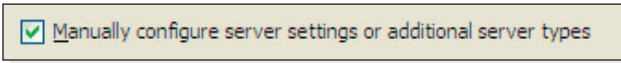


Setting Up Microsoft® Outlook 2007

Setting Up a POP3 Email Account

1. In Outlook, select **Tools / Account Settings**.
2. On the Email tab, click the **New** button.
3. Check the “**Manually configure server settings or additional server types**” checkbox.

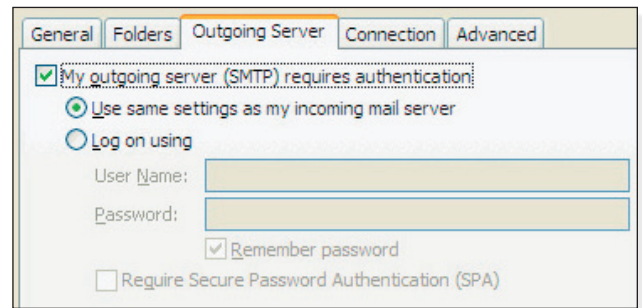


4. Click the **Next** button.
5. Click the **Internet E-mail** button.
6. Click the **Next** button.
7. Enter the following information:

A screenshot of the Outlook account setup wizard. The 'User Information' section includes fields for 'Your Name' (John Smith) and 'E-mail Address' (john.smith@mydomain.com). The 'Server Information' section includes 'Account Type' (POP3), 'Incoming mail server' (secure.emailsrvr.com), and 'Outgoing mail server (SMTP)' (secure.emailsrvr.com). The 'Logon Information' section includes 'User Name' (john.smith@mydomain.com) and 'Password' (masked with asterisks). There is a checked 'Remember password' checkbox and an unchecked 'Require logon using Secure Password Authentication (SPA)' checkbox.

- **Your Name**—Enter your first and last name. This is the name that will appear in the From field of messages you send.
- **E-mail Address**—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
- **Account Type**—Select **POP3** from the drop-down menu.
- **Incoming mail server**—Enter the following server name:
secure.emailsrvr.com
- **Outgoing mail server (SMTP)**—Enter the following server name:
secure.emailsrvr.com
- **User Name**—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
- **Password**—Enter the password for your email account.

8. Check the “**Remember password**” checkbox, if you want Outlook to check for email without prompting you to enter your password.
9. Click the **More Settings** button.
10. Click the **Outgoing Server** tab.
11. Check the “**My outgoing server (SMTP) requires authentication**” checkbox. Leave the default setting to, “**Use same settings as my incoming mail server.**”



12. Click the **Advanced** tab.
13. Check the “**This server requires an encrypted connection (SSL)**” checkbox.
14. In the “**Use the following type of encrypted connection**” drop-down, select **SSL**.
15. Enter the following information:

A screenshot of the 'Advanced' tab in the Outlook account setup wizard. The 'Server Port Numbers' section includes 'Incoming server (POP3): 995' and 'Outgoing server (SMTP): 465'. The 'This server requires an encrypted connection (SSL)' checkbox is checked. The 'Use the following type of encrypted connection' dropdown is set to 'SSL'.

- **Incoming server (POP):** **995**
 - **Outgoing server (SMTP)*:** **465**
- * If you are unable to use port 465, you can use one of the following alternate SMTP ports: **587** or **8025**

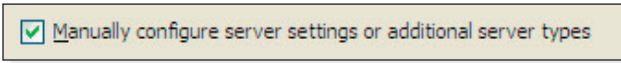
16. Check the “**Leave a copy of messages on the server**” checkbox, if desired.
17. Click the **OK** button.
18. Click the **Next** button.
19. Click the **Finish** button.
20. Click the **Close** button.

Note: Outlook’s **Test Account Settings** tool will often indicate that the connection was not successful, though your settings are correct. Please disregard the Test Account Settings tool.

Setting Up Microsoft® Outlook 2007

Setting Up an IMAP Email Account

1. In Outlook, select **Tools / Account Settings**.
2. On the Email tab, click the **New** button.
3. Check the “**Manually configure server settings or additional server types**” checkbox.

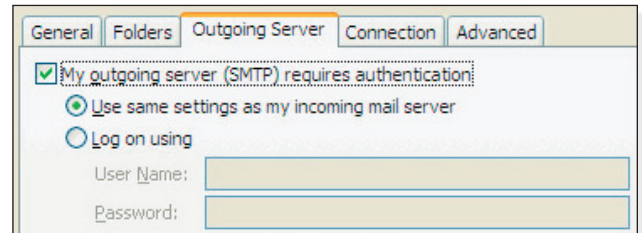


4. Click the **Next** button.
5. Click the **Internet E-mail** button.
6. Click the **Next** button.
7. Enter the following information:

A screenshot of the Outlook setup wizard showing the 'User Information' and 'Server Information' sections. Under 'User Information', 'Your Name' is 'John Smith' and 'E-mail Address' is 'john.smith@mydomain.com'. Under 'Server Information', 'Account Type' is 'IMAP', 'Incoming mail server' is 'secure.emailsrvr.com', and 'Outgoing mail server (SMTP)' is 'secure.emailsrvr.com'. Under 'Logon Information', 'User Name' is 'john.smith@mydomain.com', 'Password' is masked with asterisks, and the 'Remember password' checkbox is checked. At the bottom, the 'Require logon using Secure Password Authentication (SPA)' checkbox is unchecked.

- **Your Name**—Enter your first and last name. This is the name that will appear in the From field of messages you send.
- **E-mail Address**—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
- **Account Type**—Select **IMAP** from the drop-down menu.
- **Incoming mail server**—Enter the following server name:
secure.emailsrvr.com
- **Outgoing mail server (SMTP)**—Enter the following server name:
secure.emailsrvr.com
- **User Name**—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
- **Password**—Enter the password for your email account.

8. Check the “**Remember password**” checkbox, if you want Outlook to check for email without prompting you to enter your password.
9. Click the **More Settings** button.
10. Click the **Outgoing Server** tab.
11. Check the “**My outgoing server (SMTP) requires authentication**” checkbox. Leave the default setting to, “**Use same settings as my incoming mail server**.”



12. Click the **Advanced** tab.
13. Select **SSL** from both drop-down menus labeled “**Use the following type of encrypted connection**.”
14. Enter the following information:

A screenshot of the 'Advanced' tab in the Outlook setup wizard. Under 'Server Port Numbers', 'Incoming server (IMAP)' is '993' and 'Outgoing server (SMTP)' is '465'. Both 'Use the following type of encrypted connection' dropdown menus are set to 'SSL'. There are 'Use Defaults' buttons next to the port numbers.

- **Incoming server (IMAP):** **993**
- **Outgoing server (SMTP)*:** **465**

* If you are unable to use port 465, you can use one of the following alternate SMTP ports: **587** or **8025**

15. Click the **Folders** tab.
16. Click the “**Choose an existing folder or create a new folder to save your sent items for this account in**” button.
17. Locate and select the folder in which you want to save your sent email. (Or, to create a new folder, click the **New Folder** button.)
18. Click the **OK** button.
19. Click the **Next** button.
20. Click the **Finish** button.
21. Click the **Close** button.

Note: Outlook’s *Test Account Settings* tool will often indicate that the connection was not successful, though your settings are correct. Please disregard the Test Account Settings tool.