

## Outlook 2007

1. Open Outlook.
2. For new setups, select 'Do not upgrade.'
3. Select 'Yes.'
4. Enter display name, email address, and password.
5. Click 'Manually configure...'

**Add New E-mail Account**

**Auto Account Setup**

Your Name:   
Example: Barbara Sankovic

E-mail Address:   
Example: barbara@contoso.com

Password:

Retype Password:   
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

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6. Select 'Internet E-mail.'
7. Settings: name, full email address
  - Select IMAP; use given incoming/outgoing servers.
  - Username should be full e-mail address
  - After this screen, clicking 'Next' takes you to the end of the setup.

Add New E-mail Account

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name: My Name

E-mail Address: username@gmail.com

**Server Information**

Account Type: IMAP

Incoming mail server: imap.gmail.com

Outgoing mail server (SMTP): smtp.gmail.com

**Logon Information**

User Name: username@gmail.com

Password: \*\*\*\*\*

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

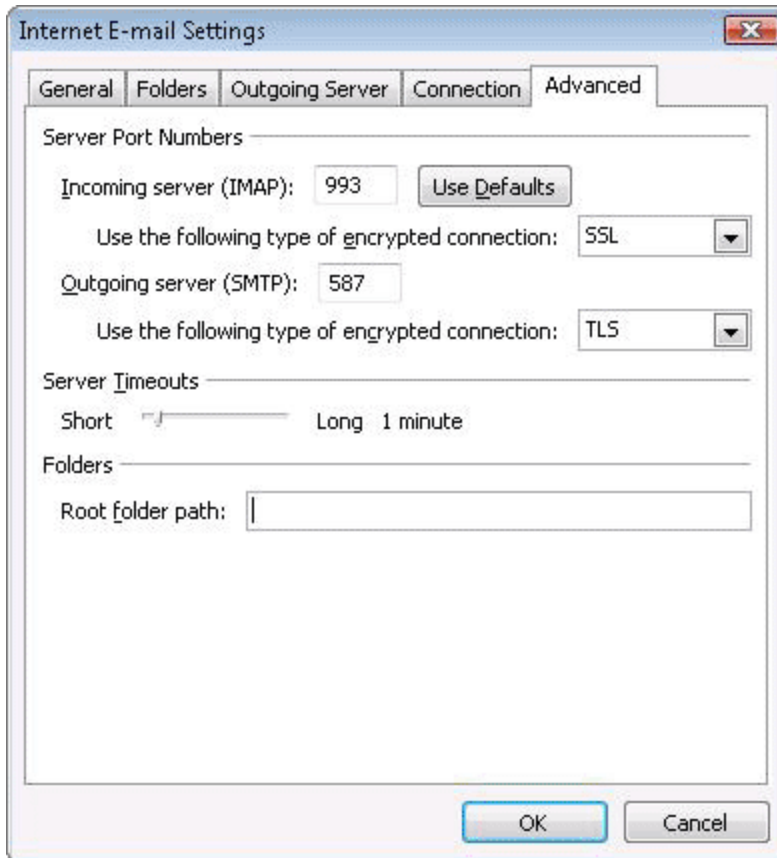
Test Account Settings ...

More Settings ...

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8. Select Tools > Options > Mail Setup. Under 'Email Accounts,' click 'E-mail Accounts.' Select account, and click 'Change' above the list of accounts. Click 'More Settings,' then the 'Advanced' tab.

- Incoming server must be 993, and must use SSL encryption.
- Outgoing server can use 587, TLS encryption.



9. Click 'OK' > 'Next' > 'Finish' > 'Close' > 'OK.'