

Setting Up Your Email in Microsoft Outlook 2007

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This tutorial shows you how to set up Microsoft Outlook to work with your email account. You can set up previous versions of Microsoft Outlook using the settings in this tutorial.

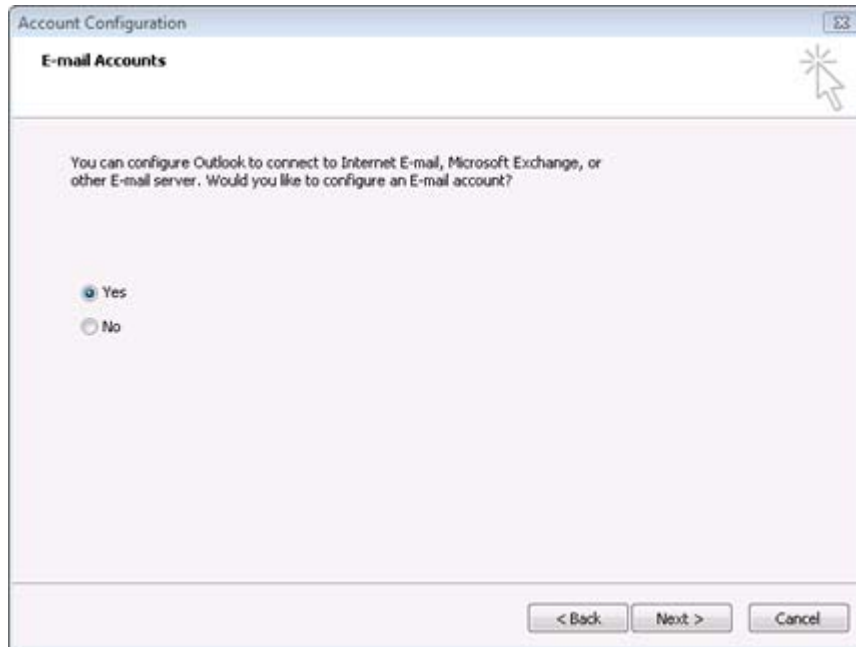
To Set Up Your Email Account in Microsoft Outlook 2007

1. Start Microsoft Outlook 2007. When the Startup Wizard displays, click **Next**.

NOTE: If the Startup Wizard doesn't automatically display, from the Tools menu, select Account Settings, and then click New. In the Add New E-mail Account dialog box, select Microsoft Exchange, POP3, IMAP, or HTTP, then click Next.



2. On the **Account Configuration** page, select **Yes** to indicate you want to configure an email account, and then click **Next**.



3. On the **Auto Account Setup** page, enter the following:

Your Name

Enter your first and last name.

E-mail Address

Enter your email address.

Password

Enter the password you created for your email account.

Retype Password

Enter your password again.

4. At the bottom of the page, select **Manually configure server settings or additional server types**, and then click **Next**.

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' page. The title bar reads 'Add New E-mail Account' and the subtitle is 'Auto Account Setup'. Below the subtitle, it says 'Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.' There are three input fields: 'Your Name' with the text 'Jane Smith' and an example 'Example: Barbara Sankovic'; 'E-mail Address' with the text 'jsmith@coolexample.com' and an example 'Example: barbara@contoso.com'; and 'Password' and 'Retype Password' both with asterisks. Below the password fields, it says 'Type the password your Internet service provider has given you.' There is a checked checkbox for 'Manually configure server settings or additional server types'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. On the **Choose E-mail Service** page, select **Internet E-mail**, and then click **Next**.

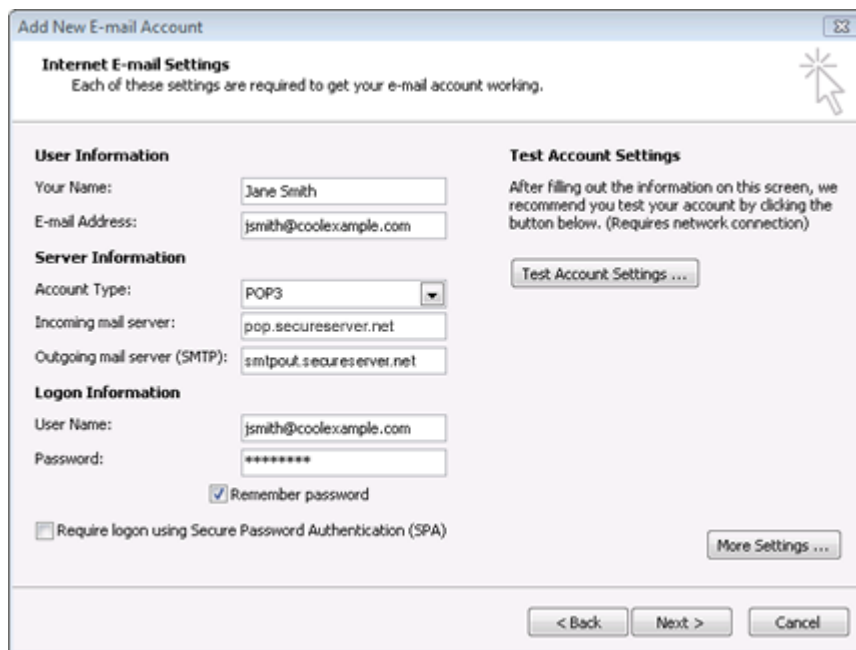
The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' page. The title bar reads 'Add New E-mail Account' and the subtitle is 'Choose E-mail Service'. There are three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Under 'Internet E-mail', it says 'Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.' Under 'Microsoft Exchange', it says 'Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.' Under 'Other', it says 'Connect to a server type shown below.' There is a list box containing 'Fax Mail Transport' and 'Outlook Mobile Service (Text Messaging)'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

6. On the **Internet E-mail Settings** page, enter your email account information as follows:

- Your Name
Enter your first and last name.
- E-mail Address
Enter your email address.

Account Type
Select **POP3**.
Incoming mail server
Type **pop.secureserver.net** for your incoming mail server.
Outgoing mail server (SMTP)
Type **smtpout.secureserver.net** for your outgoing mail server.
User Name
Enter your email address again.
Password
Enter the password you created for your email account.

7. Select the **Remember Password** checkbox, and then click **More Settings**.

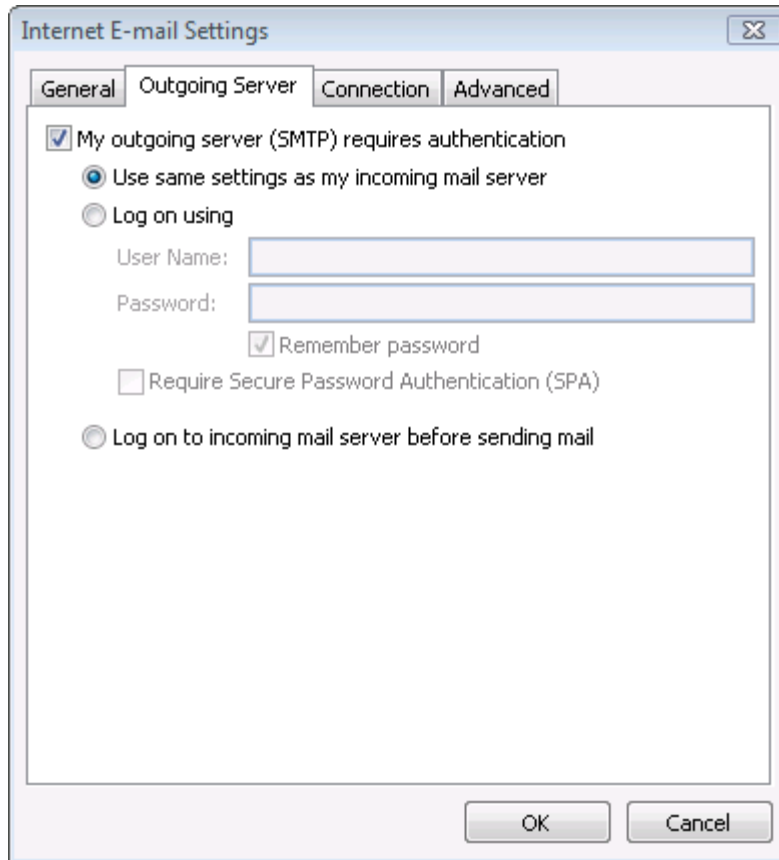


The screenshot shows a window titled "Add New E-mail Account" with a close button in the top right corner. Below the title bar is the section "Internet E-mail Settings" with a note: "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a star icon in the top right of this section. The window is divided into several sections:

- User Information:** "Your Name:" (Jane Smith), "E-mail Address:" (jsmith@coolexample.com)
- Server Information:** "Account Type:" (POP3), "Incoming mail server:" (pop.secureserver.net), "Outgoing mail server (SMTP):" (smtpout.secureserver.net)
- Logon Information:** "User Name:" (jsmith@coolexample.com), "Password:" (*****), "Remember password" (checked), "Require logon using Secure Password Authentication (SPA)" (unchecked)
- 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)" and a "Test Account Settings ..." button.

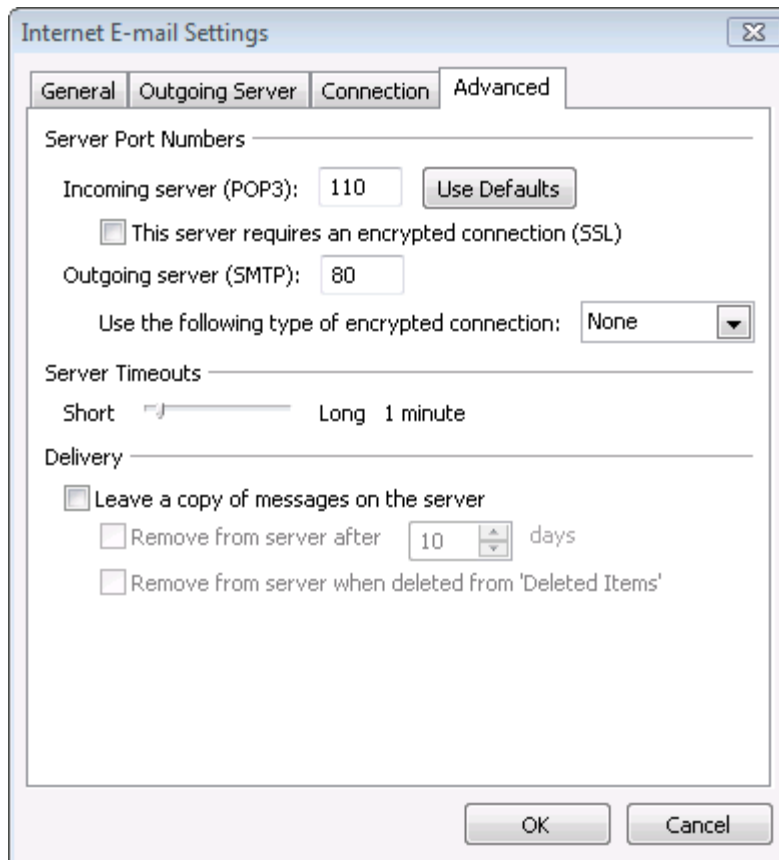
At the bottom right, there is a "More Settings ..." button. At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

8. In the Internet E-mail Settings window, go to the **Outgoing Server** tab. Check **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.

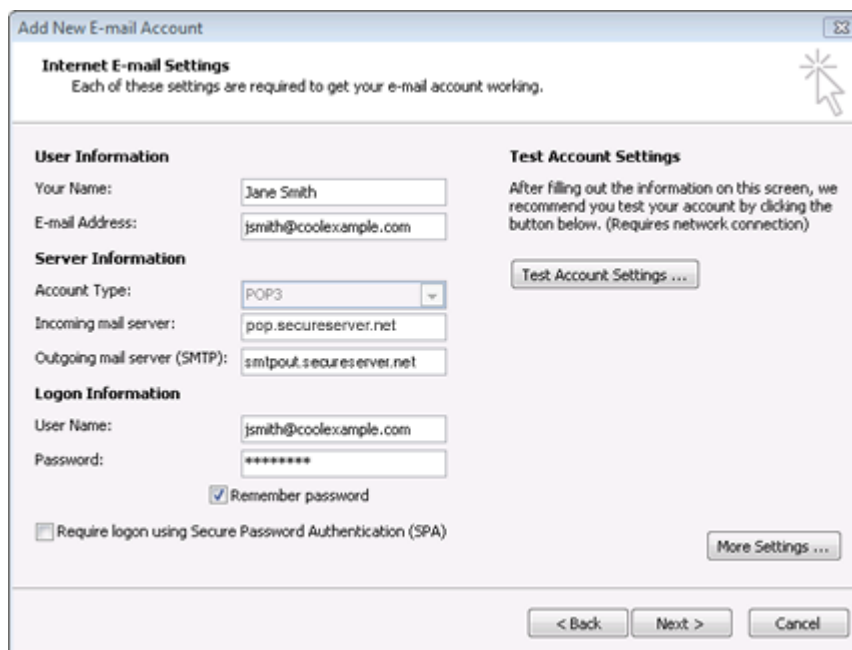


9. Go to the **Advanced** tab. Verify that you have **110** for your incoming server (POP3) and **80** for your outgoing server (SMTP), and then click **OK**.

NOTE: If you have trouble sending email you can also try 25 or 3535 for your outgoing server (SMTP) port.



10. Click **Test Account Settings**. Microsoft will send itself a message to test your incoming and outgoing capabilities. Once this is complete, click **Next**.



11. Click **Finish**.

