

## Setup your Outlook 2007 Client

\* Replace yourdomain.com with your actual domain name in all instructions below

1. Open Outlook 2007.
2. Click the **Tools** menu and select **Account Settings...**
3. On the **Email** tab, click **New...**
4. If you are prompted to **Choose Email Service**, select **Microsoft Exchange, POP3, IMAP** or **HTTP** and click **Next**.
5. Fill in all necessary fields to include the following information:

**Your Name:** Enter your name as you would like it to appear in the From: field of outgoing messages.

**Email Address:** Enter your full email address (*username@yourdomain.com*).

**Password:** Enter your Mail password

**Manually configure server settings or additional server types:** Tick this box now.

6. Click **Next**.
7. Select **Internet Email** and click **Next**.
8. Verify your **User Information** and enter the following additional information:

### **Server Information**

**Account Type:** POP3

**Incoming mail server:** mail.yourdomain.com

**Outgoing mail server (SMTP):** mail.yourdomain.com

### **Login Information**

**Username:** Enter your Mail username (including @yourdomain.com).

**Password:** Enter your Mail password

**Require logon using Secure Password Authentication (SPA):** Leave this option un-ticked.

9. Click the **More Settings...** button and select the **Outgoing Server** tab.
10. Tick the box next to **My outgoing server (SMTP) requires authentication** and

select **Use same settings as my incoming mail server.**

11. Click **OK.**

12. Click **Next** and then click **Finish.**

13. Don't forget to click **Save Changes** when you've finished.

**Congratulations!** You've finished configuring your client to send and retrieve Mail messages.