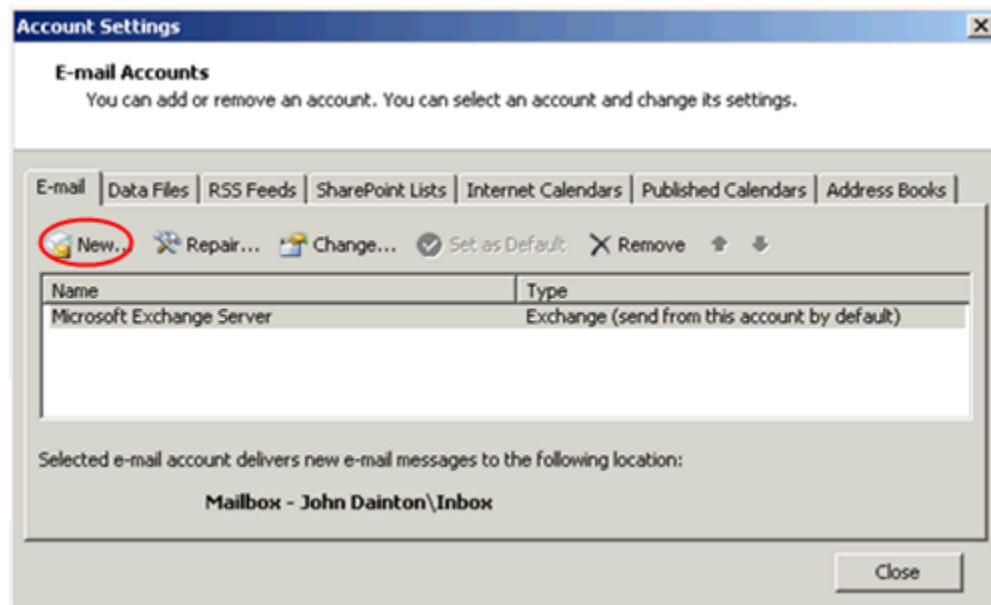


Setting up E-mail with Outlook 2007

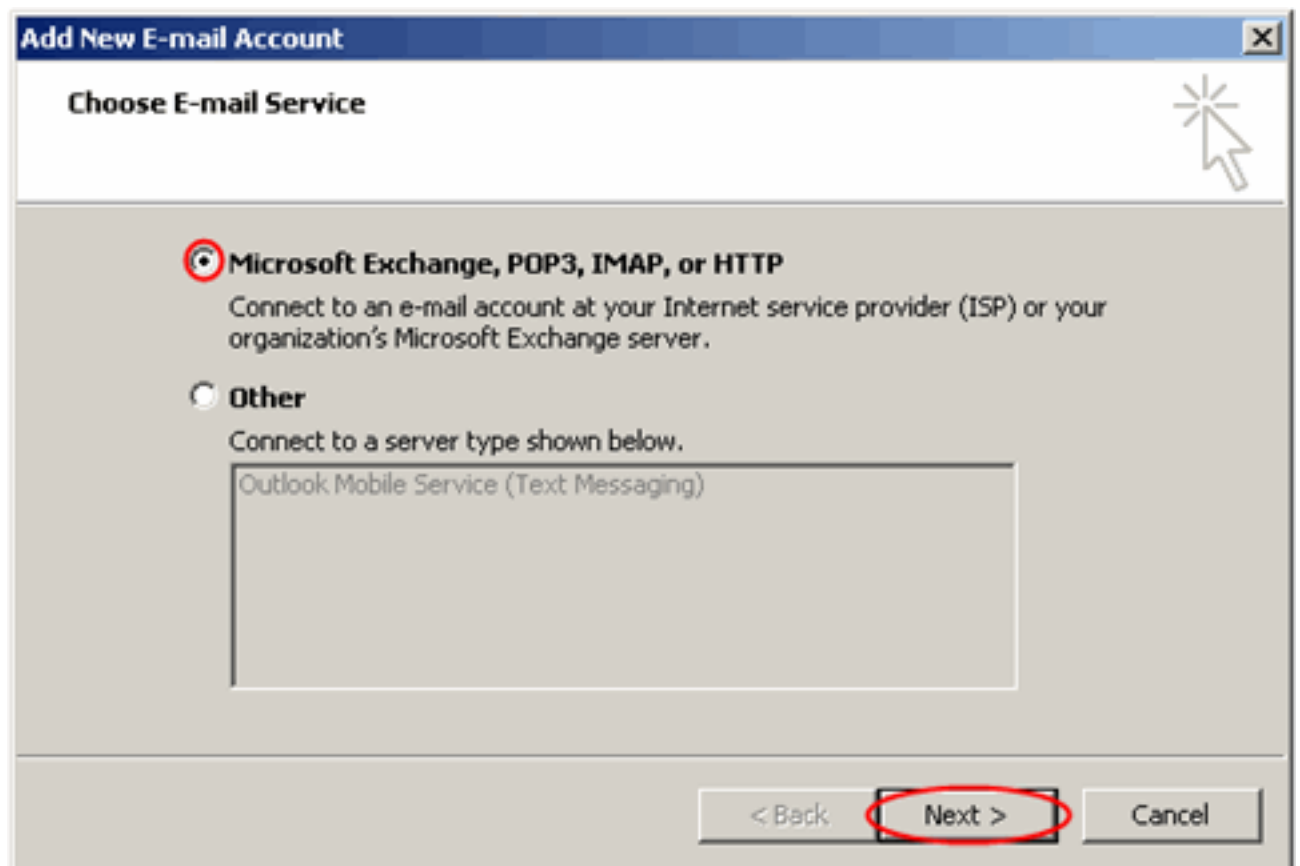
You can access Standard and Advanced mailboxes using Microsoft Outlook 2007.

Step 1: Open Outlook 2007, click **Tools** in the top menu, then click **Account Settings**.

Step 2: Select the *E-mail* tab and click **New**.



Step 3: Select **Microsoft Exchange, POP3, IMAP, or HTTP** from the list of available server types, then click **Next**.



Step 4: Select *Manually configure server settings of additional server types* and click **Next**

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

< Back **Next >** Cancel

Step 5: Select **Internet E-mail** and click next.

Step 6: Enter your name in the *Your Name* text-box and your email address in the *E-mail Address* text-box

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:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

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 ...

< Back Next > Cancel

Step 7: Enter and confirm your mailbox password in the *Password* text-box, then select *Remember password*.

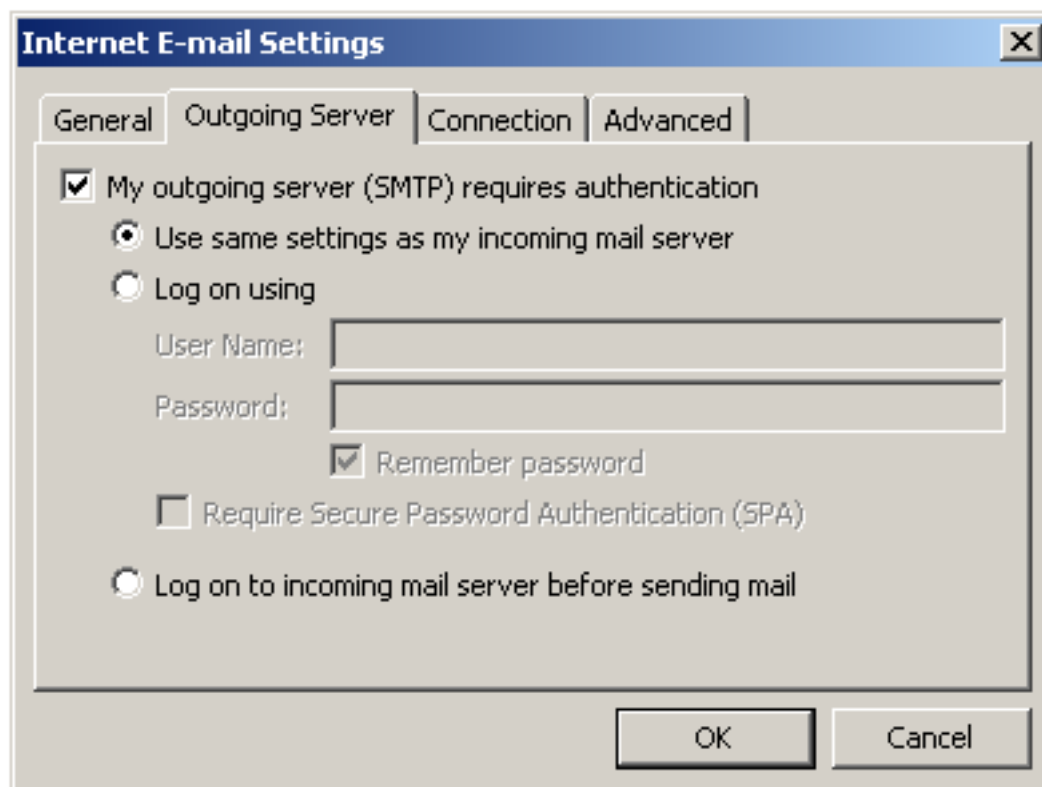
Step 8: Depending upon your favoured connection type. Select **POP3** or **IMAP** from the drop down menu.

In the *Incoming mail server* text-box, enter your POP3 mailserver - e.g. mail.yourdomain.co.uk
If this is a Standard mailbox and you connect with a provider other than Fasthosts Broadband or Dial, follow your provider's instructions for setting up their SMTP server, then skip to step 13.

Step 9: In the *Outgoing mail server (SMTP)* text-box, enter **smtp.fasthosts.co.uk**.

Step 10: Click on **More Settings**

Step 11: Click the *Outgoing Server* tab and tick **My outgoing server (SMTP) requires authentication** and **Use same settings as my incoming mail server**.



Note: Some ISPs will block port 25 for sending emails. If this is the case with your ISP you should click the **Advanced** tab and change your outgoing SMTP port from 25 to 225.

Step 12: Click **OK**

Step 13: Click the **Test Account Settings** button and correct any errors that it identifies.

Note: Outlook's Test Account Settings procedure occasionally fails even if the account settings are correct. If it repeatedly fails and you are certain that the account settings are correct, skip to step 12, then test your setup by sending an email to yourself.

Step 13: When the test gives you the message *Congratulations! All tests completed successfully*, click the **Next** button, then click the **Finish** button.