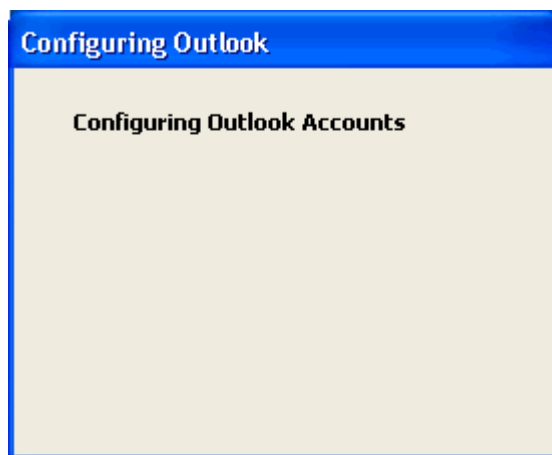


## Setting Up Your E-mail in Microsoft Outlook 2007

1. **Open Outlook 2007.**  
*Result: A Configuring Outlook dialog box will appear.*

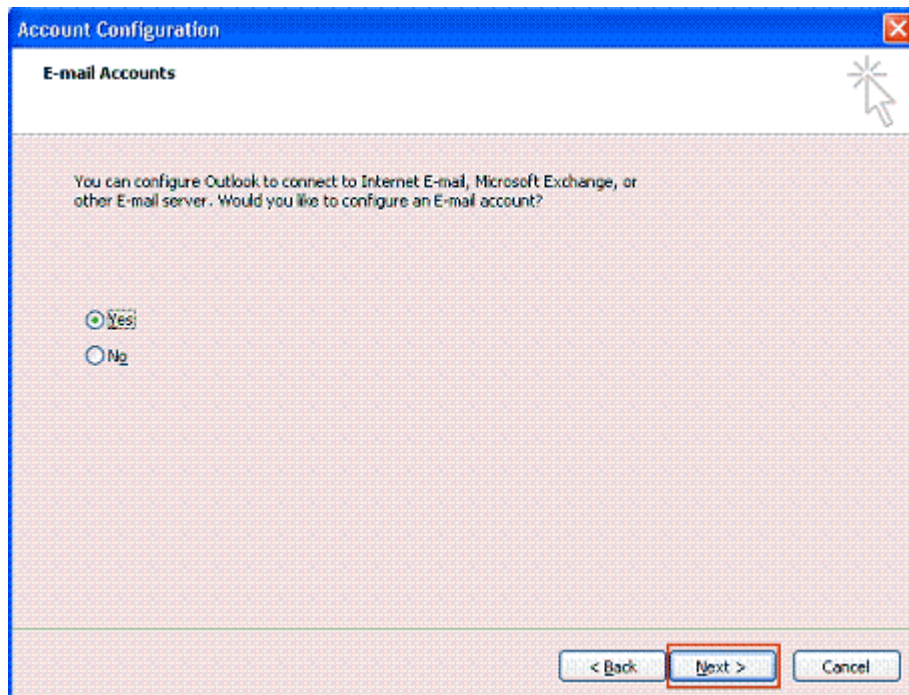


2. Allow the dialog box to run until it opens the Outlook 2007 Startup wizard.



3. Click **Next**.

*Result:* The Account Configuration "Email Accounts" dialog box appears.



4. Select the **Yes** radio button, and click **Next**.

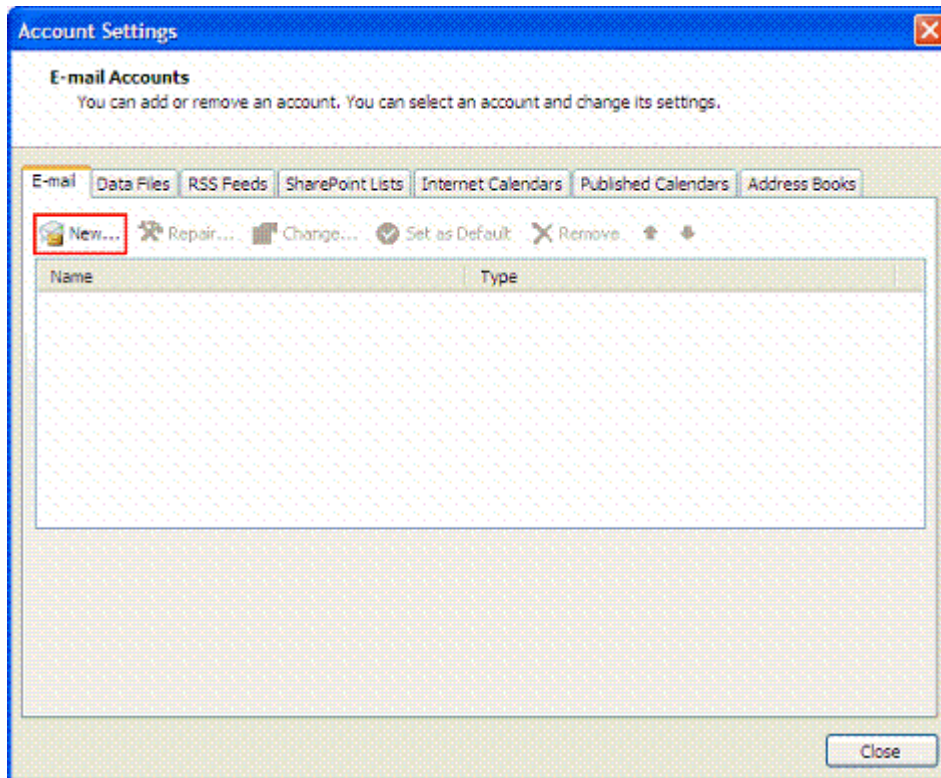
*Result:* The Add New Email Account "Auto Account Setup" window appears.

**Skip to Step 7 to continue following along with the Startup Wizard.**

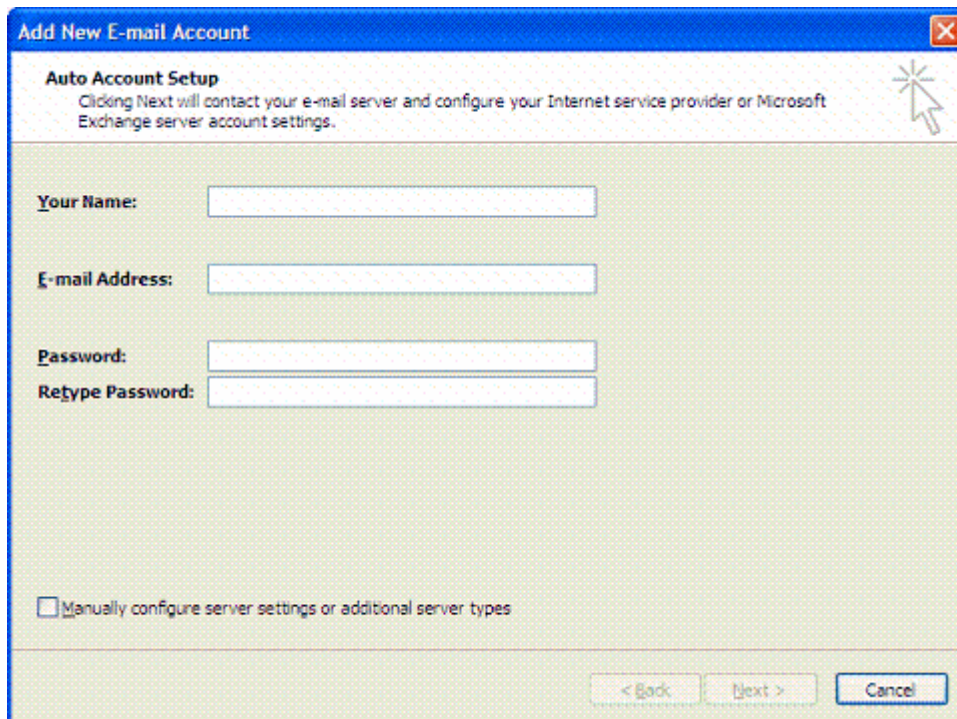
5. **If you are not using the Startup Wizard, this is your starting point.**

From the Outlook 2007 **Tools** menu, select **Account Settings...**

*Result:* Beginning with the Account Settings "E-mail Accounts" dialog box, you are presented with a series of dialogs to configure the Microsoft Outlook mail application.

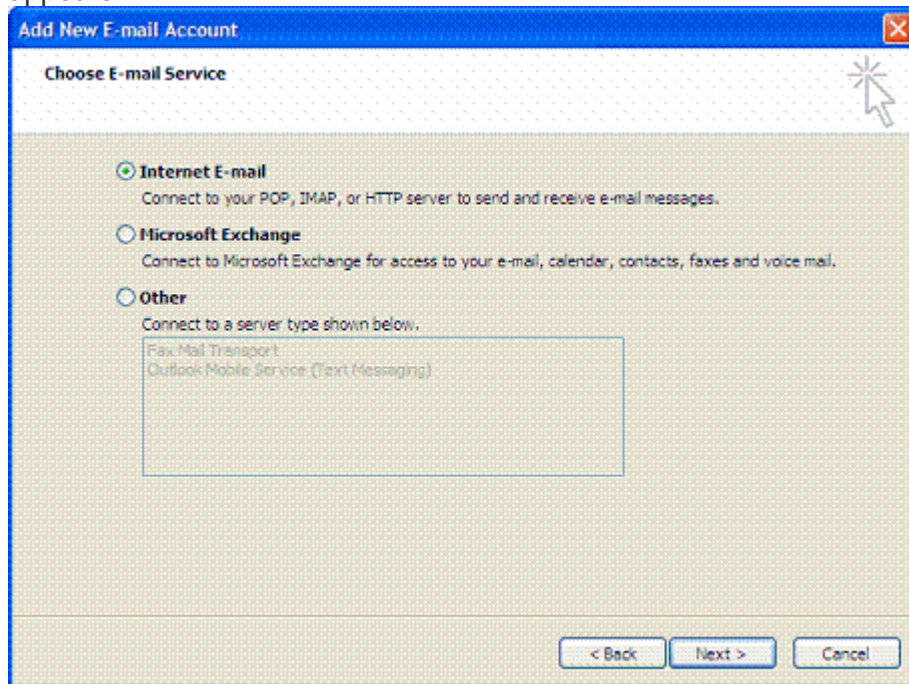


6. On the **E-mail** tab, click the **New** button.  
*Result:* The Add New E-mail Account "Auto Account Setup" dialog box appears.

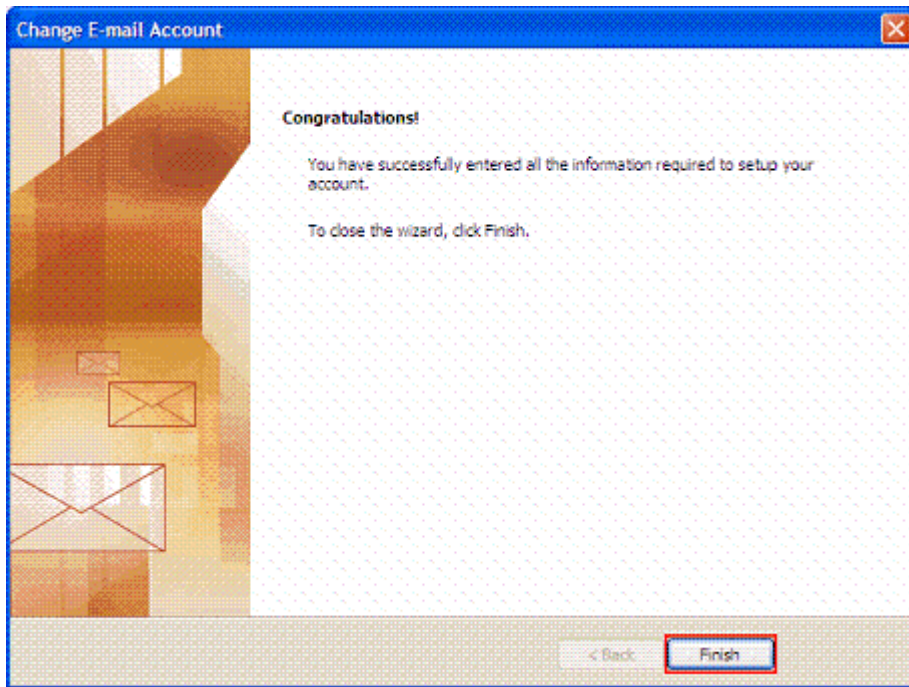


7. At the bottom of the dialog box, select the "**Manually configure server settings or additional server types**" checkbox. Click **Next**.

*Result:* The Add New E-mail Account "Choose E-mail Service" dialog box appears.

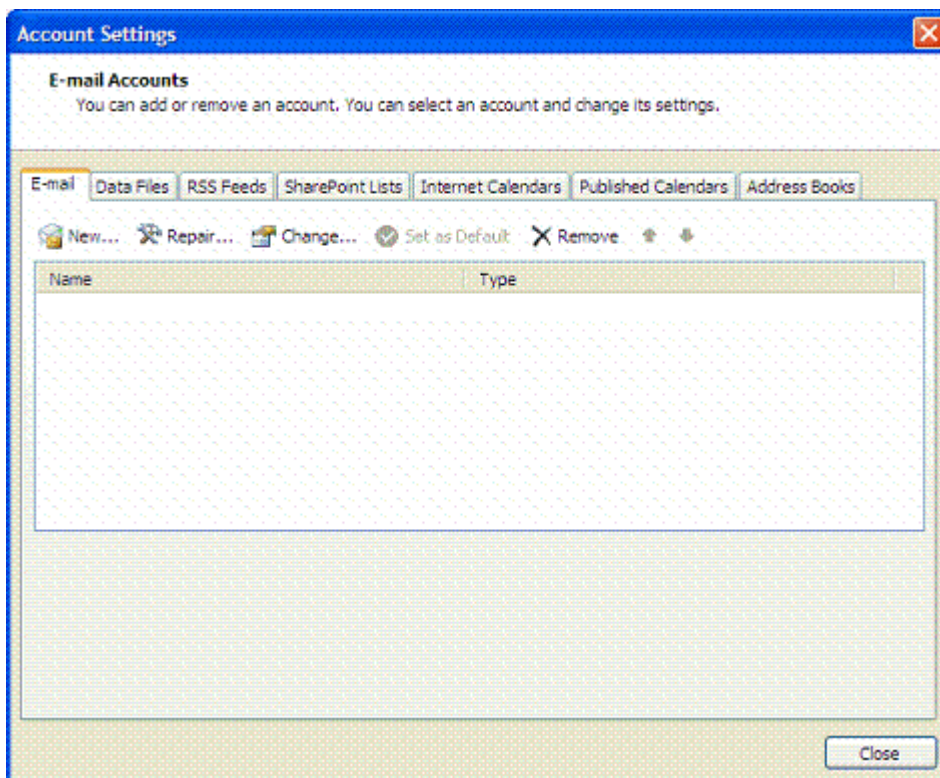


8. Select **Internet E-mail** as the service type and click **Next**.  
*Result:* The Add New E-mail Account "Internet E-mail Settings" dialog box appears.
  - As seen below, enter:
    - Your Name, e.g. **Jane Doe**
    - Email Address, e.g. **jdoe@yourdomain.com**
    - Account Type – **POP3**
    - Incoming mail server (POP) - **Incoming mail server (POP3)**  
Enter pop.secureserver.net for your incoming mail server.  
Either mail.**yourdomain.com.au**  
or mail.**hostguys.biz**
  - **Outgoing mail server (SMTP)**  
  
Enter **smtp details** for your outgoing mail server.  
Usually given to you by your ADSL provider eg. Mail.bigpond.com.au.
  - User Name, e.g. **jdoe.yourdomain.com**



9. Click **Finish**.

*Result:* The Account Settings "E-mail Accounts" dialog box will appear, displaying the account you have just configured.



10. Click **Close**.