display Name** field in older versions.)
  - b. In the **E-mail Address** field, type the email address that was given to you by your provider.
  - c. From the **Account Type** drop-down list, select POP3 or IMAP.
  - d. In the **Incoming mail server** field, type: **mail.b.hostedemail.com**
  - e. In the **Outgoing mail server (SMTP)** field, type: **mail.b.hostedemail.com**
  - f. Type the user name given to you by your provider in the **User ... Name** field. (Remember, this is your full email address.)
  - g. In the **Password** field type the password that was given to you by your provider.
  - h. Click the **Remember password** checkbox if you want to select this option.
9. Click the **More Settings** button.  
The **Internet E-mail Settings** page opens.
10. Click the **Outgoing Server** tab.
11. Ensure that the **My outgoing server (SMTP) requires authentication** checkbox is selected. If it is not, click to select it.
12. Ensure that the **Use same settings as my incoming server** is selected. If it is not, click on it to select it.
13. Click the **Advanced** tab.

14. In the **Incoming Server** section, place a check mark in “This server requires an encrypted connection (SSL)” or select **SSL** from the drop box.
15. In the **Incoming Server** port number location, enter: **993**
16. In the **Outgoing Server** section, select **SSL** from the drop down box.
17. In the **Outgoing Server** port number location, enter: **465**
18. Click **OK**.
19. Click **Test Account Settings** to validate the information that you entered.

**Note:** If the test fails, double-check the information that you input. If the information is correct, try the test again. If you see an SMTP or outgoing server error, contact your provider for assistance.

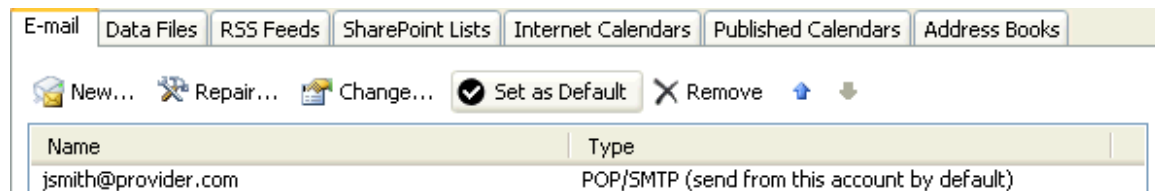
20. Click **Next**.

21. Click **Finish**.

You are returned to the **Account Settings** page.

**Note:** If you have multiple accounts configured in Outlook 2007, you should set this or another account as the default account. Continue with the following steps to set a default account.

- a. Click on the account you want to set as the default account.
- b. Click the **Set as Default** button.



22. Click **Close**.