

# Step-by-Step Instructions

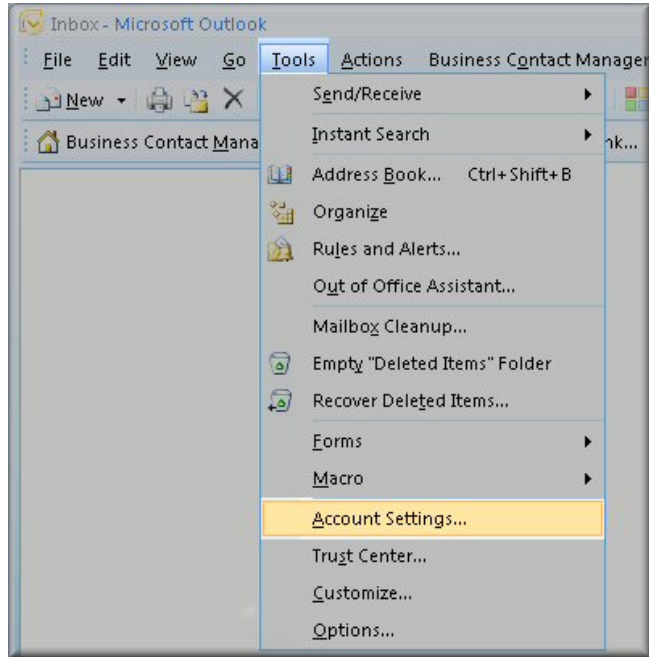
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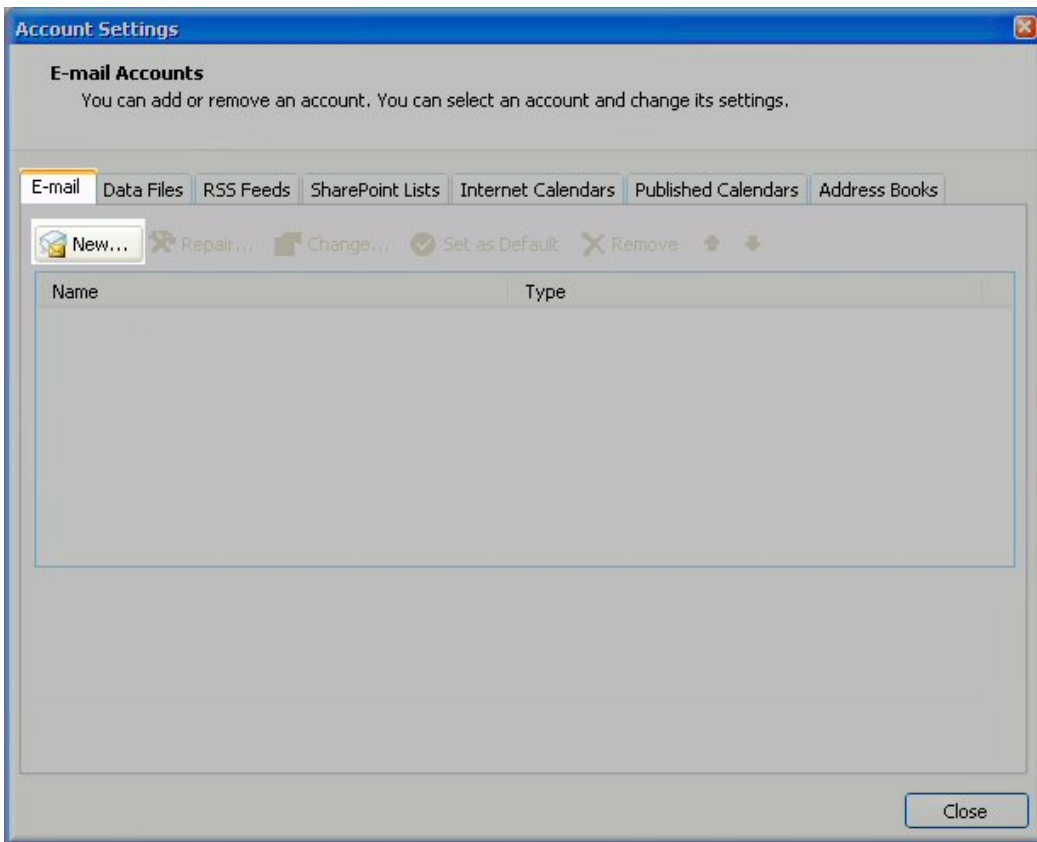
***Creating email accounts in Outlook 2007***

## **Configuring your email client: Outlook 2007**

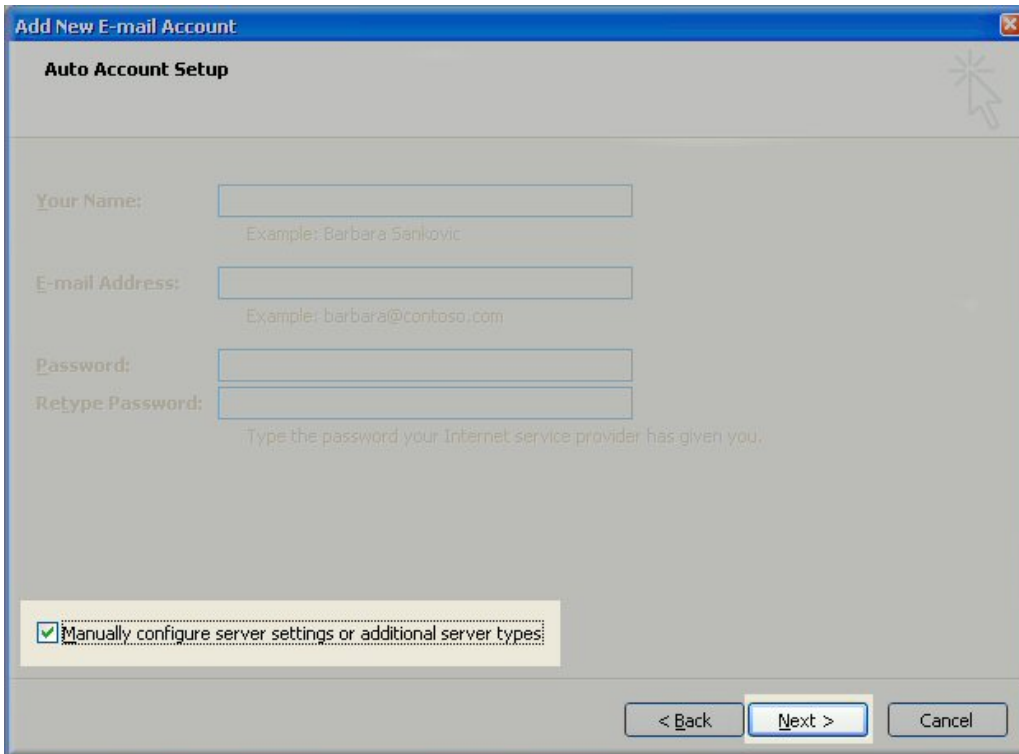
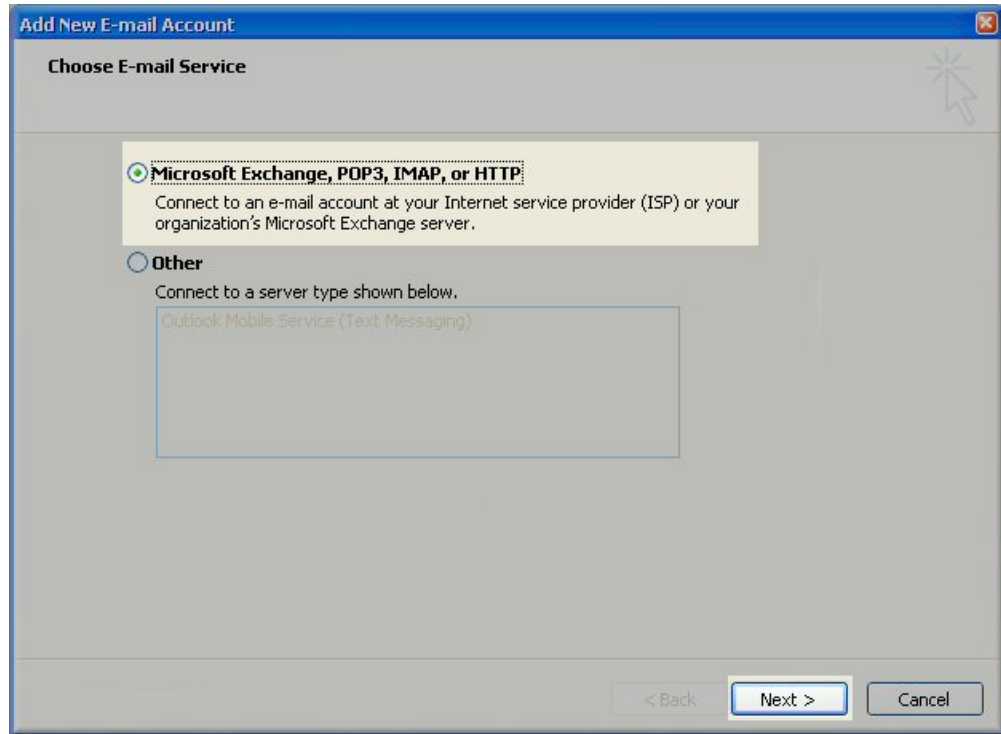
1. Open Outlook 2007.
2. Click the Tools menu, and select Account Settings.



3. Click on the Email tab and click on the New button.



4. Next select Microsoft Exchange, POP3, IMAP or HTTP and click Next.

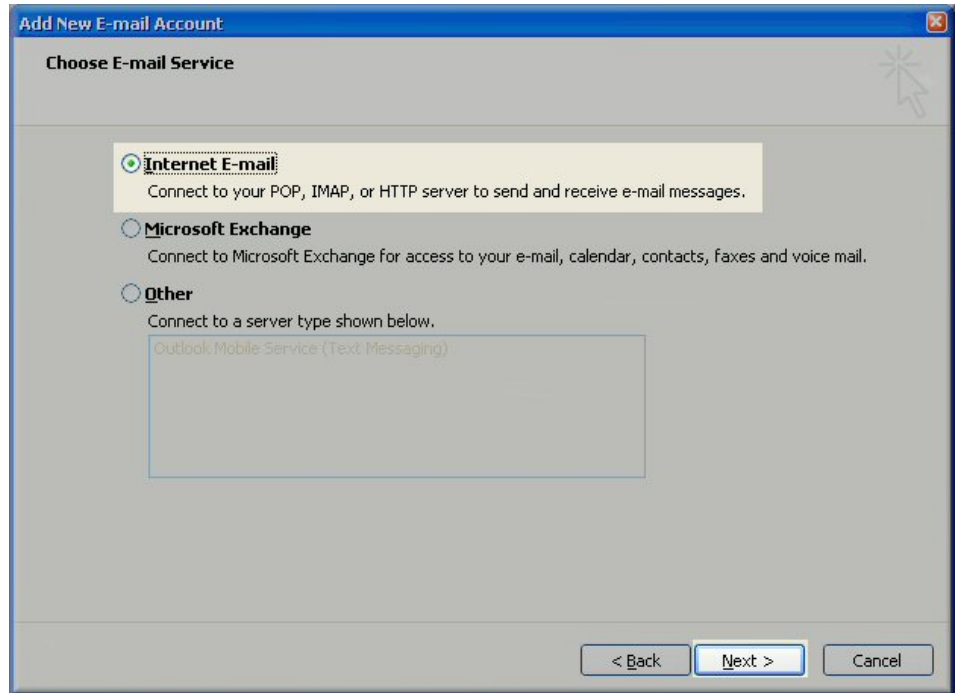


5. On the Auto Account Setup window check the Manually configure server settings or additional server types and click Next.

### NOTE:

Guy Designs does not support this feature on our mail servers, so you should not use the Auto Account Setup feature.

6. Select Internet E-mail option and click Next.



7. Fill in the following fields: *[see email for your details]*
- o Enter Your Name as you want it to appear.
  - o Enter your full email address in the Email address: field.
  - o Select POP3
  - o Enter *[your incoming server]* in the Incoming mail (POP3) server: field.
  - o Enter *[your outgoing server]* in the Outgoing mail (SMTP) server: field.
  - o Enter your full email address in the Account name: field.
  - o Enter your email password in the Password: field.

*Please remember to contact Guy Designs if you're wanting additional email accounts so these can be created for you.*

- Click the Test Account Settings button and you should see all items with green check marks... Click the Close Button to close the test window. Click OK to save your settings.

The screenshot shows the 'Add New E-mail Account' wizard in Outlook 2007, specifically the 'Internet E-mail Settings' step. The window title is 'Add New E-mail Account'. Below the title bar, it says 'Internet E-mail Settings' and 'Each of these settings are required to get your e-mail account working.' The form is divided into several sections: 'User Information' with fields for 'Your Name' (John Smith) and 'E-mail Address' (jsmith@my-domain-temple.net); 'Server Information' with a dropdown for 'Account Type' (POP3), and text boxes for 'Incoming mail server' and 'Outgoing mail server (SMTP)' (both mail.my-domain-temple.net); and 'Logon Information' with fields for 'User Name' (jsmith@my-domain-temple.net) and 'Password' (masked with asterisks). There are checkboxes for 'Remember password' (checked) and 'Require logon using Secure Password Authentication (SPA)' (unchecked). On the right side, there is a 'Test Account Settings ...' button and a 'More Settings ...' button. At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons.

- Congratulations. You have finished the setup of your email account. Click Finish to close the setup wizard.

The screenshot shows the 'Add New E-mail Account' wizard in Outlook 2007, specifically the 'Congratulations!' screen. The window title is 'Add New E-mail Account'. The main content area has a white box with the text: 'Congratulations! You have successfully entered all the information required to setup your account. To close the wizard, click Finish.' The background features a decorative graphic of a globe with colorful rays and several envelope icons. At the bottom, there are '< Back' and 'Finish' buttons.