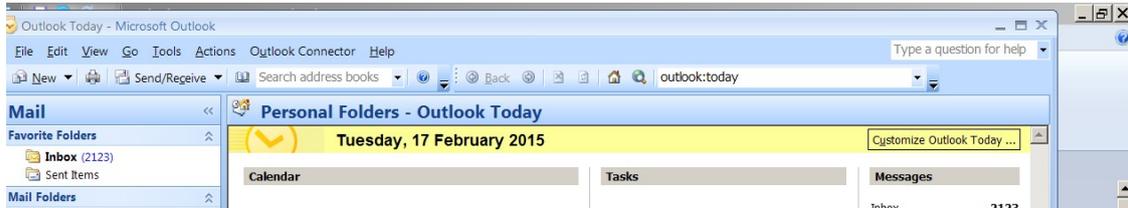


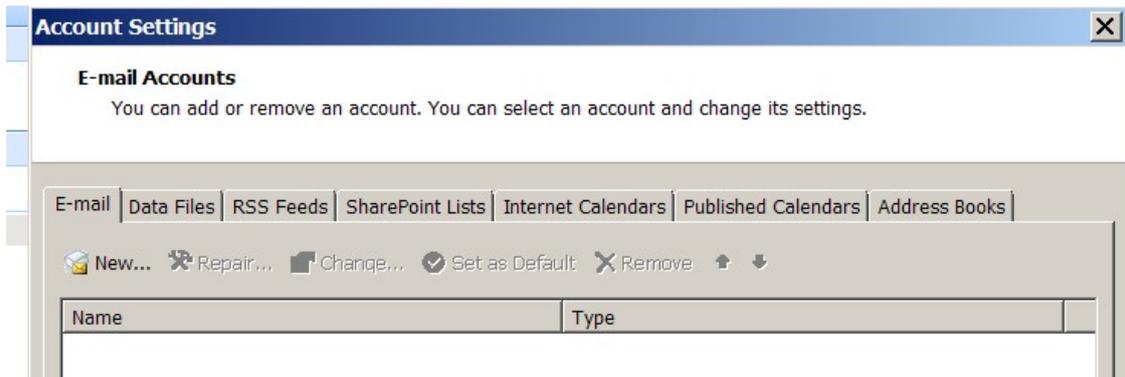


Outlook 2007 Setup Revised

Open Outlook 2007



Click Tools then account settings



If there is already an unsuccessful account there for your MelbPC account listed

Highlight it and click Remove then

Click New and enter your details

Personal Folders Outlook Today

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

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

Personal Folders Outlook Today

Add New E-mail Account

Auto Account Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

Your Name:
Example: Barbara Sankovic

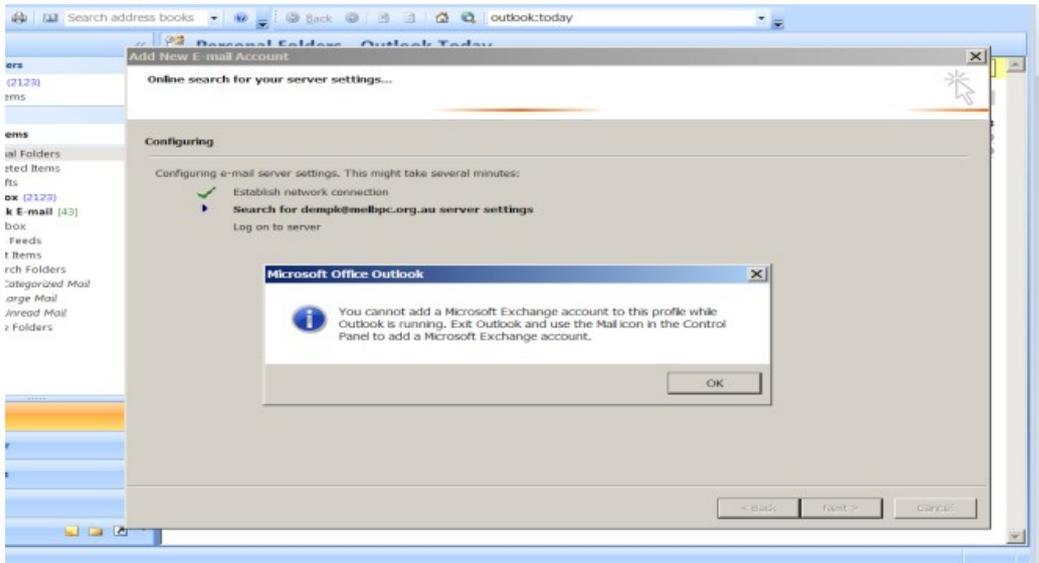
E-mail Address:
Example: barbara@contoso.com

Password:

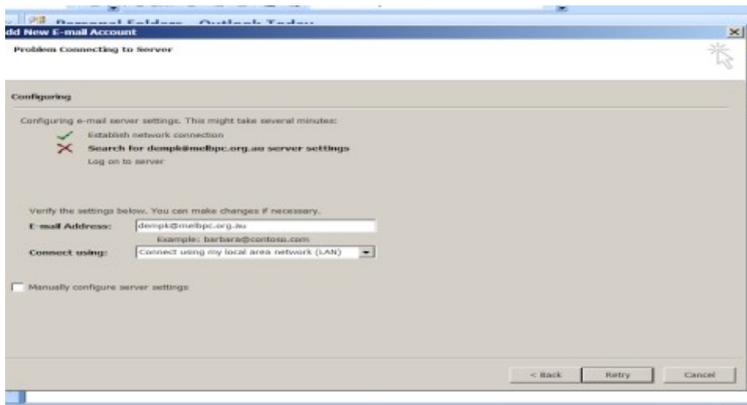
Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

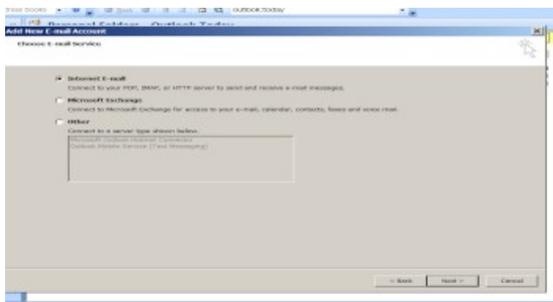
< Back Next > Cancel



Click the X top right to remove the window



Click to tick the box beside Manually configure server settings and click Next



Click Next

E-mail Accounts
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

Click Next

E-mail Accounts
Add New E-mail Account

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 and voice mail.

Other
Connect to a server type shown below.

Microsoft Outlook Hotmail Connector
Outlook Mobile Service (Text Messaging)

< Back Next > Cancel

Click Next

Add New E-mail Account [X]

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)

Enter your details and select either POP or IMAP

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)

Click More Settings and select outgoing server

Internet E-mail Settings

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

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

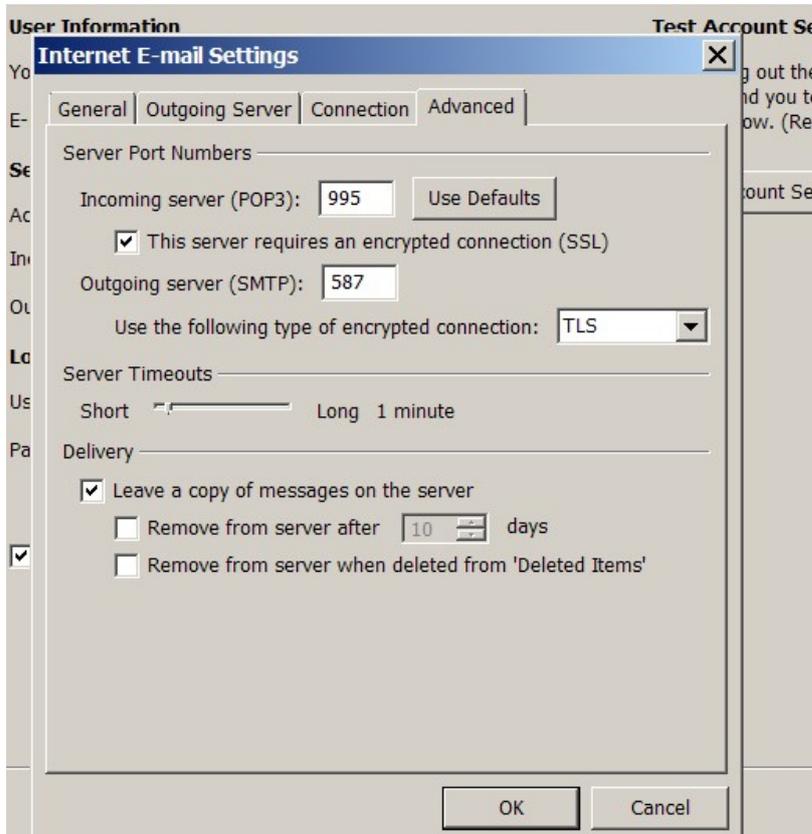
Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

Tick the box beside My outgoing server(SMTP) requires authentication

Click Ok then More settings again select Advanced



Set This server requires an encrypted connection SSL

Outgoing Server SMTP to 587 and

Use the following type of encrypted connection to TLS

Ensure settings are as shown and decide whether to tick Leave copy of messages on server

Click Ok

mail Accounts

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: Kevin D

E-mail Address: dempk1@melbpc.org.au

Server Information

Account Type: POP3

Incoming mail server: outlook.office365.com

Outgoing mail server (SMTP): smtp.office365.com

Logon Information

User Name: dempk1@melbpc.org.au

Password: *****

Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

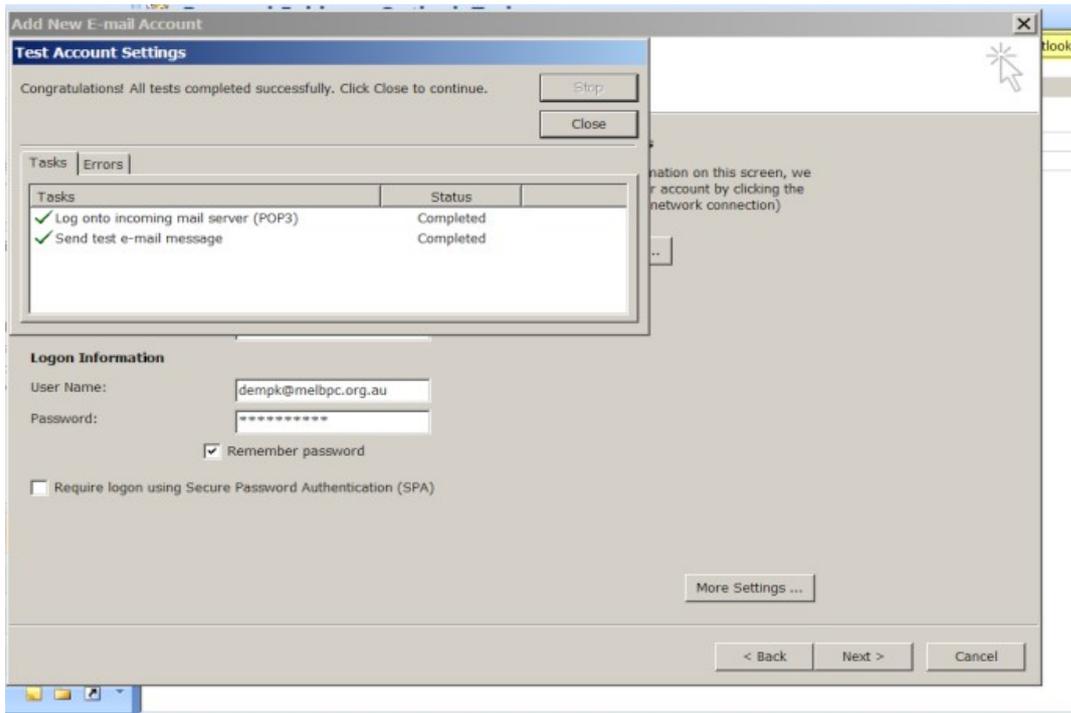
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

Now click Test Account settings



When this message appears, breath a sigh of relief and click the Close button

Then click Next and Finish.

KD Jly 2015