
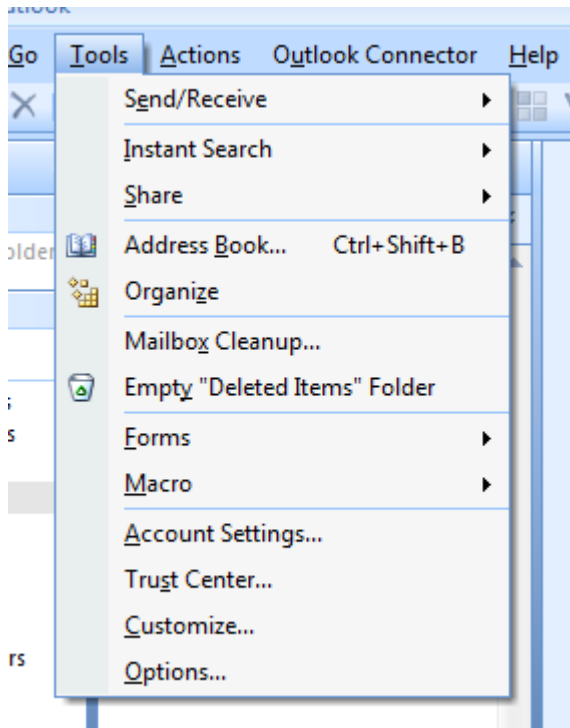
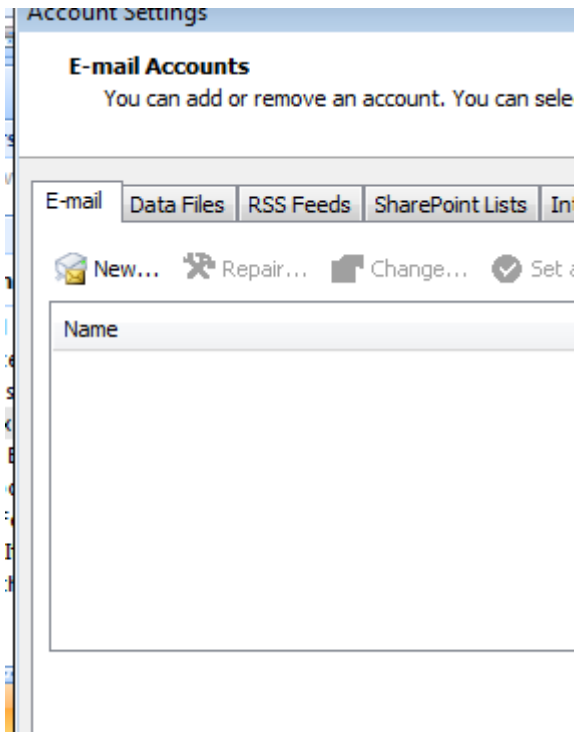


## Outlook 2007

1. Click  > All Programs > Microsoft Office > Microsoft Office Outlook 2007 or you can type outlook in the Start Search bar
2. If this is the first time opening this program you can skip to Step 4. If you have opened the program before click Tools and Account Settings:



3. On the email tab click New.



4. Check the box to Manually configure server settings or additional server types and click next.

5. Click the button for Internet E-mail and click Next.

## Choose E-mail Service

**Internet E-mail**

Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

**Microsoft Exchange**

Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes

**Other**

Connect to a server type shown below.

Fax Mail Transport  
Microsoft Office Outlook Connector  
Outlook Mobile Service (Text Messaging)

6. Fill in the information with what was provided to you as so.

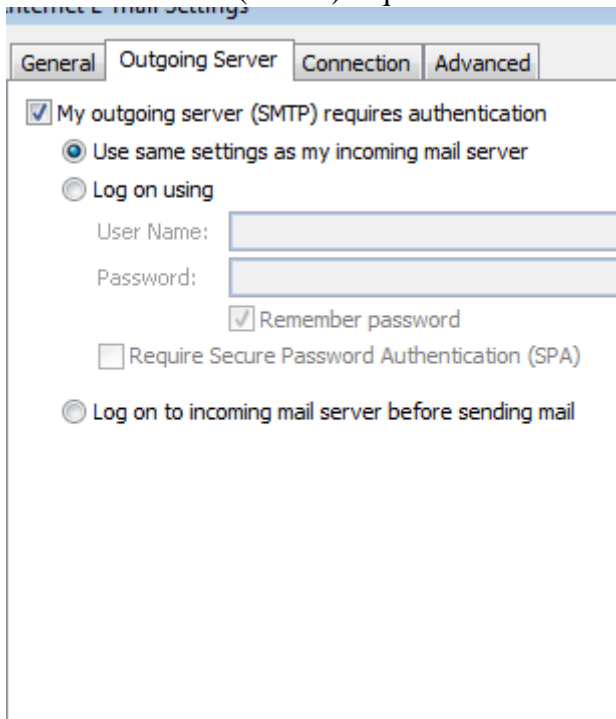
Add New E-mail Account

### Internet E-mail Settings

Each of these settings are required to get your e-mail account working.

<b>User Information</b>		<b>Test Account Settings</b>
Your Name:	<input type="text" value="Temp"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
E-mail Address:	<input type="text" value="temp@pilir.net"/>	
<b>Server Information</b>		<input type="button" value="Test Account Settings ..."/>
Account Type:	<input type="text" value="POP3"/>	
Incoming mail server:	<input type="text" value="mail.pilir.net"/>	
Outgoing mail server (SMTP):	<input type="text" value="mail.pilir.net"/>	
<b>Logon Information</b>		
User Name:	<input type="text" value="temp@pilir.net"/>	
Password:	<input type="password" value="****"/>	
	<input checked="" type="checkbox"/> Remember password	
	<input type="checkbox"/> Require logon using Secure Password Authentication (SPA)	<input type="button" value="More Settings ..."/>

7. Click on the “More Settings” button
8. Select the Outgoing Server Tab and check the box that says “My outgoing server (SMTP) requires authentication.”



9. Click on the Advanced Tab
10. Under Incoming server (POP3) select the box that says “ This server requires an encrypted connection (SSL). Make sure the number changes for 110 to 995. Under Outgoing server (SMTP) click the down arrow next to the phrase Use the following type of encrypted connection and select SSL. Change the number from 25 to 465.
11. Click OK

General | **Outgoing Server** | Connection | Advanced

Server Port Numbers

Incoming server (POP3): 995

This server requires an encrypted connection (SSL)

Outgoing server (SMTP): 465

Use the following type of encrypted connection: SSL

Server Timeouts

Short  Long 1 minute

Delivery

Leave a copy of messages on the server

Remove from server after 10 days

Remove from server when deleted from 'Deleted Items'

12. Click on Test Account Settings and you will get 2 green check marks. If you don't get 2 green check marks please double check your settings and spelling.

**Test Account Settings**

Congratulations! All tests completed successfully. Click Close to continue.

Tasks | Errors

Tasks	Status
✓ Log onto incoming mail server (POP3)	Completed
✓ Send test e-mail message	Completed

13. Click Close, then next and Finish.