

Microsoft Outlook 2007 Set up Guide

This is a quick setting guide for Microsoft Outlook 2007; it covers the email account setup and configuration only, for further learning of Microsoft Outlook 2007, please refer to Microsoft Office website training for Outlook 2007 (<http://office.microsoft.com/en-us/training/outlook-2007-training-courses-HA010218867.aspx>).

From Microsoft:

Microsoft Outlook provides a single, integrated solution for organizing and managing your digital communication tools such as e-mail and instant messaging, along with all your day-to-day information—from calendars and contacts to task lists and notes.

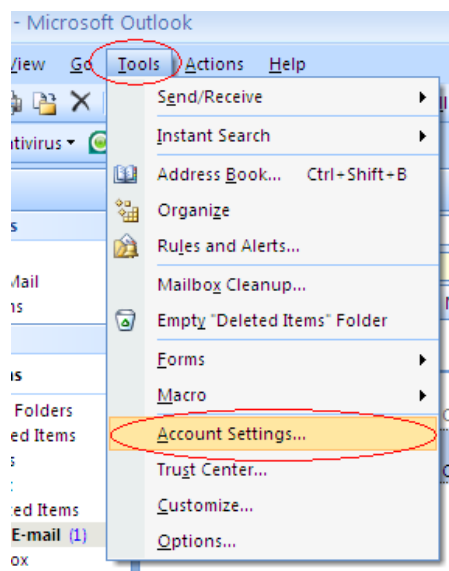
Back to the topic, to setup an email account for Microsoft Outlook 2007, follow the steps as below:

1. Create Email Account

For the first time setup (first run after new installation), click “**Next**” if you see the screen below:



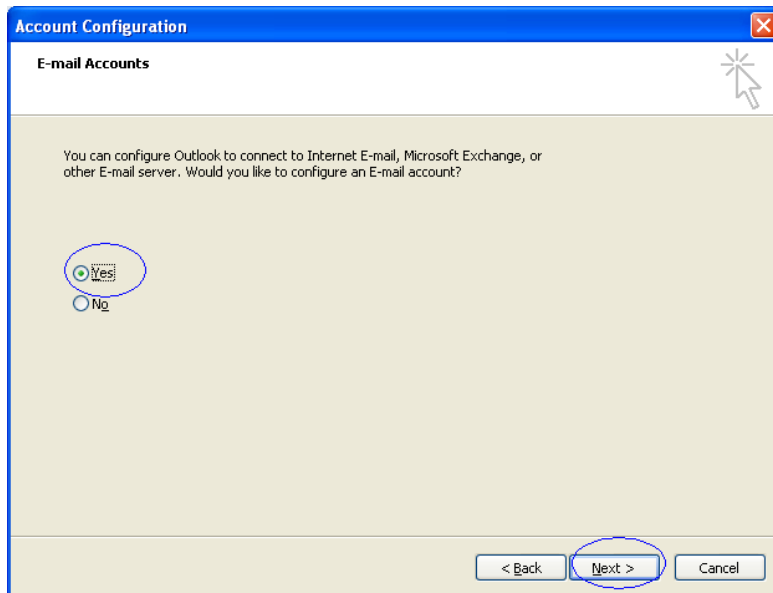
If you are changing the setup (existing user), select “**Tools**” menu and click on “**Account Settings...**” option as shown below:



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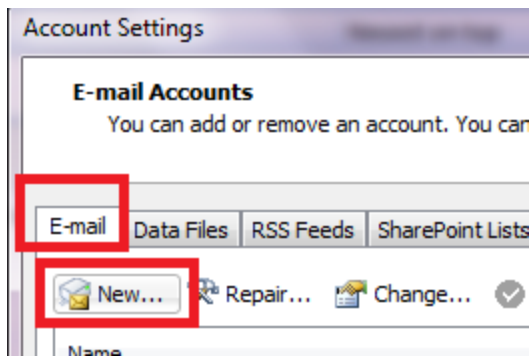
2. E-mail Accounts

If you're first time set up (first run after the installation of Outlook), you will see the screen as below:



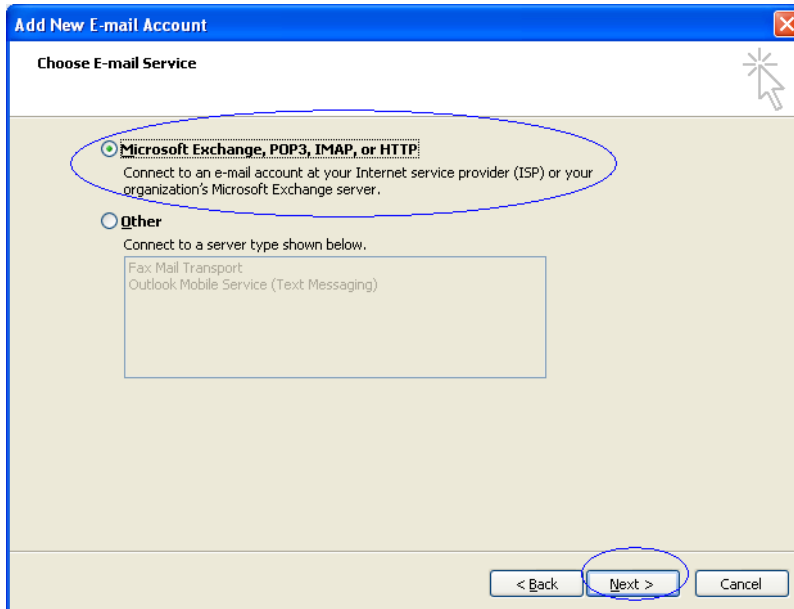
Select “Yes” and click “Next” button as below:

If you're an existing Outlook user, click on “E-mail” tab and click on “New...” button



3. Choose E-mail Service

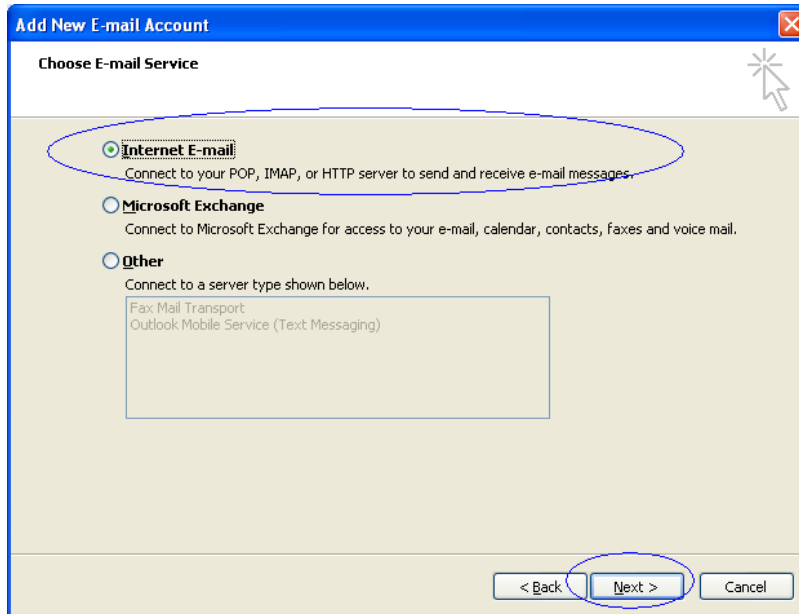
Select “Microsoft Exchange, POP3, IMAP or HTTP” and click “Next” as below:



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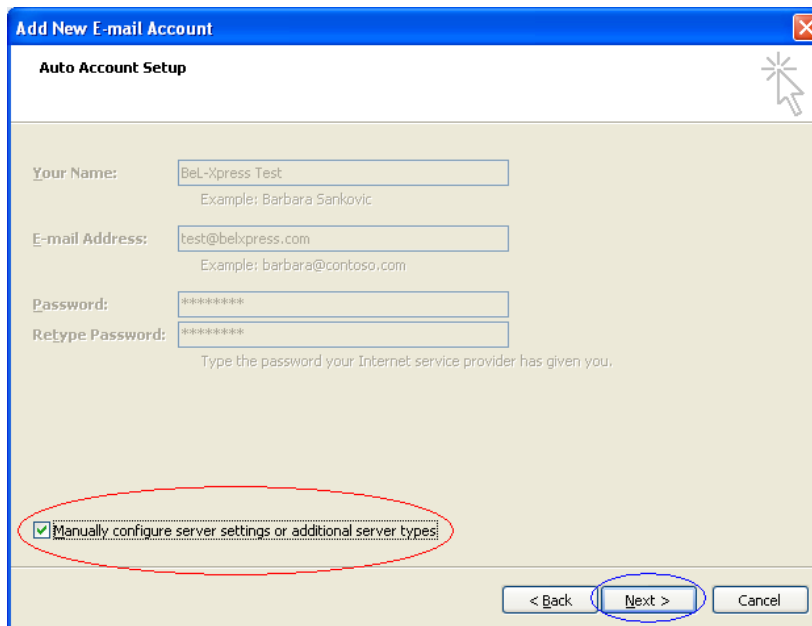
4. Choose E-mail Service

Click on “Internet E-mail” and click “Next” as below:



5. Auto Account Setup

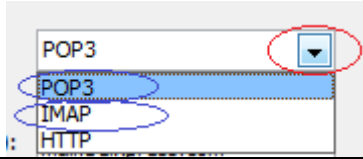
Click the check box “Manually configure server settings or additional server type”, and click “Next” as below:



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6. Internet email setting

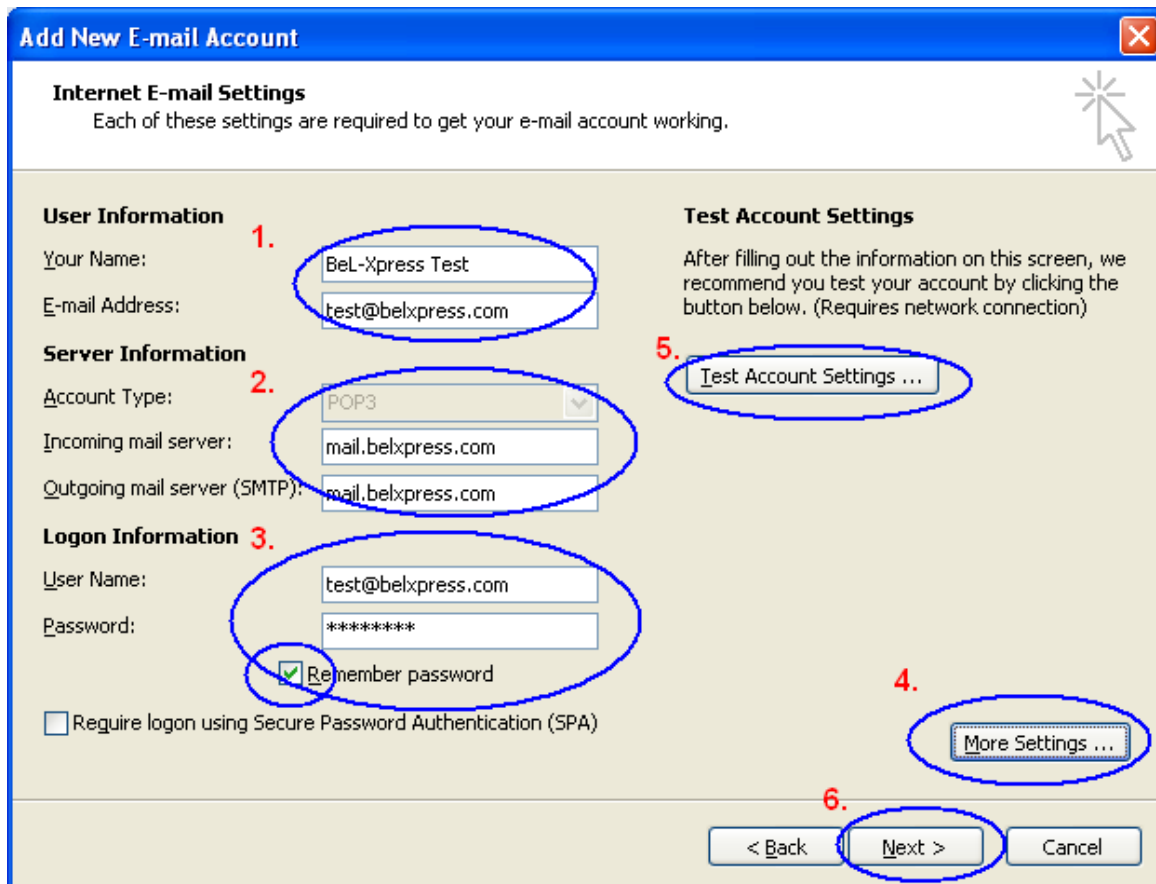
- 1) User Information. Specify name and e-mail address.
- 2) Server information (either POP3 or IMAP as shown below),



NOTE: Once you've selected the Account Type (POP3 or IMAP), you're not allowed to change it later. Quick explanation of POP3 and IMAP as the table below:

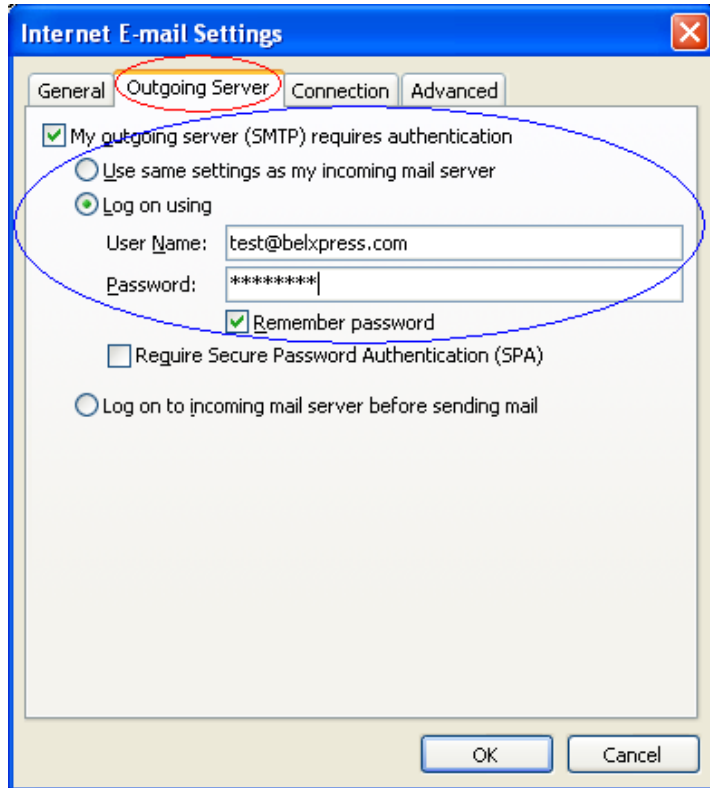
POP3	IMAP
<ul style="list-style-type: none">• Faster• Once retrieved, no backup in the server• Your mail will be stored in the local computer only• Your mail will not sync if access with different computer	<ul style="list-style-type: none">• Slower• Backup your sent and received mail in the server• Your mail will be stored in local computer and server• You can access your mail using any computer (mail sync)

- 3) Logon information. Specify full email address and password; ensure the "Remember Password" is checked. Next, clicks on "More Setting"

A screenshot of the 'Add New E-mail Account' dialog box in Microsoft Outlook 2007. The dialog box is titled 'Add New E-mail Account' and contains the 'Internet E-mail Settings' section. The settings are organized into three main areas: 'User Information', 'Server Information', and 'Logon Information'. There are also 'Test Account Settings' and 'More Settings' buttons. The 'Next >' button is highlighted with a red circle and the number 6. Other elements are circled in blue and numbered: 1. 'Your Name' field (BeL-Xpress Test), 2. 'Account Type' dropdown (POP3), 3. 'User Name' field (test@belxpress.com) and 'Remember password' checkbox, 4. 'More Settings ...' button, 5. 'Test Account Settings ...' button. The 'Require logon using Secure Password Authentication (SPA)' checkbox is unchecked. At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons.

7. More setting (I)

Select “**Outgoing Server**” tab, click on “**My outgoing server (SMTP) requires authentication**”, and then click on “**Log on using**” button, specify user name (full email address) and password as below:



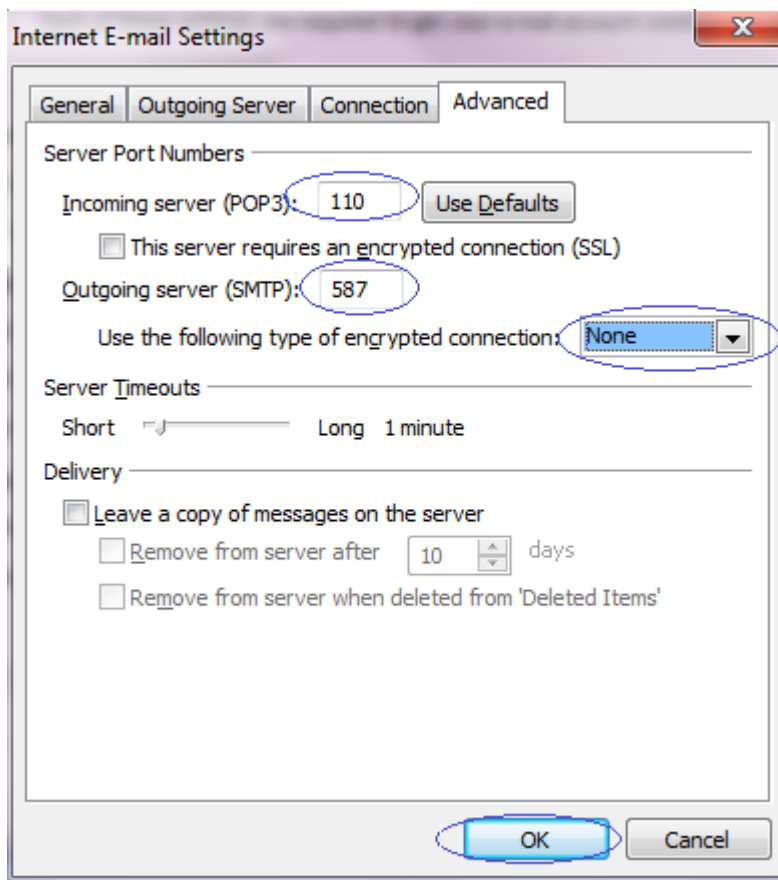
8. More Setting (II)

Click on “Advanced” tab.

For POP3 Setting

Server Port Numbers (without SSL)

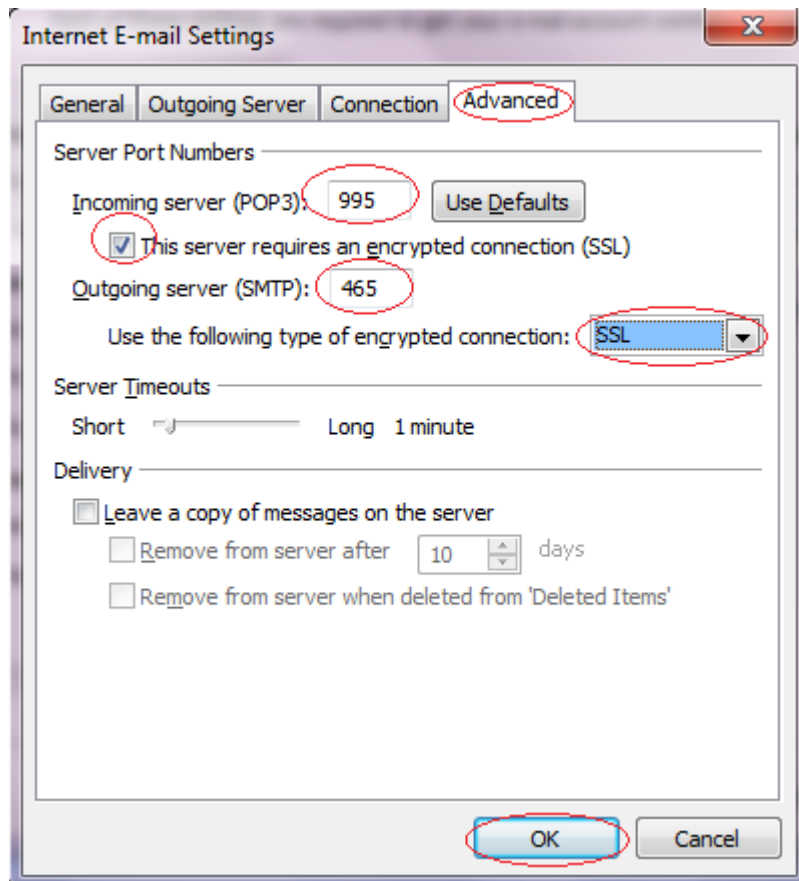
Specify “110” for “Incoming server (POP3)”. Change “Outgoing server (SMTP)” port to 587. “Use the following type of encrypted connection” can be either “None” or “Auto”. Finally click the “OK” button at the bottom to go back to Internet Email Setting screen (refer to step 6.).



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Server Port Numbers (with SSL)

Specify “995” for “Incoming server (POP3)”, click on “This server requires an encrypted connection (SSL)”. Change “Outgoing server (SMTP)” port to 465. “Use the following type of encrypted connection” can be either “SSL” or “Auto”. Finally click the “OK” button below to go back to Internet Email Setting screen (refer to step 6.).



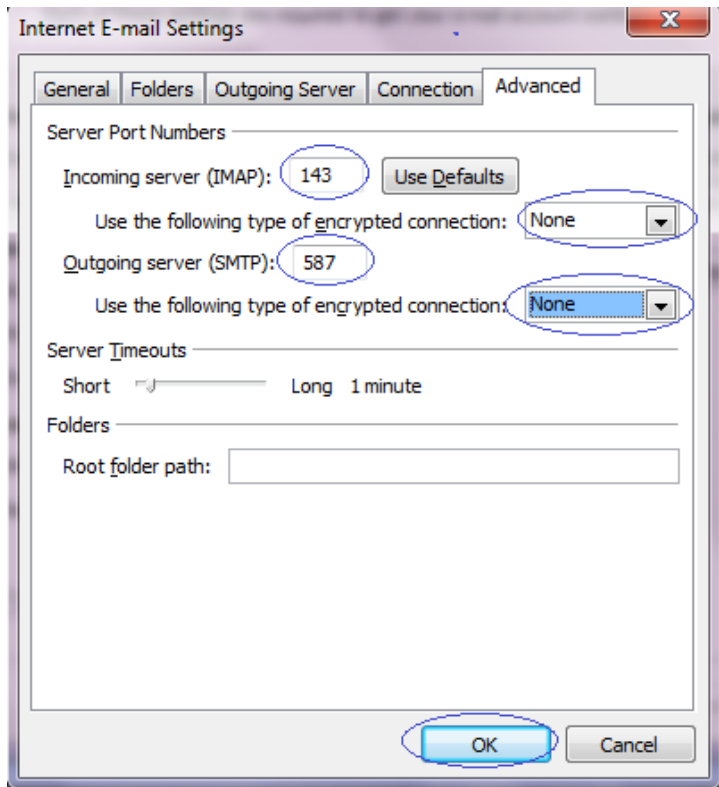
NOTE: For faster performance, without SSL is preferred. For added security SSL or TLS can be used. If TLS has been chosen, set the **Outgoing server (SMTP)** port to 587 (not 465).

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For IMAP Setting

Server Port Numbers (without SSL):

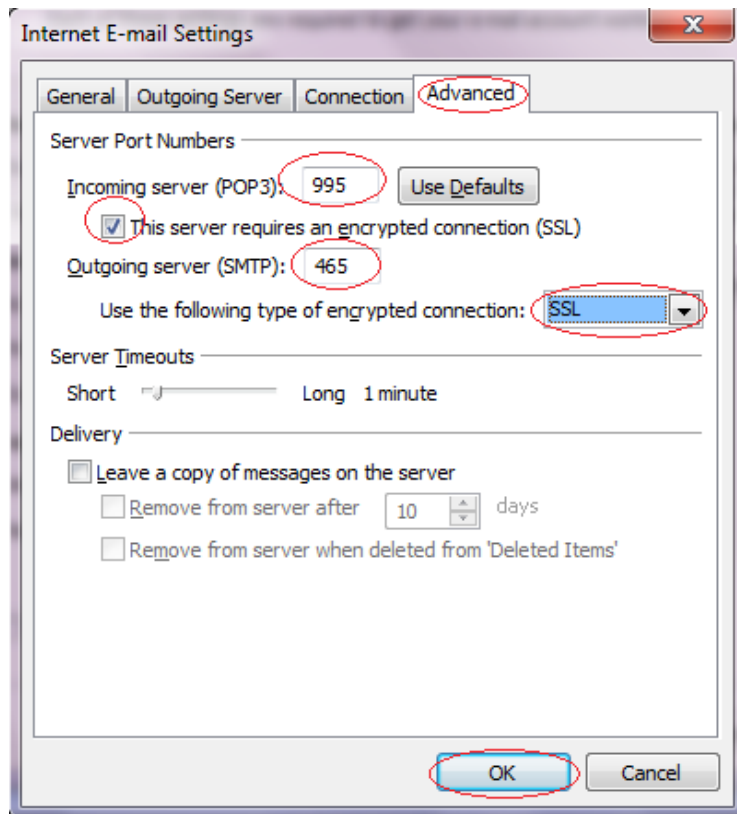
Specify “143” for “Incoming server (IMAP)”, select “None” for “Use the following type of encrypted connection”. Change “Outgoing server (SMTP)” port to 587 (optional, just in case your ISP has blocked default SMTP port 25). “Use the following type of encrypted connection” can be either “Auto” or “None”. Finally click the “OK” button below to go back to Internet Email Setting screen (refer to step 6.).



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Server Port Numbers (with SSL):

Specify **“993”** for **“Incoming server (IMAP)”**, select **“SSL”** for **“Use the following type of encrypted connection”**. Change **“Outgoing server (SMTP)”** port to **465**, select **“SSL”** for **“Use the following type of encrypted connection”**. Finally click the **“OK”** button below to go back to Internet Email Setting screen (refer to step 6.).



NOTE: For faster performance, without SSL is preferred. For added security SSL or TLS can be used. If TLS has been chosen, set the **Outgoing server (SMTP)** port to **587** (not 465).

9. Test Account Setting

On the Internet E-mail Setting (screen shown in step 6.), click “**Test Account Settings...**”, during testing, if “**Internet Security Warning**” dialog appear as below, please select “**Yes**” to continue testing the server. If everything done, click “**Next**” to complete the setting. If any error, please re-check typo error or missing some setting.



10. Congratulation

You've done! Click on “**Finish**” button. Happy E-mailing!

