Outlook 2007 Setup TechPro Hosted Email Quick Reference Guide



Open Outlook 2007

1. From your Outlook Menu select Tools ► Account Settings...



2. Click New . (If you previously setup Outlook with another provider, you may wish to select Change See Page Two for correct settings)

.ccount Settings	aipna, nui
E-mail Accounts You can add or remove an account. You can select an account and change its settings.	3dd New E-mail Acc
E-mail Data Files B&Feeds SharePoint Lists Internet Calendars Published Calendars Address Bo	ooks Auto Account Se Clicking Next of Exchange service
Name Type Microsoft Exchange Server Exchange (send from this account by default)	<u>Y</u> our Name:
	E-mail Address:
	Password:
	Re <u>t</u> ype Password
elected e-mail account delivers new e-mail messages to the following location:	
Mailbox - Sandy Ellis∖Inbox	
	Manually config
	⊆lose
	7. Click N configurati
PW-105-Setup Outlook 2007-TechPro Hosted Email-POP3.doc	

3. Select Microsoft Exchange, POP3, IMAP or HTTP. Click Next.

hoose E-	mail Service
G	Microsoft Exchange, POP3, IMAP, or HTTP
	Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.
0) Other
	Connect to a server type shown below.

Add New E-mail Account Settings

- 4. Your Name: (your own name and email address)
- 5. E-Mail Address: Self explanatory

6. Password/Retype Password: the same password you use to access your email when going to the web. You may use alpha, numeric, or special characters. Length is not limited.

Your Name:	John Doe		
	Example: Barbara Sankovic		
<u>E</u> -mail Address:	JohnDoe@jdoe.com		
	Example: barbara@contoso.com		
Password:	***		
Retype Password:	****		
	Type the password your Internet service pro	ovider has given you.	
Manually configur	e server settings or additional server types		

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8. When you see the "**Congratulations**" dialog, click **Finish.** You will be returned to the "E-mail Accounts" dialog. You may then *click* **Close.**

d New E-mai	Account	X
Congratula	ions!	×
Configuring		
Configuring	e-mail server settings. This might take several minutes:	
\checkmark	Establish network connection	
\checkmark	Search for sellis@techpro.com server settings (unencrypted)	
\checkmark	Log on to server and send a test e-mail message (unencrypted)	
Your POP :	e-mail account is successfully configured.	
Manually o	onfigure server settings	
	< Back Finish	Cancel

9. You will receive an email in your inbox with subject "Microsoft Office Outlook Test Message" as verification that the setup was successful.

Complete configuration

10. *Return* to **step#2** on previous page, *select* your new account and click **Change**.

11. Verify the following settings:Incoming mail server :pop3.techpro.comOutgoing mail server (SMTP):smtp.techpro.com

User Information		Test Account Settings
Your Name:	John Doe	After filling out the information on this screen
E-mail Address:	Jdoe@jdoe.com	button below. (Requires network connection)
Server Information		Task Associate Cathings
Account Type:	POP3	Test Account Settings
Incoming mail server:	pop3.techpro.com	
Outgoing mail server (SMTP):	smtp.techpro.com	
Logon Information		
User Name:	John Doe	
Password:	****	
L	Pemember password	

11. Click **More Settings**... Insure that "**My outgoing server** (SMTP) requires authentication is checked as well as "Use same settings as my incoming mail server". Click **OK**.

-	
My My	outgoing server (SMTP) requires authentication
	Use same settings as my incoming mail server
0	Log on using
	User Name:
	Password:
	Remember password
	Require Secure Password Authentication (SPA)