How To: Configure Outlook 2007

► Summary:
This document discusses how to setup Microsoft Outlook 2007.

Note:
? Your XIT e-mail address and password
? Incoming and Outgoing mail servers for your area
o   Incoming Mail Server = mail.xit.net
o   Outgoing Mail Server = mail.xit.net
XIT does not provide technical support for the following e-mail programs. The content below is for reference only.

► Solution
1. Click **Start**
2. Right click the Microsoft Office Outlook icon.
3. Click **Properties**
4. The Mail Setup window will appear.
5. Click **E-mail Accounts** button.
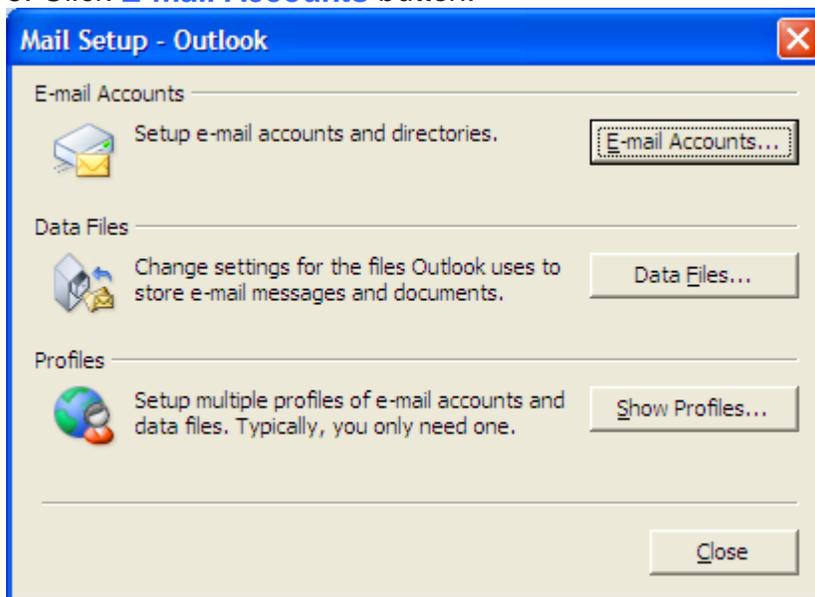
6. Select the **Add a new e-mail account** option then click Next.
7. Click the EMAIL tab and then click the NEW button.
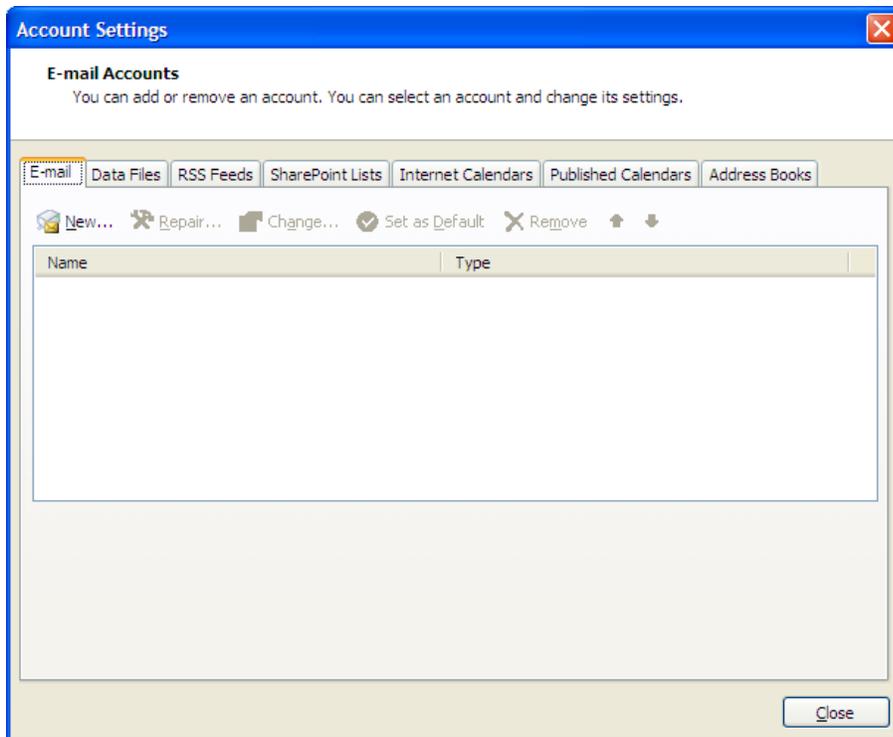
8. Put a checkmark by the Manually configure server settings or additional server types and then click Next.
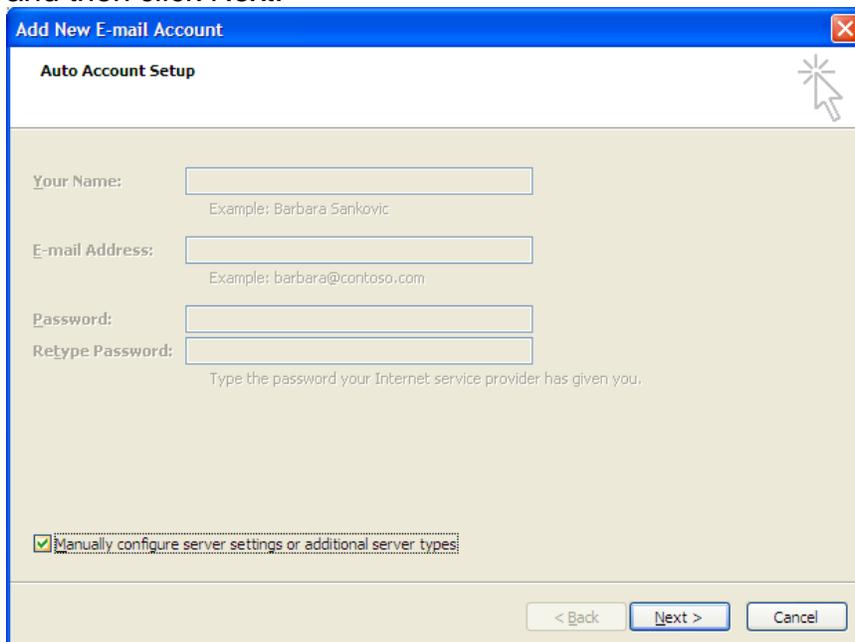
9. Select Internet E-mail and click Next.
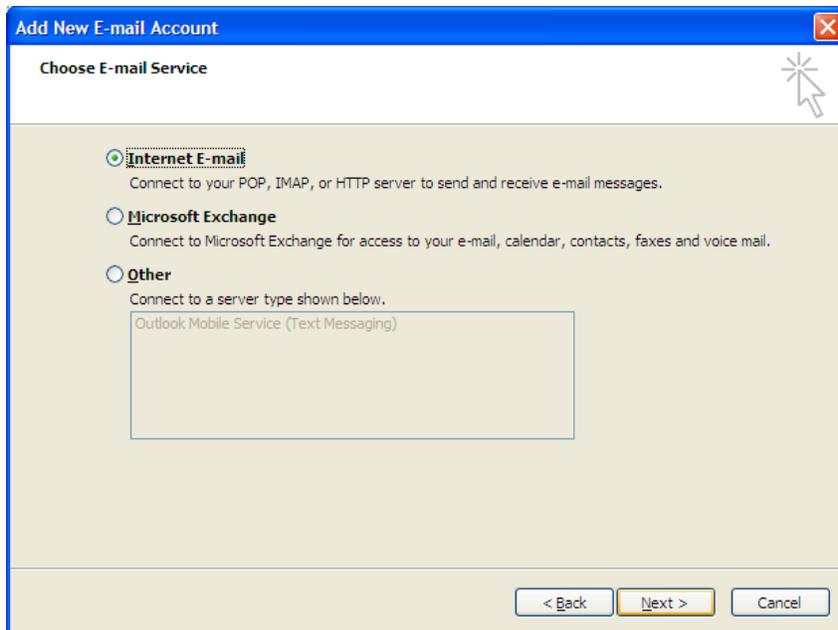
10. Internet E-mail Settings (POP3): fill out the following information.
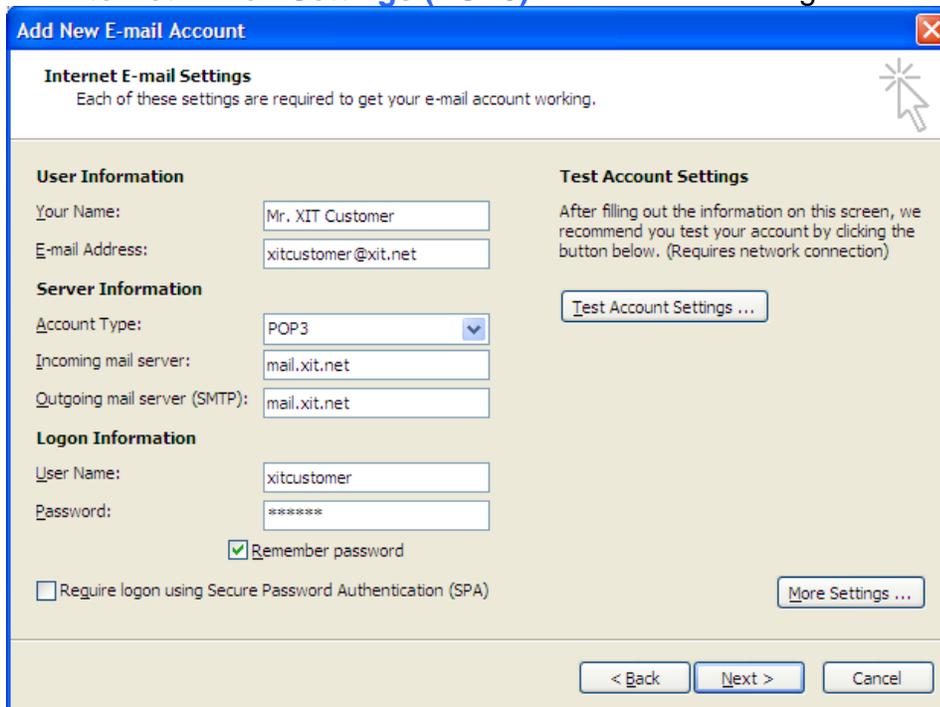
*?. **Your Name**: Enter your name as you would like it to appear on messages you send*
*?. **E-mail Address**: Your XIT e-mail address*
*?. **User Name**: Enter the name portion of your e-mail address*
*?. **Password**: Type your password*
*?. **Incoming mail server (POP3)**: type the Incoming Mail server information*
*?. **Outgoing mail server (SMTP)**: type the Incoming Mail server information*

11. At the next screen click **NEXT** and then choose **Finish**.