



Setting up a new e-mail account with Microsoft Outlook 2007

This fact sheet will take you through the steps required to set up a new e-mail account in Microsoft Outlook 2007. If you are using a different program for email please refer to the fact sheet for that program or contact Virtusoft Ltd if a fact sheet is not available.

Step 1:

From the menu in outlook select "Tools" then in the tools menu select "Account Settings..." (see Figure 1)

Step 2:

On the accounts screen click "New..." (see Figure 2)

Step 3:

When prompted for a E-mail Service select "Microsoft Exchange, Pop3, IMAP, or HTTP" then click "Next >" (see Figure 2)

Step 4:

At the "Auto Account Setup" screen tick "Manually configure server settings or additional server types" and click "Next >"

Step 5:

On the "Choose E-mail Service" screen select "Internet E-Mail" and click "Next >"

(Steps 6 to 14 refer to Figure 4)

Step 5:

Now you will be asked for your Internet E-mail Settings. Enter the name you want all e-mails sent using this account to display in the "From" field into the "Your Name" field.

Step 6:

Enter the E-mail address people should use to reply to your messages into the "E-mail Address" field.

Step 7:

Set the "Account Type" field to "POP3"

Step 8:

Set the "Incoming mail server" address to the POP3 server given to you with your email account. For Virtusoft Ltd / Web Drive customers this will be in the format "pop.yourdomain.tld"

Step 9:

Set the "Outgoing mail server (SMTP)" to your ISPs SMTP server.

Step 10:

Set the "User Name" field to the user name supplied for your email account.

Step 11:

Set the "Password" field to the password supplied for your email account.

Step 12:

Tick "Remember Password"

Step 13:

Un-tick "Log on using Secure Password Authentication (SPA)"

Step 14:

Click "Test Account Settings" and if everything passes click "Next >"

Step 15:

Click "Finish"

You have now completed setting up your new e-mail account.

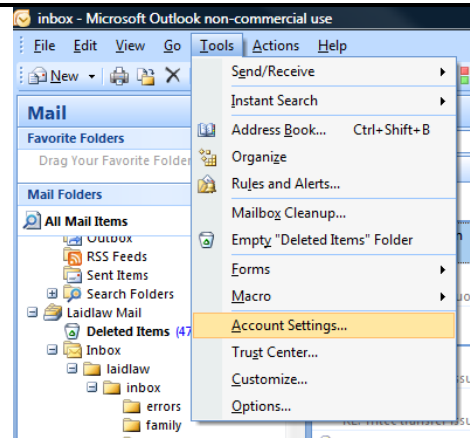


Figure 1

E-mail Accounts

You can add or remove an account. You can select an account and change its settings.

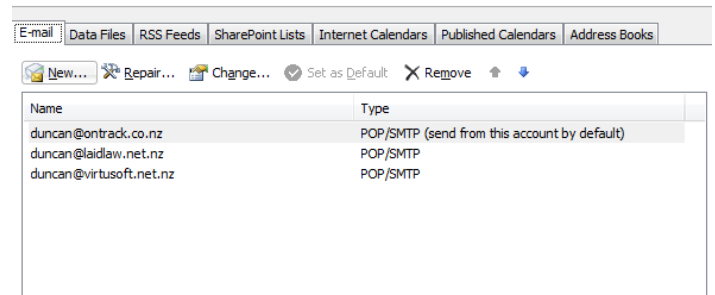


Figure 2

E-mail Service

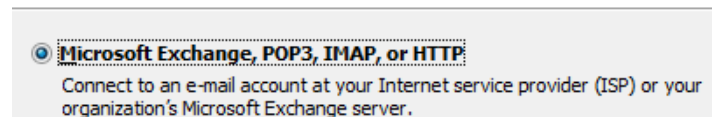


Figure 3

Internet E-mail Settings

Each of these settings are required to get your e-mail account working.

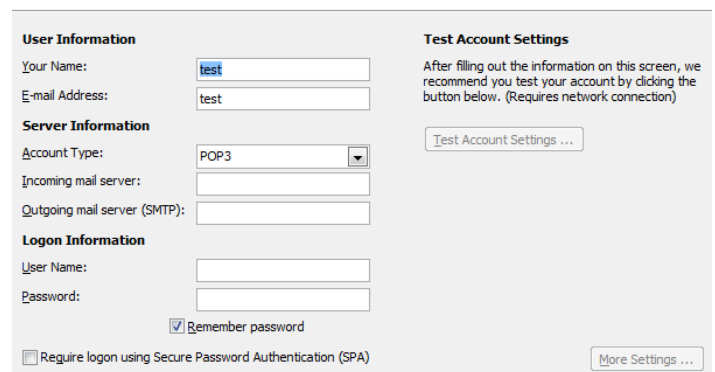
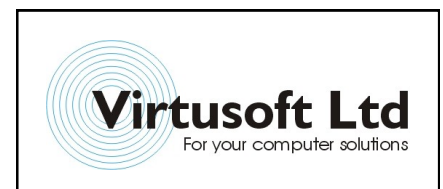


Figure 4





Changing an e-mail account with Microsoft Outlook 2007

This fact sheet will take you through the steps required to change an existing e-mail account in Microsoft Outlook 2007. If you are using a different program for email please refer to the fact sheet for that program or contact Virtusoft Ltd if a fact sheet is not available.

Step 1:

From the menu in outlook select "Tools" then in the tools menu select "Account Settings..." (see Figure 1)

Step 2:

On the E-mail Accounts screen select the account you wish to change the settings of and click "Change..." (see Figure 2)

Step 3:

Now you will be presented with your existing Internet E-mail Settings.

(Steps 4 to 11 are optional and refer to Figure 3)

Step 4:

Enter the name you want all e-mails sent using this account to display in the "From" field into the "Your Name" field.

Step 5:

Enter the E-mail address people should use to reply to your messages into the "E-mail Address" field.

Step 6:

Set the "Incoming mail server" address to the POP3 server given to you with your email account. For Virtusoft Ltd / Web Drive customers this will be in the format "pop.yourdomain.tld"

Step 7:

Set the "Outgoing mail server (SMTP)" to your ISPs SMTP server.

Step 8:

Set the "User Name" field to the user name supplied for your email account.

Step 9:

Set the "Password" field to the password supplied for your email account.

Step 10:

Tick "Remember Password"

Step 11:

Un-tick "Log on using Secure Password Authentication (SPA)"

Step 12:

Click "Test Account Settings" and if everything passes click "Next >"

Step 13:

Click "Finish"

You have now changed your e-mail account.

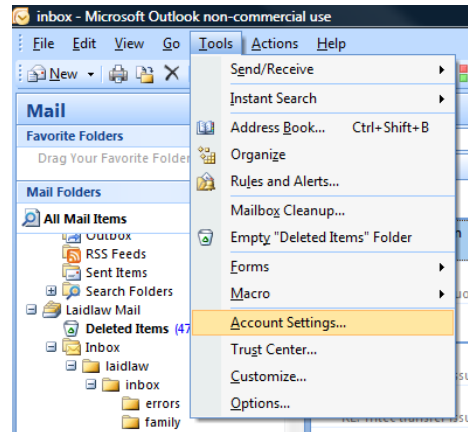


Figure 1

E-mail Accounts

You can add or remove an account. You can select an account and change its settings.

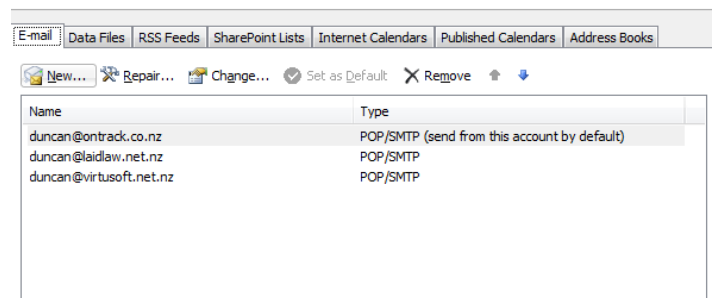


Figure 2

Internet E-mail Settings

Each of these settings are required to get your e-mail account working.

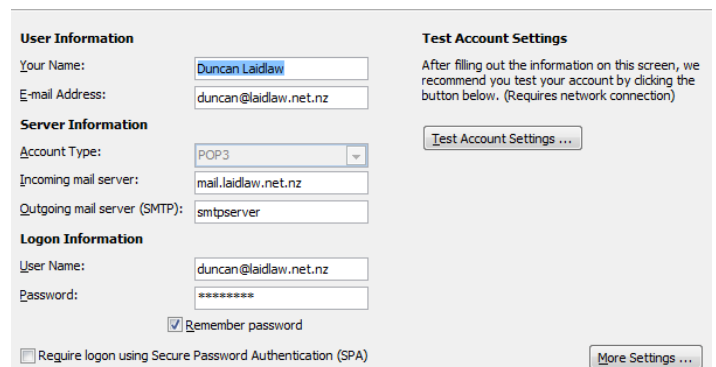


Figure 3

