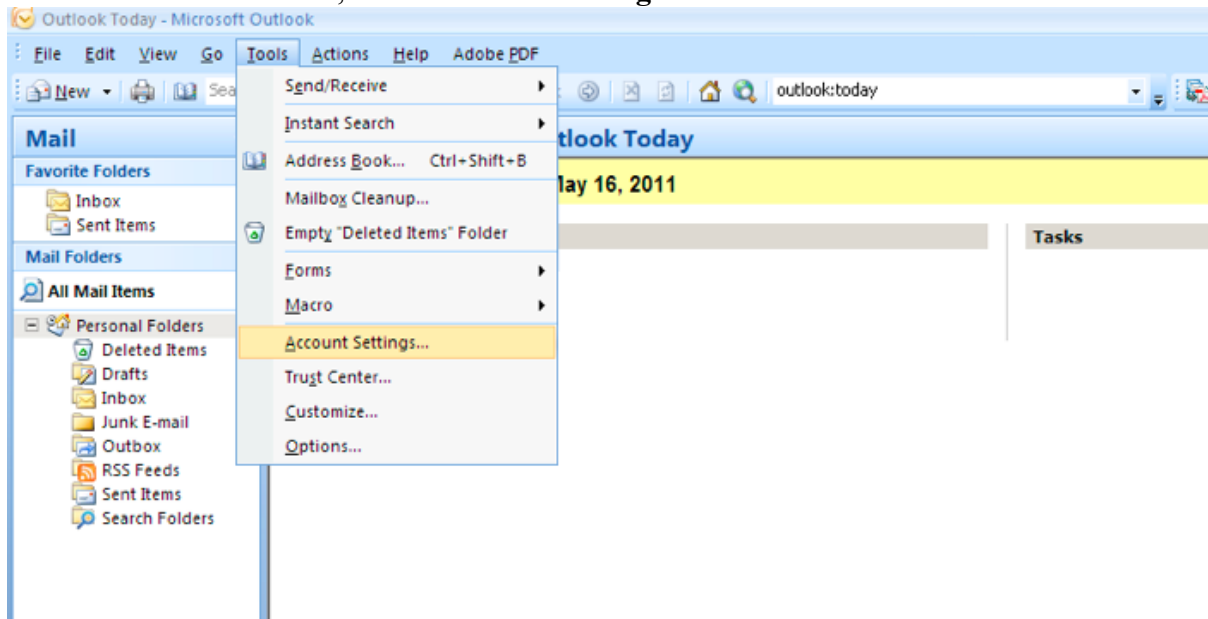
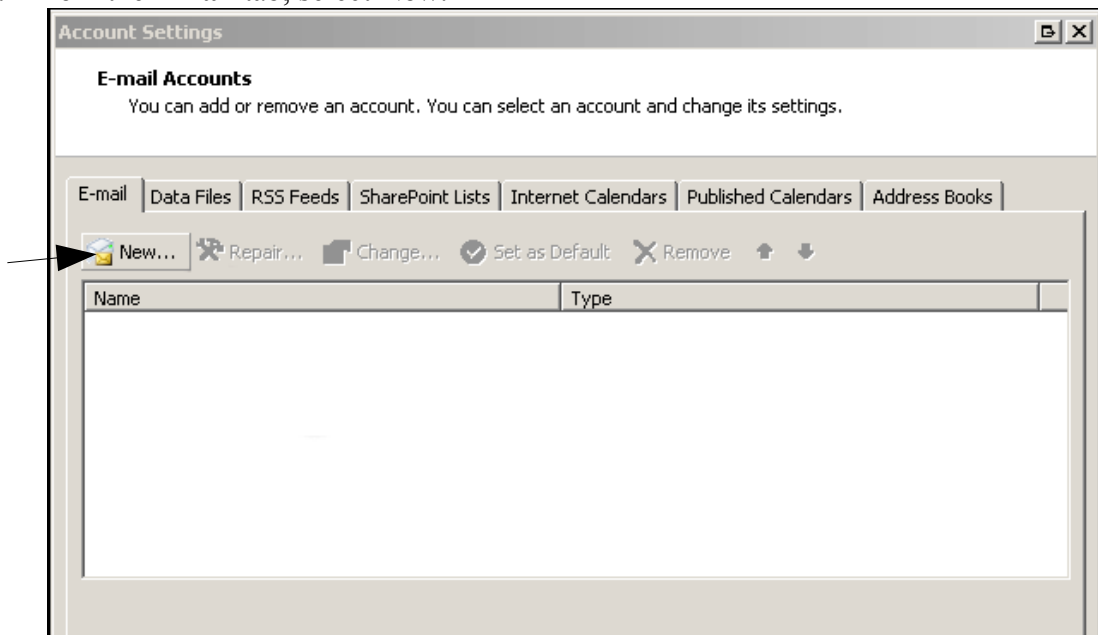


Setting up an email account in Outlook 2007

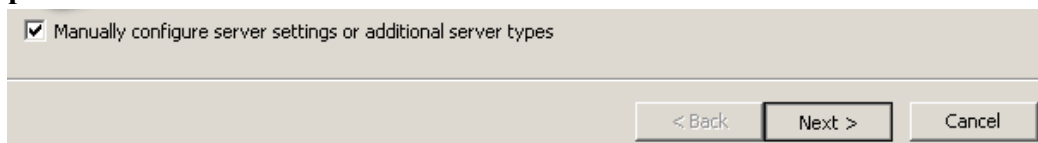
1. Open Outlook 2007.
2. From the **Tools** menu, select **Account Settings**.



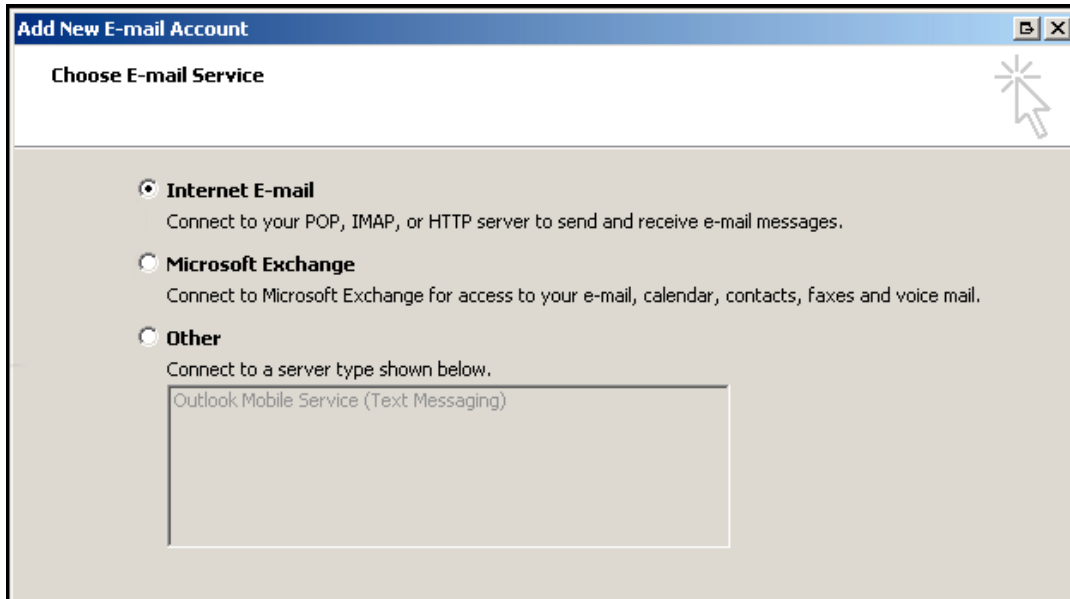
3. From the **Email** tab, select **New**.



4. On the following screen, tick **Manually configure server settings or additional server types** and click **Next**.

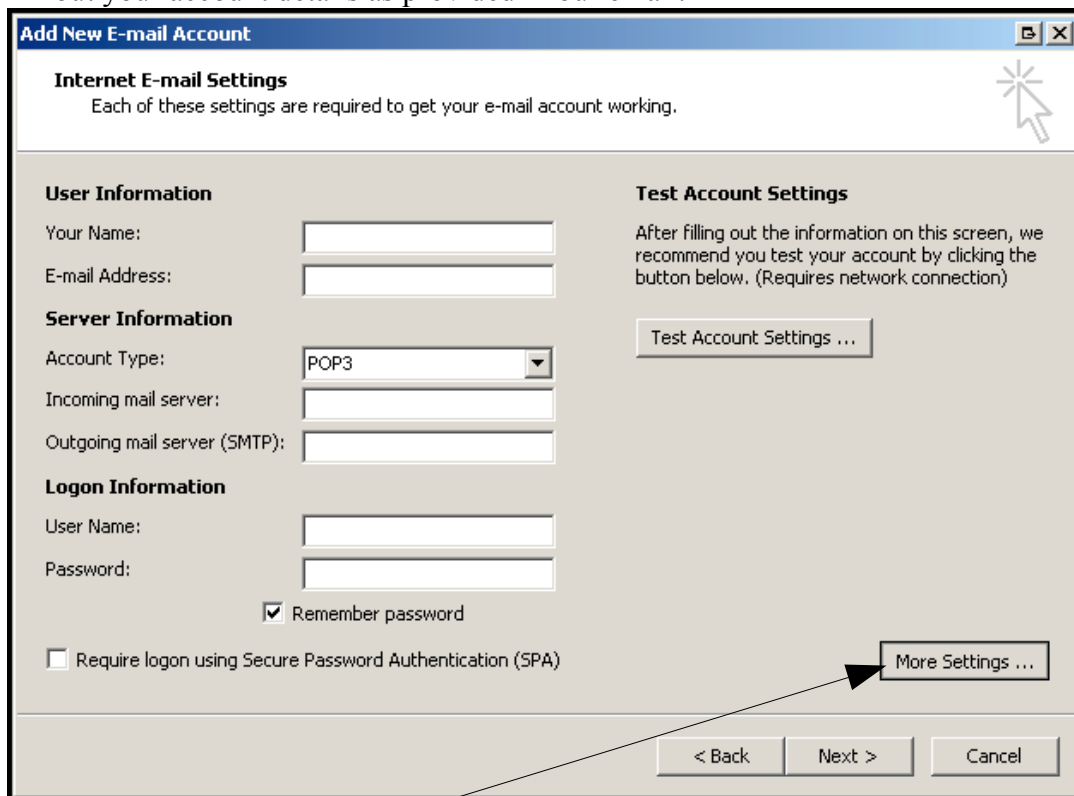


5. Select **Internet Email** and click **Next**.



The screenshot shows a window titled "Add New E-mail Account" with a sub-header "Choose E-mail Service". There are three radio button options: "Internet E-mail" (selected), "Microsoft Exchange", and "Other". Below "Other" is a text box containing "Outlook Mobile Service (Text Messaging)". A mouse cursor is pointing at the "Next" button in the top right corner.

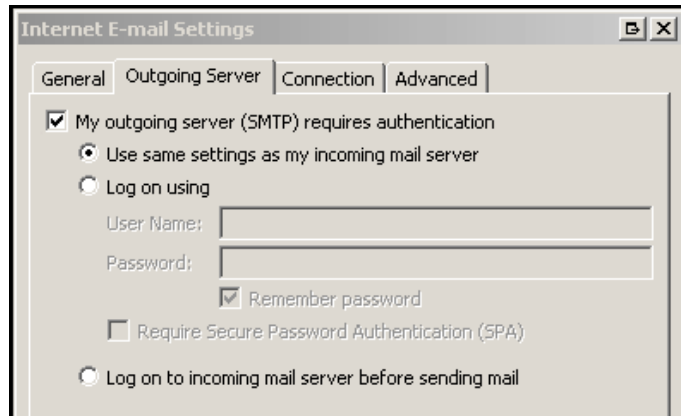
6. Fill out your account details as provided in our email.



The screenshot shows the "Add New E-mail Account" window at the "Internet E-mail Settings" step. It includes sections for "User Information" (Name, Address), "Server Information" (Account Type: POP3, Incoming/Outgoing mail servers), and "Logon Information" (User Name, Password, Remember password checkbox, and SPA checkbox). A "Test Account Settings ..." button is present. A "More Settings ..." button is highlighted with a black arrow pointing to it from the text below. Navigation buttons "< Back", "Next >", and "Cancel" are at the bottom.

7. Next, select **More Settings...**

- Under the **Outgoing Server** tab, tick **My outgoing server (SMTP) requires authentication** and choose **Use same settings as my incoming mail server**.



- Next, select the **Advanced** tab (pictured top-right in the above image) and ensure the **Server Port Number** for the **Outgoing Server** is set to '587' (typically this is '25' as default). Click **OK** to save changes and close the window.
- Once completed, click **Next** and then **Finish**.