

This tutorial shows you how to set up Microsoft Outlook to work with your email account. You can set up previous versions of Microsoft Outlook using the settings in this tutorial.

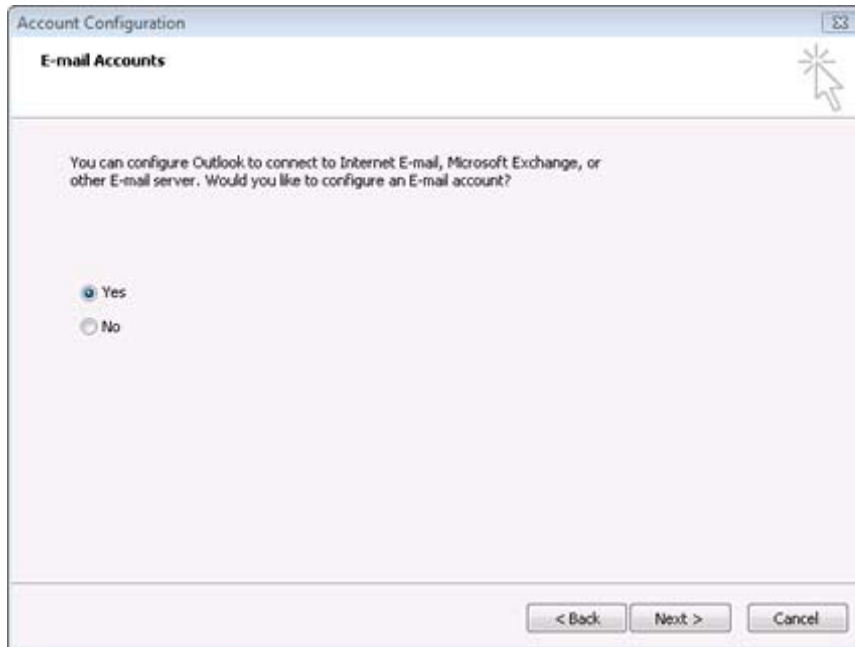
To Set Up Your Email Account in Microsoft Outlook 2007

1. Start Microsoft Outlook 2007. When the Startup Wizard displays, click **Next**.

NOTE: If the Startup Wizard doesn't automatically display, from the Tools menu, select Account Settings, and then click New. In the Add New E-mail Account dialog box, select Microsoft Exchange, POP3, IMAP, or HTTP, then click Next.



2. On the **Account Configuration** page, select **Yes** to indicate you want to configure an email account, and then click **Next**.



3. On the **Auto Account Setup** page, enter the following:

Your Name

Enter your first and last name.

E-mail Address

Enter your email address.

Password

Enter the password you created for your email account.

Retype Password

Enter your password again.

4. At the bottom of the page, select **Manually configure server settings or additional server types**, and then click **Next**.

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Auto Account Setup' page. The title bar reads 'Add New E-mail Account'. Below the title bar, the text says 'Auto Account Setup' and 'Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.' There are three input fields: 'Your Name' with the text 'Benny Jimenez' and an example 'Example: Barbara Sankovic'; 'E-mail Address' with the text 'benny@htg.net' and an example 'Example: barbara@contoso.com'; and 'Password' and 'Retype Password' both with asterisks. A checkbox at the bottom is checked and labeled 'Manually configure server settings or additional server types'. At the bottom right are buttons for '< Back', 'Next >', and 'Cancel'.

5. On the **Choose E-mail Service** page, select **Internet E-mail**, and then click **Next**.

The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' page. The title bar reads 'Add New E-mail Account'. Below the title bar, the text says 'Choose E-mail Service'. There are three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Under 'Internet E-mail', it says 'Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.' Under 'Microsoft Exchange', it says 'Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.' Under 'Other', it says 'Connect to a server type shown below.' Below this is a list box containing 'Fax Mail Transport' and 'Outlook Mobile Service (Text Messaging)'. At the bottom right are buttons for '< Back', 'Next >', and 'Cancel'.

6. On the **Internet E-mail Settings** page, enter your email account information as follows:

- Your Name
Enter your first and last name.
- E-mail Address
Enter your email address.
- Account Type
Select **POP3**.

Incoming mail server

Type **luna.htg.net** for your incoming mail server.

Outgoing mail server (SMTP)

Type **luna.htg.net** for your outgoing mail server.

User Name

Enter your email address again.

Password

Enter the password you created for your email account.

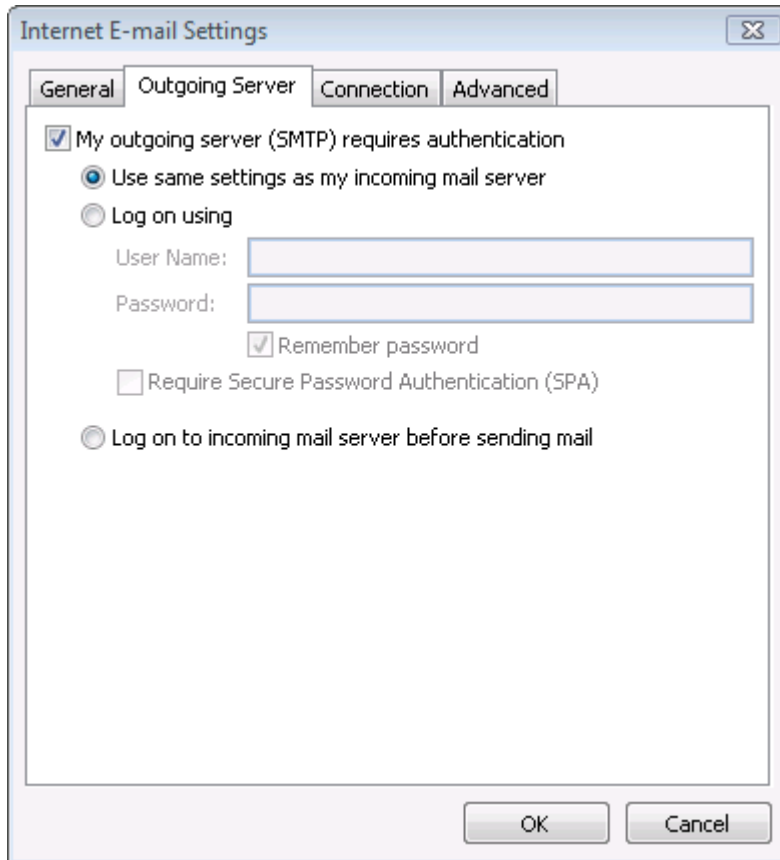
7. Select the **Remember Password** checkbox, and then click **More Settings**.

The screenshot shows a dialog box titled "Add New E-mail Account" with a close button (X) in the top right corner. Below the title bar, it says "Internet E-mail Settings" and "Each of these settings are required to get your e-mail account working." There is a mouse cursor icon pointing to the right. The dialog is divided into several sections:

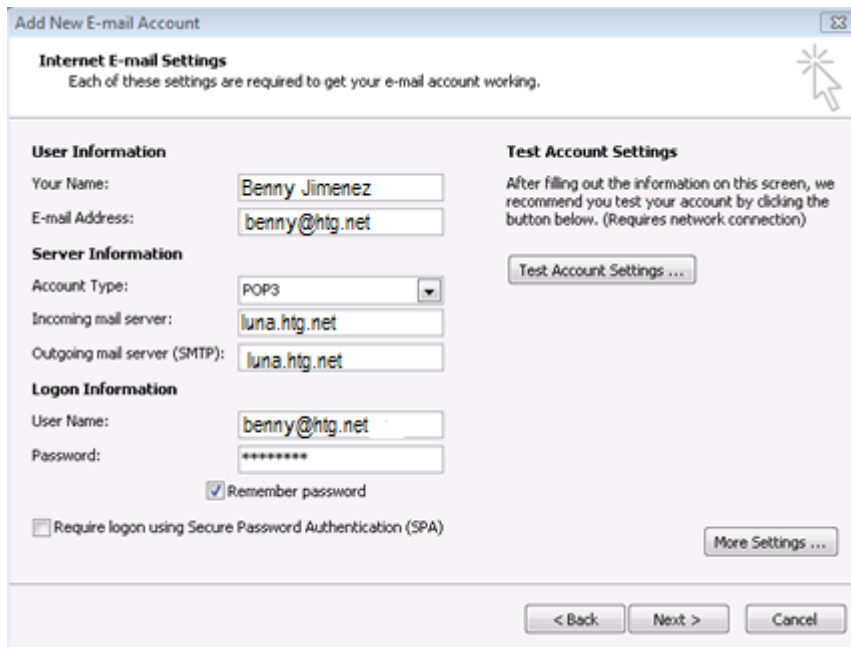
- User Information:** "Your Name:" with the text "Benny Jimenez" and "E-mail Address:" with the text "benny@htg.net".
- Server Information:** "Account Type:" with a dropdown menu showing "POP3", "Incoming mail server:" with the text "luna.htg.net", and "Outgoing mail server (SMTP):" with the text "luna.htg.net".
- Logon Information:** "User Name:" with the text "benny@htg.net" and "Password:" with a masked password "*****". Below this is a checked checkbox for "Remember password" and an unchecked checkbox for "Require logon using Secure Password Authentication (SPA)".
- Test Account Settings:** A section with the text "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)" and a button labeled "Test Account Settings ...".

At the bottom right, there is a button labeled "More Settings ...". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel".

8. In the Internet E-mail Settings window, go to the **Outgoing Server** tab. Check **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.



9. Click **Test Account Settings**. Microsoft will send itself a message to test your incoming and outgoing capabilities. Once this is complete, click **Next**.



10. Click **Next**

11. Click **Finish**.

Additional Help

Please contact Huntleigh's Helpdesk via email admin@htg.net or phone at 915-832-0100 if you require further help.