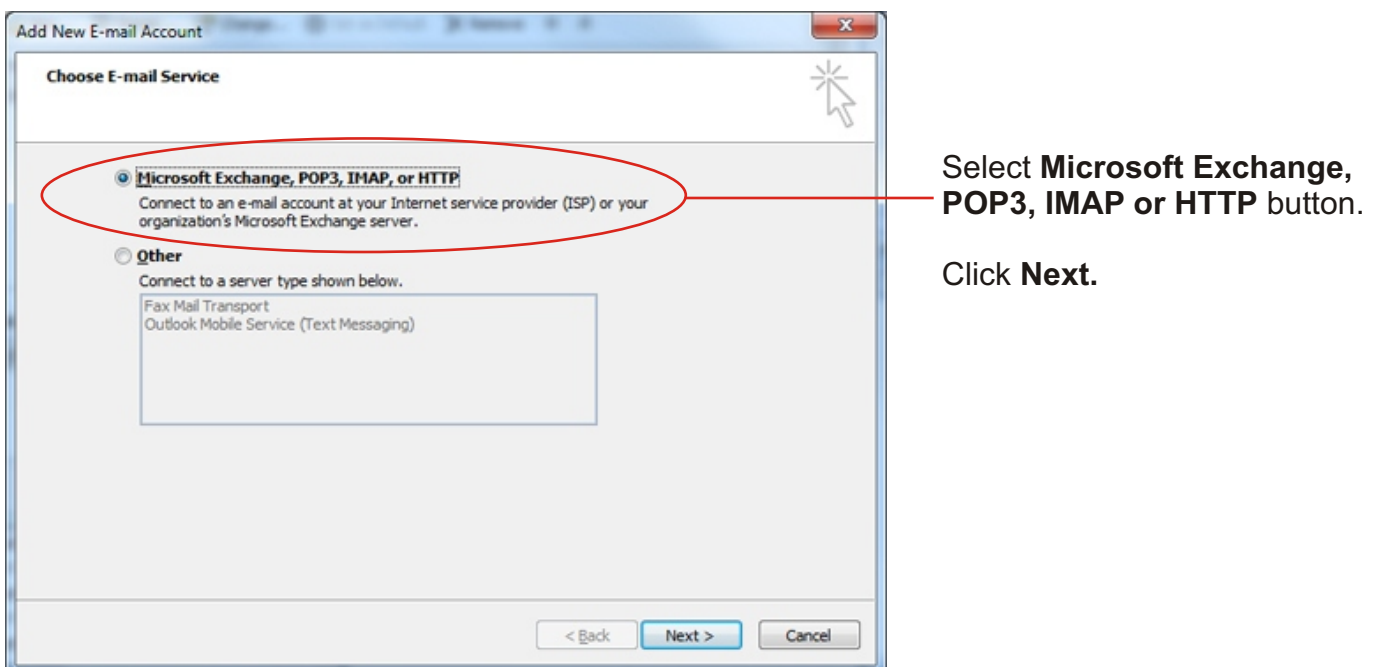
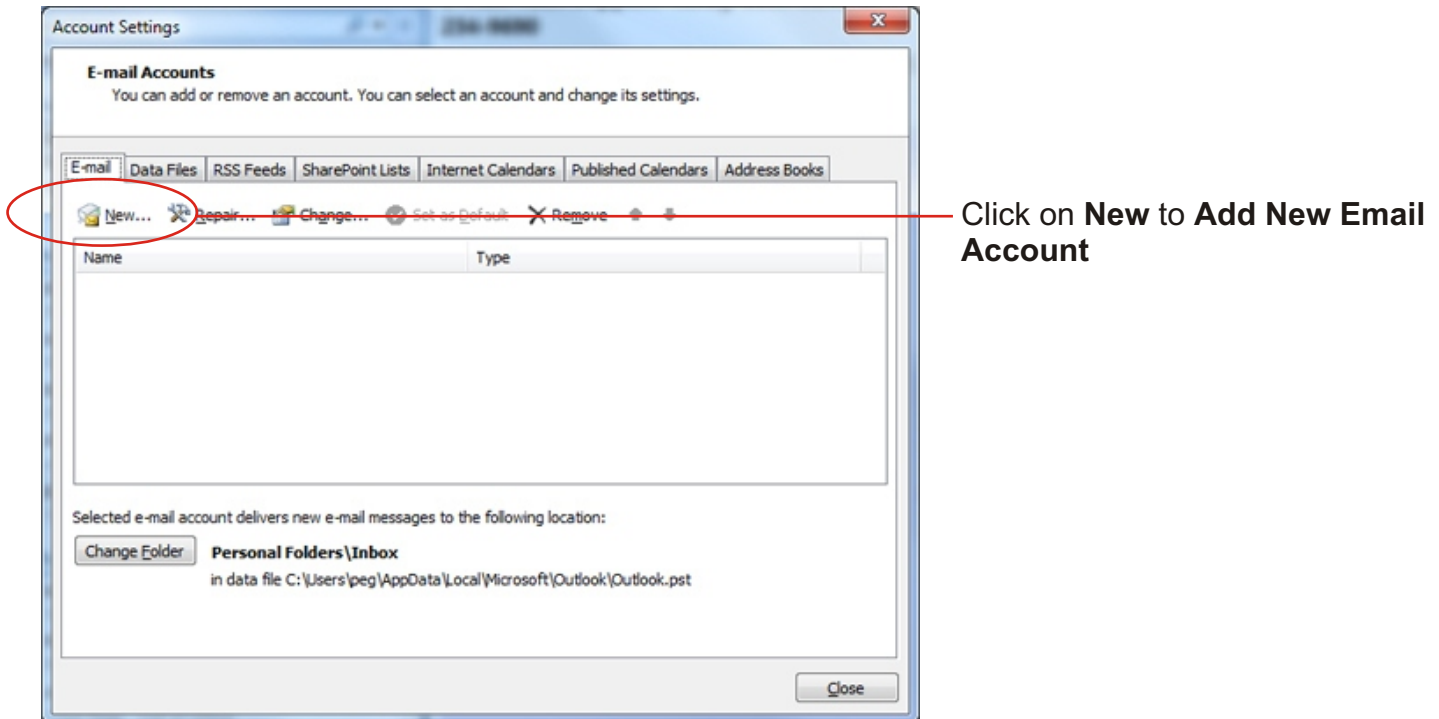


Email account setup in Outlook 2007

Before you can retrieve your e-mail from your new account Outlook 2007 must be set up with the correct information. Follow the steps below to complete your setup...

Open Outlook, then click on the Tools Menu and select "Account Settings".



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

Enter **Your Name** (i.e. Brian Rideout - BANG! WSD)

Enter your complete **Email Address** (name@domainname.ext)

Enter your **Password, Retype Password**

Add New E-mail Account

Problem Connecting to Server

Configuring
Configuring e-mail server settings. This might take several minutes:

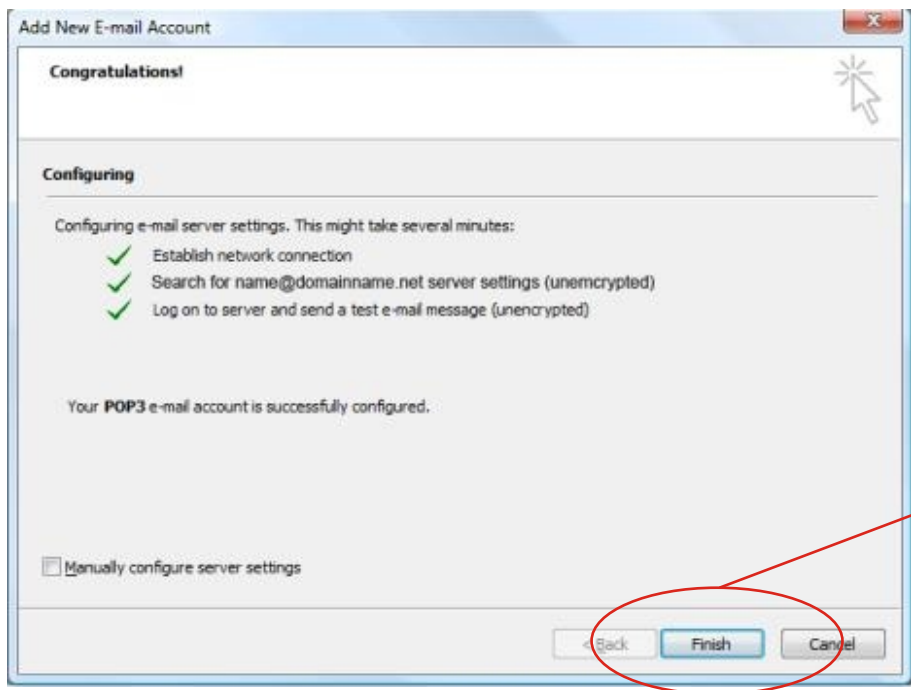
- ✓ Establish network connection
- ✗ **Search for name@domainname.net server settings**
Log on to server

i An encrypted connection to your mail server is not available. Click Next to attempt using an unencrypted connection.

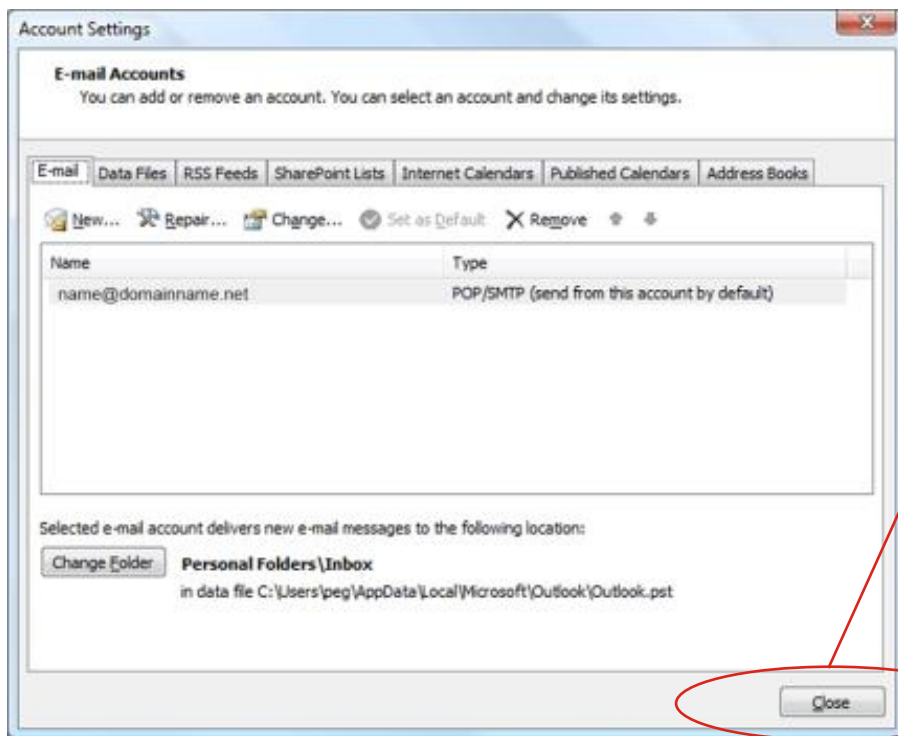
< Back Next > Cancel

You will encounter a "Problem connecting to Server" error.

Continue by clicking **Next**.



Click **Finish**



Your E-mail account setup is complete

Click **Close** to finish

If you get errors instead, go back and review your settings.

If you can't see anything wrong, click Submit a Ticket and we'll help you get everything working properly.