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

- Incoming Mail Server = mail.xit.net
- 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.

Mail Setup - Outlook 🛛 🔀					
E-mail Accounts					
	Setup e-mail accounts and directories.	E-mail Accounts			
Data Files					
\$	Change settings for the files Outlook uses to store e-mail messages and documents.	Data <u>F</u> iles			
Profiles –					
	Setup multiple profiles of e-mail accounts and data files. Typically, you only need one.	Show Profiles			
		Close			

- 6. Select the Add a new e-mail account option then click Next.
- 7. Click the EMAIL tab and then click the NEW button.

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						
🧟 New 🛠 Repair 🕋 Change 🛇 Set as Default 🗙 Remove 👚 🔸						
Name Type						

8. Put a checkmark by the Manually configure server settings or additional server types and then click Next.

Add New E-mail Acc	punt 🛛 🔀
Auto Account Setu	
Your Name:	Example: Barbara Sankovic
E-mail Address:	Example; barbara@contoso.com
<u>P</u> assword: Re <u>t</u> ype Password:	
	Type the password your Internet service provider has given you,
Manually configure	erver settings or additional server types
	< <u>B</u> ack Next > Cancel

9. Select Internet E-mail and click Next.

Add New E-mail Account				
Choose E-mail Service	× K			
Internet E-mail Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages. Microsoft Exchange Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail. Other				
Connect to a server type shown below. Outlook Mobile Service (Text Messaging)				
< Back Next >	Cancel			

10. Internet E-mail Settings (POP3): fill out the following information.

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:	Mr. XIT Customer	After filling out the information on this screen, we		
E-mail Address:	xitcustomer@xit.net	button below. (Requires network connection)		
Server Information				
Account Type:	POP3	Lest Account Settings		
Incoming mail server:	mail.xit.net			
Outgoing mail server (SMTP):	mail.xit.net			
Logon Information				
<u>U</u> ser Name:	xitcustomer			
Password:	*****			
	emember password			
Reguire logon using Secure Password Authentication (SPA)				
		< Back Next > Cancel		

- ?. 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**.