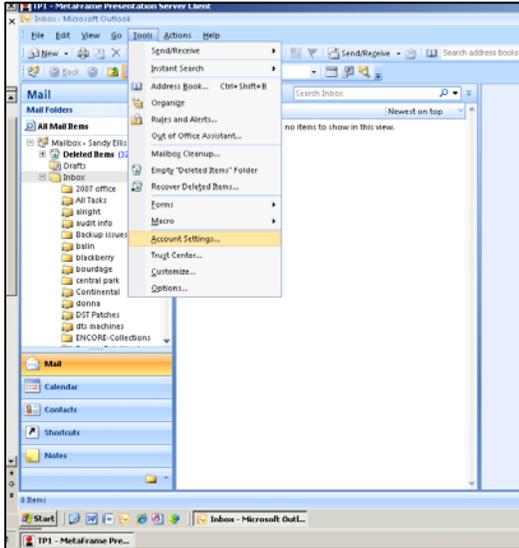
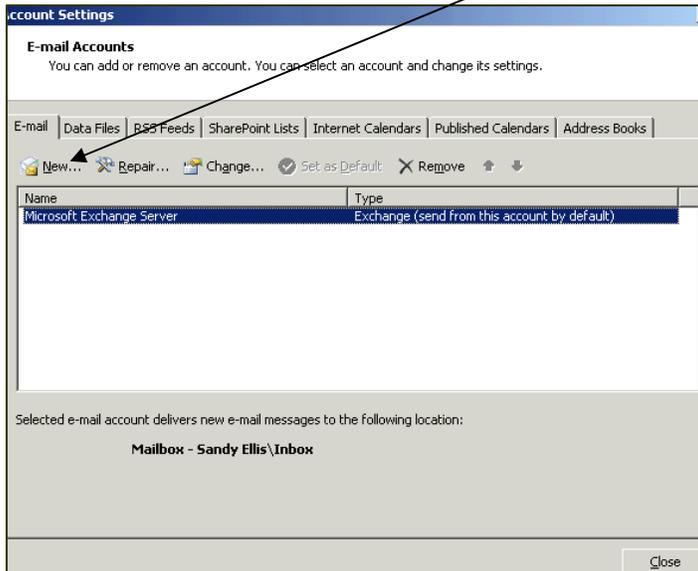


## Open Outlook 2007

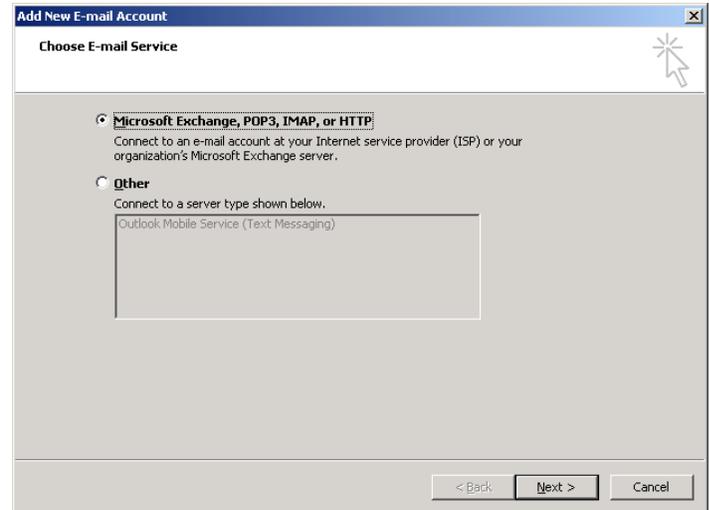
1. From your **Outlook Menu** select **Tools ► Account Settings...**



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

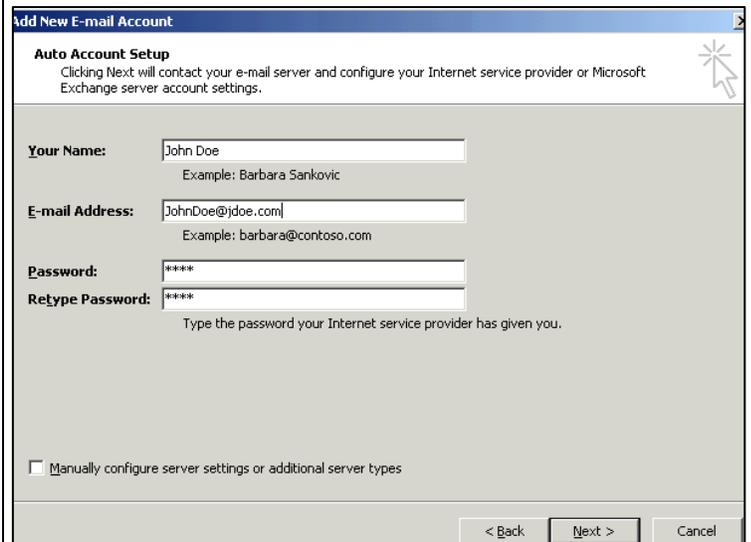


3. Select **Microsoft Exchange, POP3, IMAP or HTTP**. Click **Next**.



## Add New E-mail Account Settings

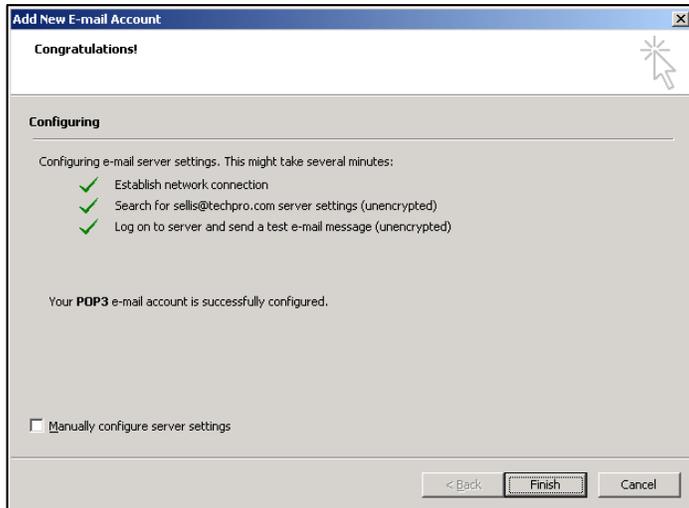
4. **Your Name:** (your own name and email address)
5. **E-Mail Address:** Self explanatory
6. **Password/Retype Password:** the same password you use to access your email when going to the web. You may use **alpha, numeric, or special characters. Length is not limited.**



7. Click **Next**. You will need to wait a few minutes for configuration.

**PAGE TWO**

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



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**

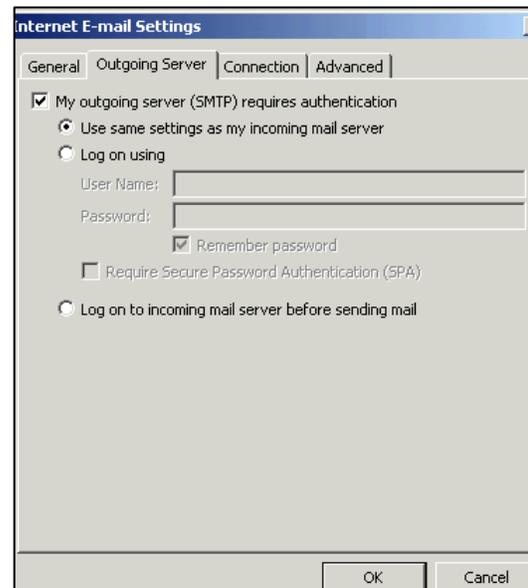
10. Return to **step#2** on previous page, select your new account and click **Change**.

11. **Verify** the following settings:

Incoming mail server : **pop3.techpro.com**  
Outgoing mail server (SMTP): **smtp.techpro.com**



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**.



Setup is now complete!!