

## To configure Outlook 2007:

1. [Enable POP in your email account](#). Don't forget to click **Save Changes** when you're done.
2. Open Outlook.
3. Click the **Tools** menu, and select **Account Settings...**
4. On the **E-mail** tab, click **New...**
5. If you are prompted to **Choose E-mail Service**, select **Microsoft Exchange, POP3** and click **Next**.
6. Fill in all necessary fields to include the following information:

**Your Name:** Enter your name as you would like it to appear in the From: field of outgoing messages.

**Email Address:** Enter your full email address  
(*username@yourdomainname.com*)

**Password:** Enter your email password.

**Manually configure server settings or additional server types:** Leave this option unchecked if you want to automatically configure Outlook 2007.

**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

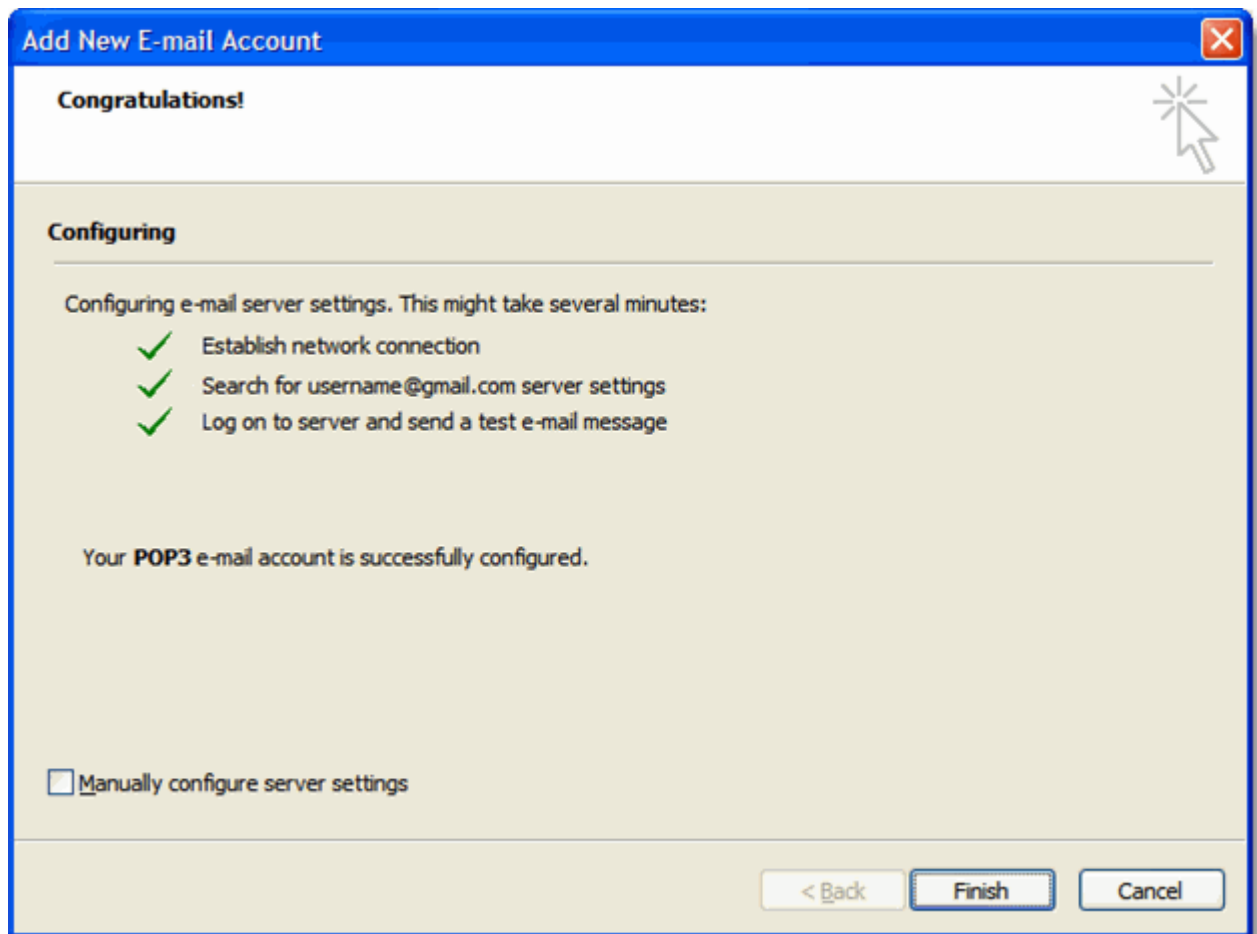
**Password:**

**Retype Password:**   
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back    Next >    Cancel

7. Click **Next**. If you are configuring Outlook 2007 automatically, you're done! Just click **Finish**.



8. If you are configuring Outlook 2007 manually, select **Internet E-mail** and click **Next**.
9. Verify your **User Information**, and enter the following additional information:

### Server Information

**Account Type:** POP3

**Incoming mail server:** pop.gmail.com (enter the server names provided, don't add your domain name in these steps)

**Outgoing mail server (SMTP):** smtp.gmail.com

### Logon Information

**User Name:** Enter your Gmail username (including @gmail.com). enter your full address in the format *username@your\_domain.com*

**Password:** Enter your email password.

**Require logon using Secure Password Authentication (SPA):** Leave this option unchecked.

**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:

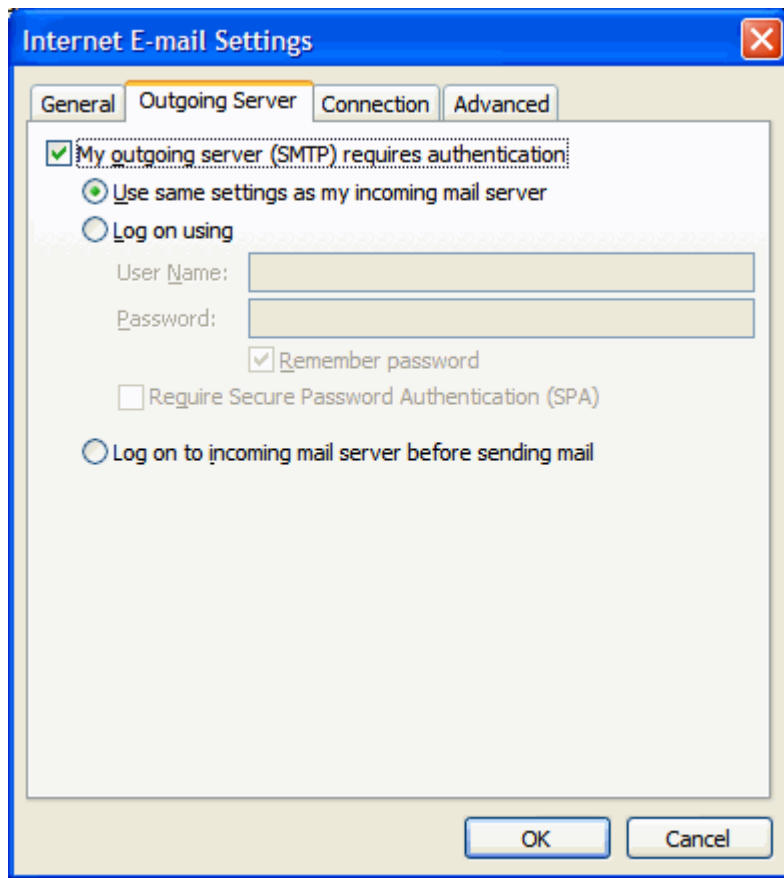
Remember password

Require logon using Secure Password Authentication (SPA)

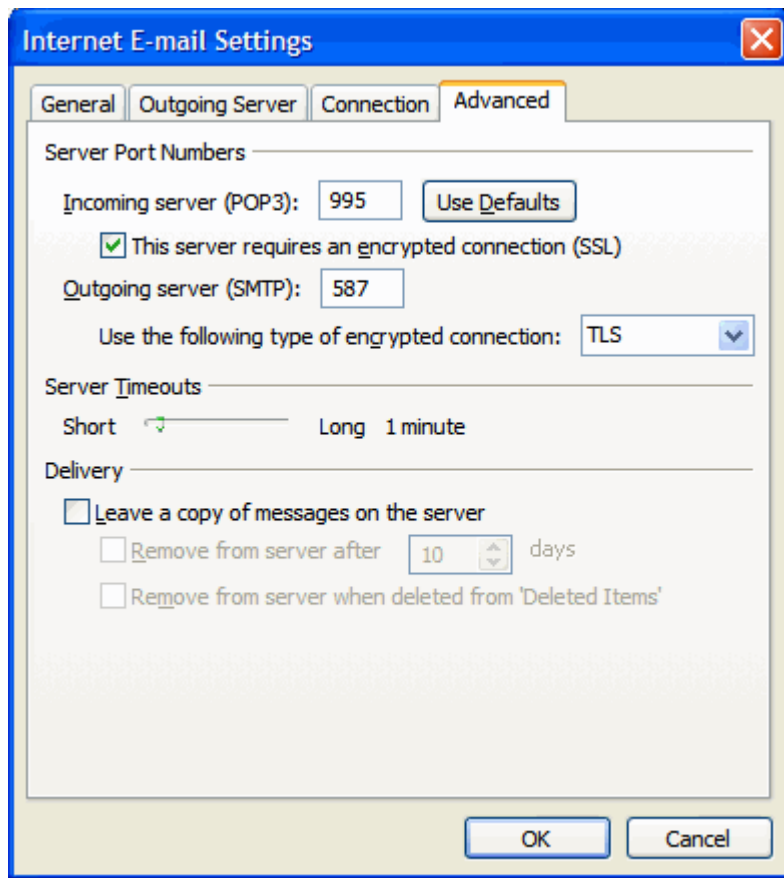
**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

10. Click the **More Settings...** button, and select the **Outgoing Server** tab.
11. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.



12. Click the **Advanced** tab, and check the box next to **This server requires an encrypted connection (SSL)** under **Incoming Server (POP3)**.
13. In the **Outgoing server (SMTP)** box, enter 587, and select **TLS** from the drop-down menu next to **Use the following type of encrypted connection:**.



14. Click **OK**.
15. Click **Test Account Settings...** After receiving 'Congratulations! All tests completed successfully', click **Close**.
16. Click **Next**, and then click **Finish**.