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**.

Account Settings									
E-mail Accounts You can add or remove an account. You can select an account and change its settings.									
E-mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books			
N 😪 N	🞯 New 🎌 Repair 💣 Change 📀 Set as Default 🗙 Remove 🔹 🗣								
Name	2			Туре					
						Close			

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.

Add New E-mail Accoun	C Contraction (B contraction (B))	X
Auto Account Setu	p	×,
Your Name:	Example; Barbara Sankovic	
E-mail Address:	Example; barbara@contoso.com	
Password: Retype Password:		
in the second of the L	Type the password your Internet service provider has given you.	
Manually configure s	erver settings or additional server types	
	< Back Next > Ca	ncel

6. Select Internet E-mail. Click Next.

Choose E-n	nail Service
۹	Internet E-mail Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.
0	Microsoft Exchange
	Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.
0	Other
	Connect to a server type shown below.
	< Back Next > Cancel

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., <u>myname@mywebsite.com</u>)
 - 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		Test Account Settings					
Your Name:	Your Name	After filling out the information on this screen, we					
E-mail Address:	Your E-mail Address	button below. (Requires network connection)					
Server Information		Test Assured Settings					
Account Type:	IMAP 🔍	Test Account Settings					
Incoming mail server:	neo.tamu.edu						
Outgoing mail server (SMTP):	smtp-relay.tamu.edu						
Logon Information	Logon Information						
User Name:	Your NetID						
Password:	******						
I F							
Require logon using Secure Password Authentication (SPA)							
		< Back Next > Cancel					

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

