

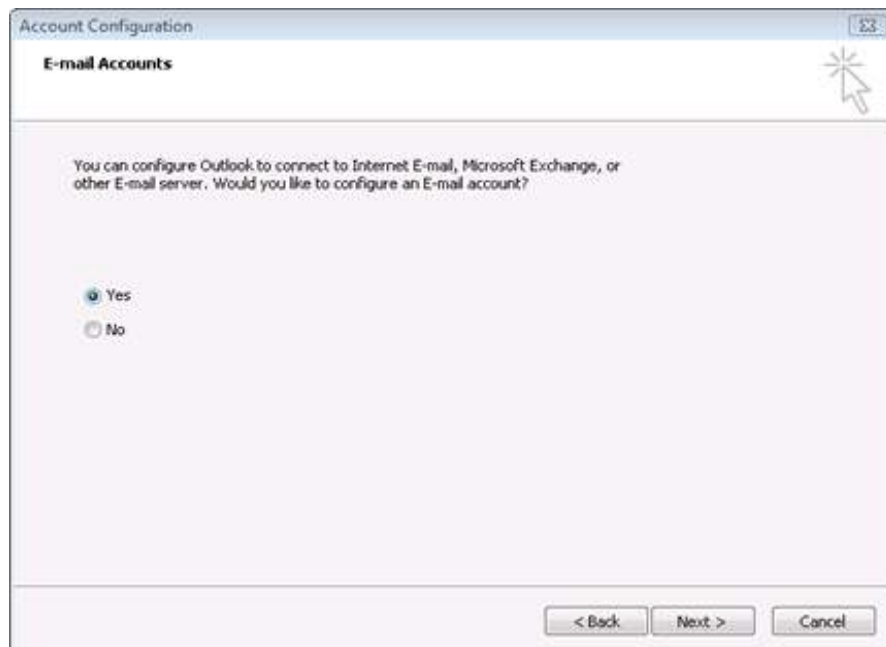
How to Set Up Your Email Account in Microsoft Outlook 2007

1. Start Microsoft Outlook 2007. When the Startup Wizard displays, click **Next >** .

NOTE: If the Startup Wizard doesn't start automatically, open the **Tools** menu, select **Account Settings**, and then click **New**. Then go to step 3.



2. On the **Account Configuration** page, select **Yes** to indicate you want to configure an email account, and then click **Next >** .

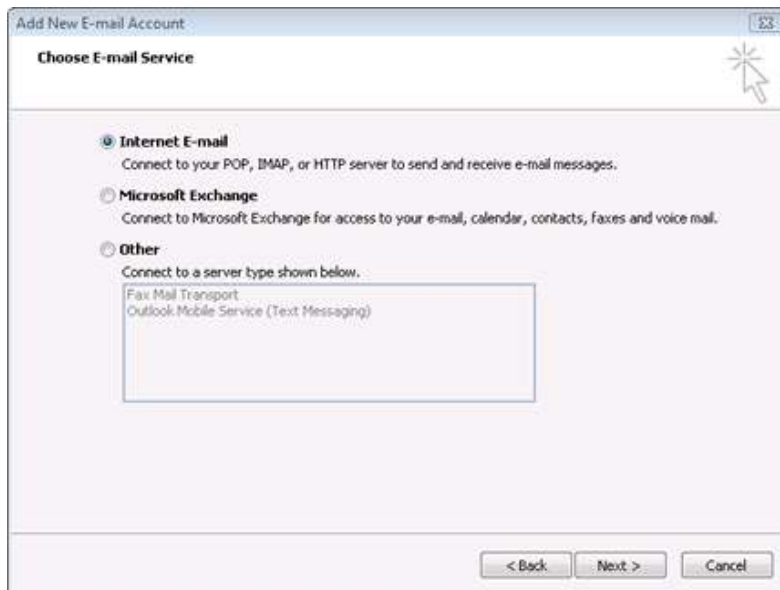


3. At the bottom of the page, check the ‘**Manually configure server settings or additional server types,**’ box and then click **Next >** .

Don't enter other information on this page .You'll enter it later.



4. On the **Choose E-mail Service** page, select **Internet E-mail**, and then click **Next >** .



5. On the **Internet E-mail Settings** page, enter your email account information as follows:

Your Name: Enter your name as you want it to appear to your recipients.

E-mail Address: Enter your full email address, for example: ab000123456@ltu.edu

Account Type: From the drop down box, select **IMAP**

Incoming mail server: enter 'postoffice.ltu.edu'

Outgoing mail server (SMTP): enter 'mail.ltu.edu'

User Name: This will automatically fill in using the account information listed in the E-Mail Address Field.

Password: If you want Outlook 2007 to remember your password, check the 'Remember password' check box and enter your email password in the **Password:** box.

If you do not want Outlook 2007 to remember your password, uncheck the 'Remember password' check box and leave the **Password:** field empty.

Then click 'Next.' (go to step 8).

Note: There are additional optional settings which can be configured. To see and/or change these, click the 'More Settings...' button.

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)

6. More Settings... This step is OPTIONAL

You can name your email account anything you like. The name entered under 'Mail Account' in the General Tab will be how the account is listed in your Mail Folders window.

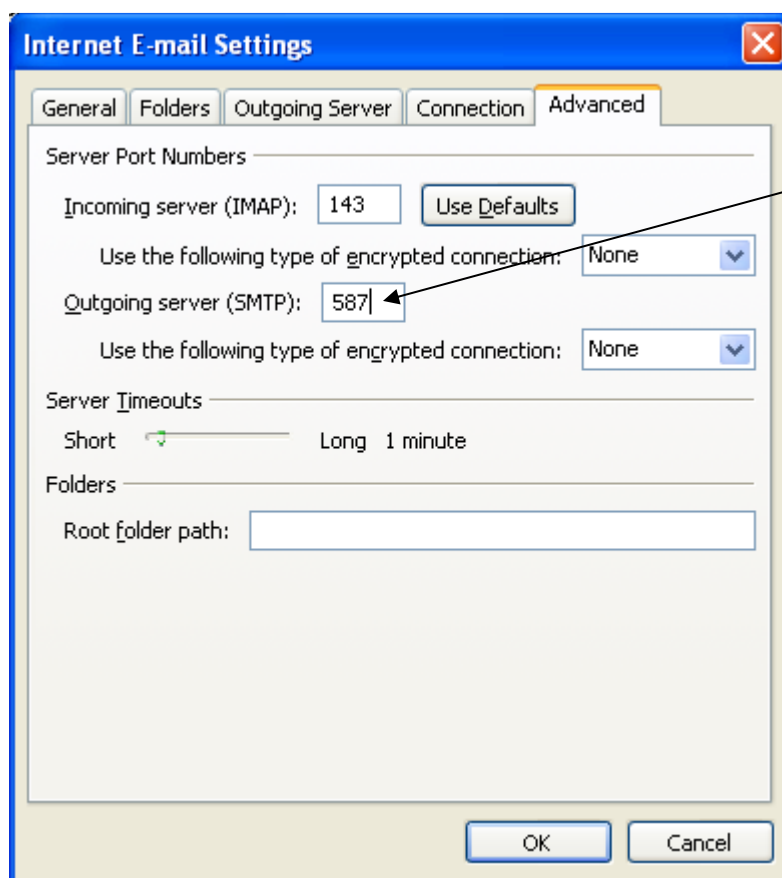


7. More Settings... This step is OPTIONAL

If you will be sending mail from off campus, you may have problems. Some Internet Service Providers will not relay mail if it's sent to mail servers which they don't control.

To fix this problem, click on the Advanced Tab, and change the **Outgoing Server (SMTP)** port number 587. (The default value is 25).

Then Click 'OK.'



8. When you're done with the settings in 'More Settings...' click OK. You'll return to this screen.

Click **Next >** .

Add New E-mail Account

Internet E-mail Settings
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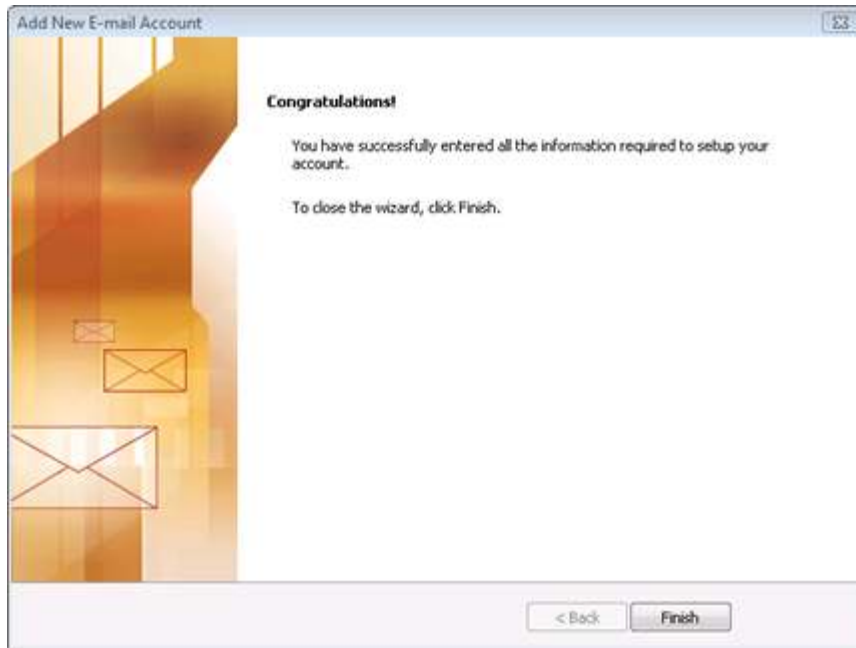
User Information
Your Name:
E-mail Address:

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)

8. Click **Finish**.



Outlook 2007 has been configured and your mail will open. If you did not enter a password earlier, you'll be prompted to enter it now to retrieve your mail.