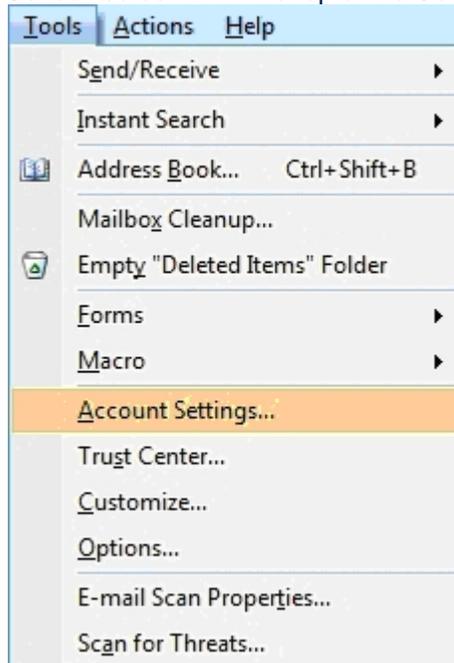Email Setup
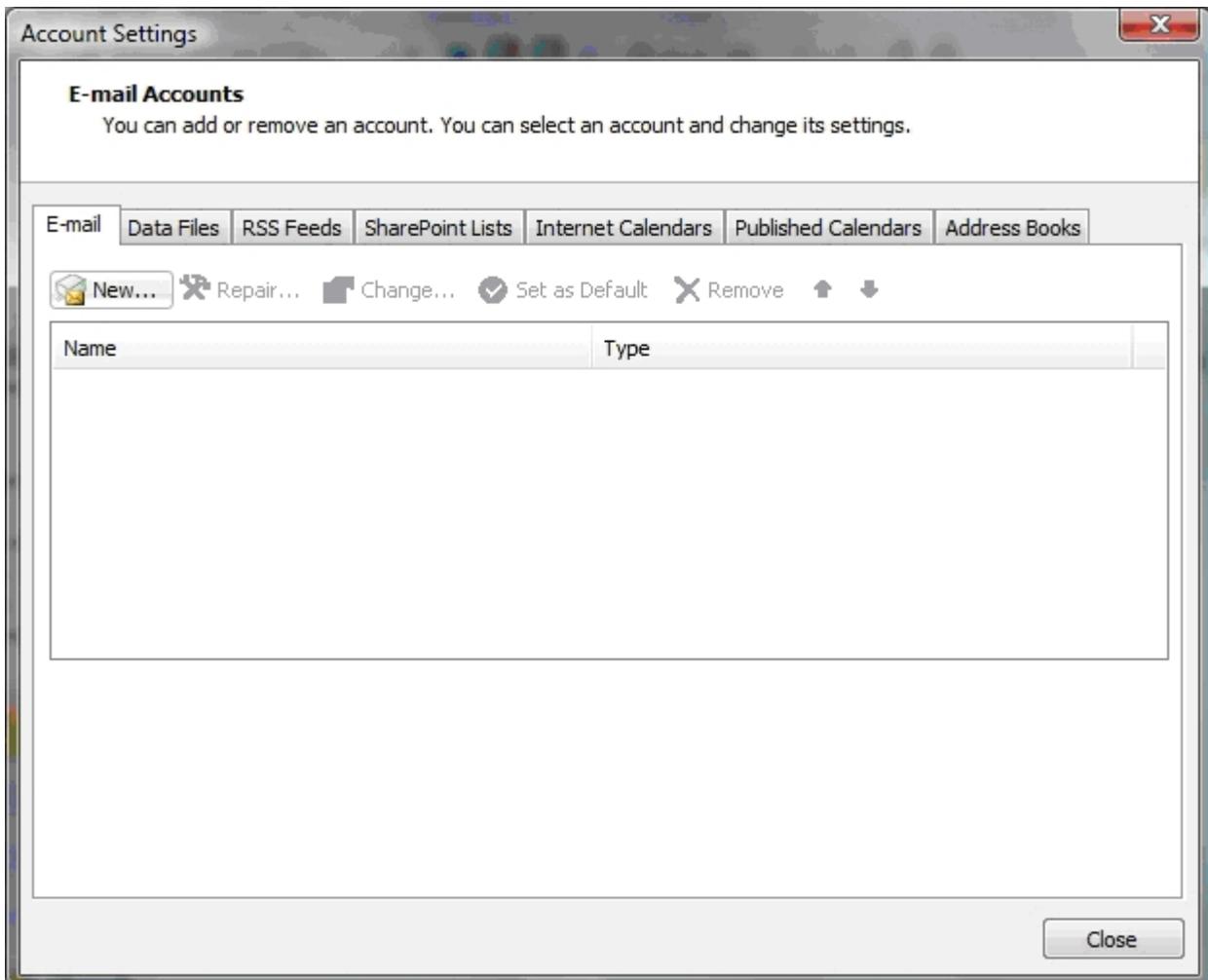
Outlook 2007

To setup Microsoft Outlook 2007 to access your POP3 Email Account:

1. Open Outlook 2007. If the Account Creation Wizard opens, click Cancel and return to the main
   Outlook screen.2. At the top of the Outlook screen, select **Tools**, Select **Account Settings**

4. Select the **E-mail** tab. Click **New**.

5. At the bottom of the Add New E-mail Account window, check the box labeled **Manually configure server settings or additional server types**. Click **Next.**

6. Select **Internet E-mail**. Click **Next**.
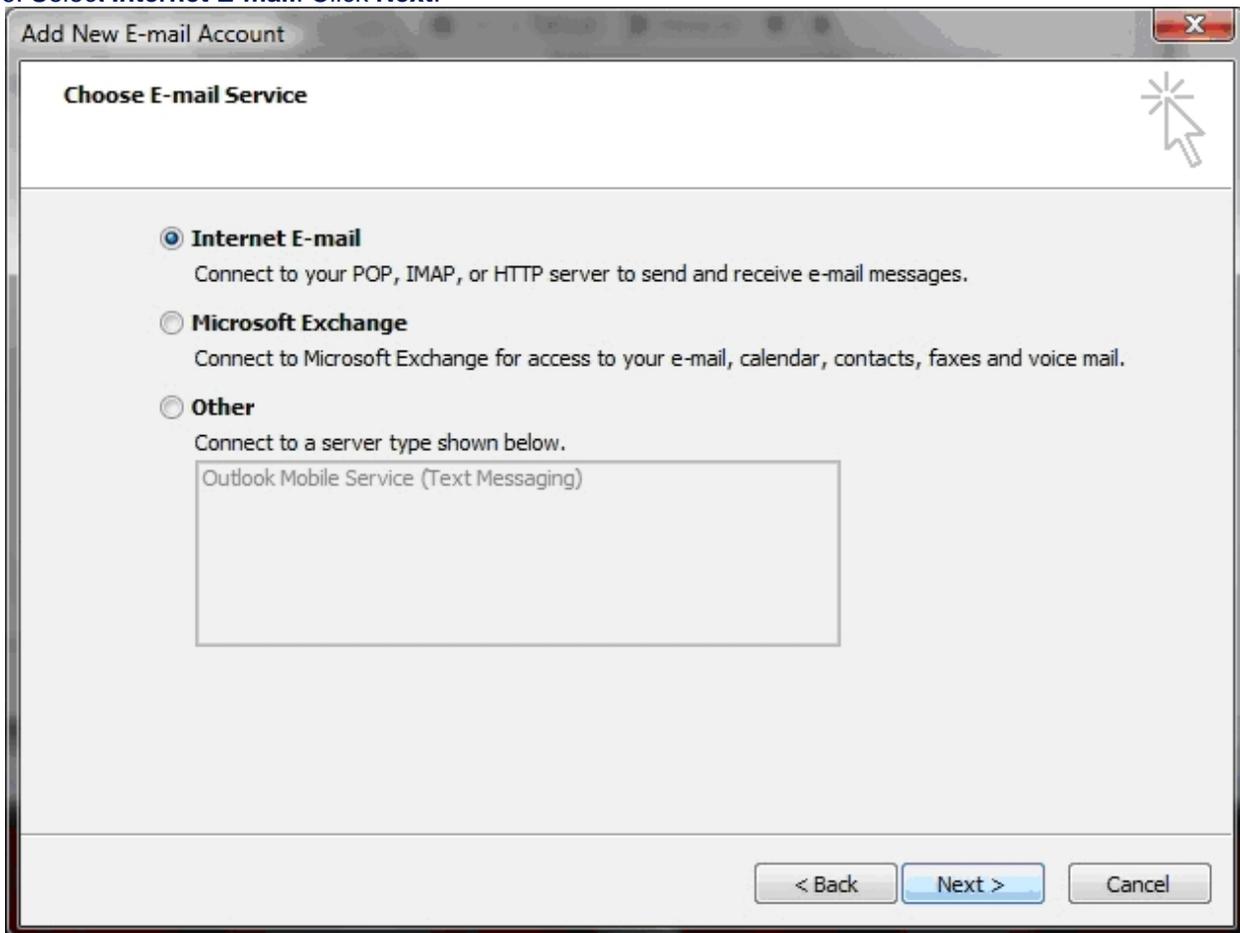
- o User Information
  - **Your Name** – This is the name that will appear in the From field of messages you send so enter your name as you would like it to appear.
  - **E-mail Address** – Enter your entire email address(e.g., myname@mywebsite.com)
- o Server Information
  - Your incoming mail server is **mail.webguys.biz**
  - Your outgoing mail server is **mail.webguys.biz**
- o Logon Information
  - **User Name** – Enter your entire email address (e.g., myname@mywebsite.com)
  - **Password** – Enter the password for your email account, Please note that your password is case sensitive
  - **Check** Remember Password. **Do not check** logon using secure password authentication
  -
- o Click **Next**

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: `Your Name`

E-mail Address: `Your E-mail Address`

Server Information

Account Type: `IMAP`

Incoming mail server: `neo.tamu.edu`

Outgoing mail server (SMTP): `smtp-relay.tamu.edu`

Logon Information

User Name: `Your NetID`

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)

[Test Account Settings ...]

[More Settings ...]

[< Back] [Next >] [Cancel]

2. Click Finish. Congratulations you have successfully set up your email account in Microsoft Outlook 2007.