

Outlook 2007 (MS Office)

The changes that need to be made in the email programs will be the following:

Incoming mail server: **newmail.one-eleven.net**

Outgoing mail server (SMTP): **newmail.one-eleven.net**

You will also need to put **your complete e-mail address** in the User Name field and **check that the outgoing server (SMTP) requires authentication. Use the same settings as your incoming mail server**

Outlook 2007 (MS Office)

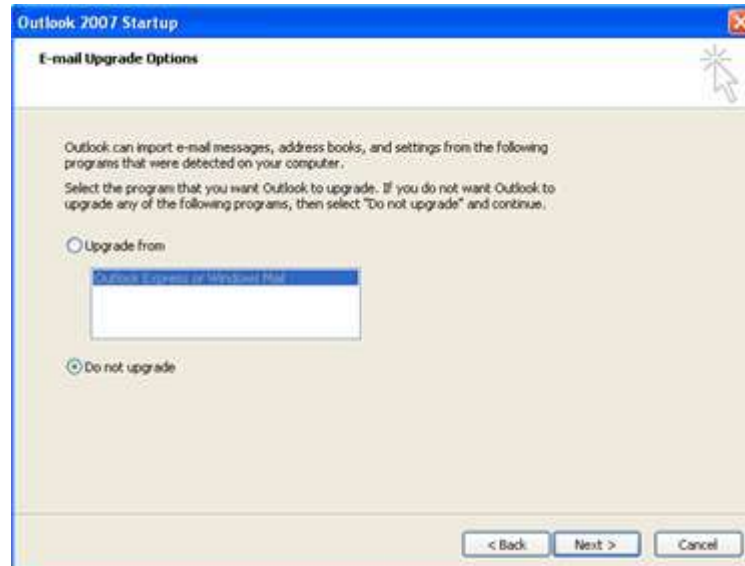
YOU CAN USE THE FOLLOWING PROCEDURE TO CONFIGURE ANY VERSION OF OUTLOOK. THE 2007 SCREENS ARE GRAPHICALLY DIFFERENT FROM PREVIOUS VERSIONS BUT THE REQUIRED INFORMATION IS THE SAME. OLDER VERSIONS OF OUTLOOK WILL USE MULTIPLE SCREENS AND STEPS TO CAPTURE INFORMATION CONTAINED IN STEP 5.

1. Open Outlook.
If there are no accounts currently configured in Outlook, the Wizard will launch.



Click **Next**.

If you have another mail client on your computer, this window may open:

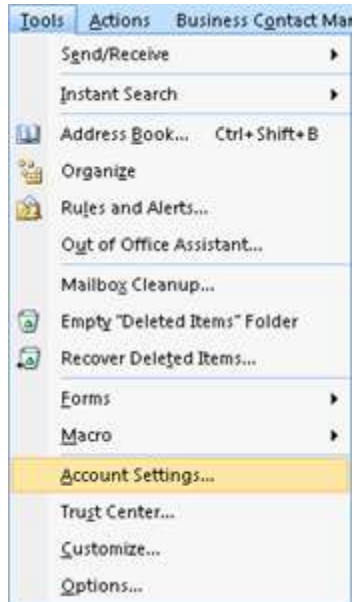


This guide does not cover importing settings. Select **Do not upgrade** and click **Next**.

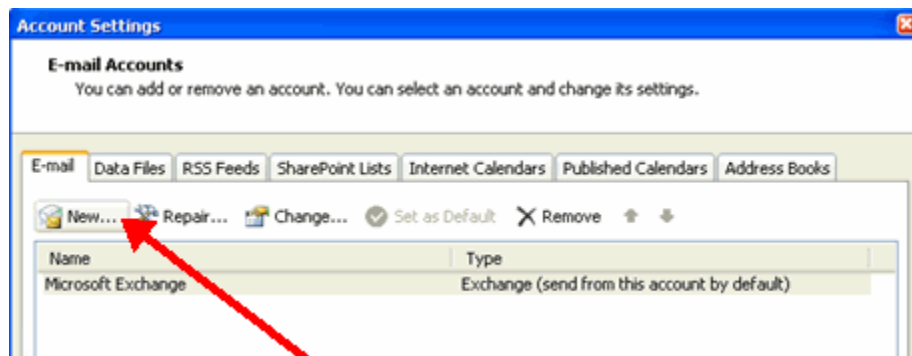


Select **Yes** and click **Next**.

Alternatively, you can open the Add Account Wizard by clicking the **Tools** menu and select the **Account Settings** option. (Older versions: **Accounts** option.)

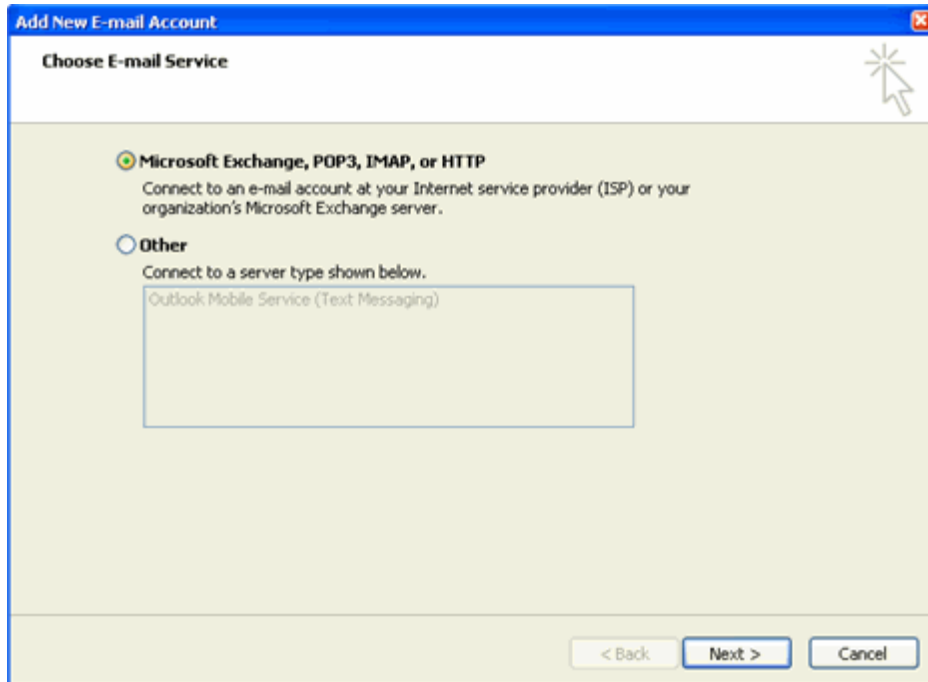


The Account Settings window opens with the E-mail tab showing:

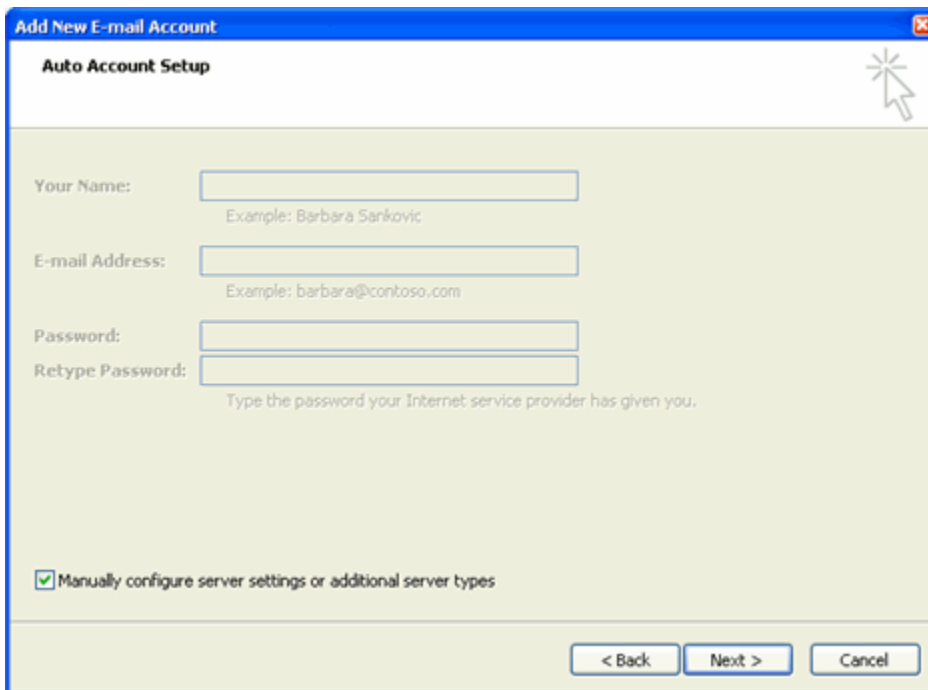


Click the **New** button. (Older versions: Mail tab and **Add** button. Select mail and skip to Step 5.)

2. Click the **Microsoft Exchange, POP3, IMAP, or HTTP** option and click **Next**.

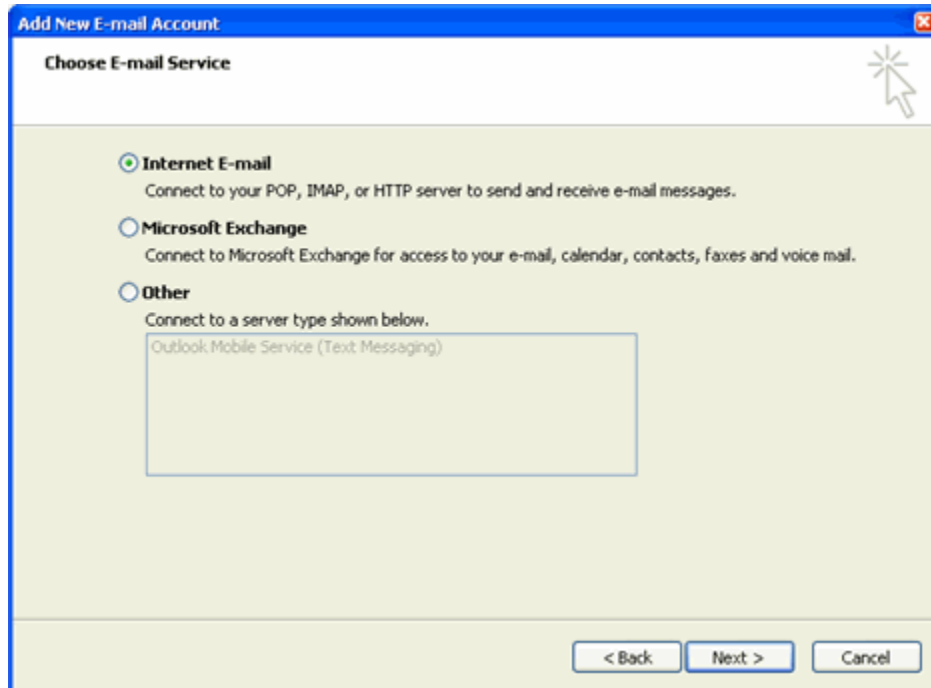


3. Click the **Manually configure server setting or additional server types** checkbox and click **Next**.



Note This guide does not cover the Auto Account Setup function.

4. Click the **Internet E-mail** option and click **Next**.



5. Provide the following information:
 - a. Type your name in the **Your Name** field. (This is the **Display Name** field in older versions.)
 - b. Type the email address given to you by your provider in the **E-mail Address** field.
 - c. From the **Account Type** dropdown, select POP3.
 - d. Type the address of the incoming mail server that your provider gave you in the **Incoming mail server** field. (newmail.one-eleven.net)
 - e. Type the address of the outgoing mail server that your provider gave you in the **Outgoing mail server (SMTP)** field. (newmail.one-eleven.net)
 - f. Type the user name given to you by your provider in the **User Name** field. (Remember, this is your full email address.)
 - g. Type the password given to you by your provider in the **Password** field.
 - h. Click the **Remember password** checkbox to select this option.

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: John Smith
E-mail Address: jsmith@provider.com

Server Information

Account Type: POP3
Incoming mail server: mail.provider.com
Outgoing mail server (SMTP): smtp.provider.com

Logon Information

User Name: jsmith@provider.com
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 ...

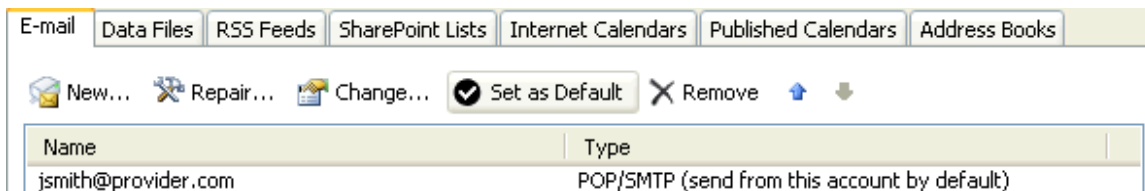
< Back Next > Cancel

6. Click the **More Settings** button.
The Internet E-mail Settings window opens.
 7. Click the **Outgoing Server** tab.
 8. Ensure the **My outgoing server (SMTP) requires authentication** checkbox is selected. If not is not, click it.
 9. Ensure the **Use same settings as my incoming server** is selected. If it is not, click on it to select it.
 10. Click **OK**.
 11. Click **Test Account Settings** to validate the information you entered in this window.
- Note** If the test fails, double-check the information you input. If it is correct, try the test again. If an SMTP or outgoing server error is returned, see **Error! Reference source not found.** . Otherwise, contact your provider for assistance.
12. Click **Next**.

13. Older versions only: select a connection method.
 - a. Connect using my phone line if you dial-up your provider.
 - b. Connect using my local area network (LAN) for all other methods.
14. Click **Finish**. You are returned to the Account Settings window.

Note If you have multiple accounts configured in Outlook 2007, you want to set this or another account as the default account. Continue with the following steps to set a default account.

- a. Click on the account you want to set as the default account.
- b. Click the **Set as Default** button.



15. Click **Close**.

SMTP

Simple Mail Transfer Protocol (SMTP) is the method used to send your email. If you find you cannot send mail there are two things you can check:

- SMTP authentication
- SMTP ports

SMTP authentication

SMTP authentication simply means that your email client needs to pass your user name and password to the mail server in order to send mail. (Your username is your complete email address.)