



Step 1:

Open Microsoft Outlook 2007. Click on 'Tools' from the top menu and select 'Account Settings'.



Step 2:

Select the 'E-mail' tab. Click 'New'.

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			
S N		tepair	Change 📀 S	iet as Default 🛛 🗙 R	emove 🕈 🖶				
Nam	le VS			Туре					
						Clos	æ		

Step 3:

Select 'Microsoft Exchange, POP3, IMAP, or HTTP". Click 'Next'.

Add New E-mail Account	X
Choose E-mail Service	×
Microsoft Exchange, POP3, IMAP, or HTTP	
Connect to an e-mail account at your Internet service provider (ISP) organization's Microsoft Exchange server.) or your
Other	
Connect to a server type shown below.	
Outlook Mobile Service (Text Messaging)	
< Ba	ack Next

Step 4:

Check off 'Manually configure server settings or additional server types'. Click 'Next'.

Add New E-mail Account					
Auto Account Setu					
Your Name:					
E-mail Address:					
Password: Retype Password:	Type the password your Internet service provider has given you,				
Manually configure s	erver settings or additional server types				
	< Back Next Cancel				

Step 5:

Select 'Internet Email'. Click 'Next'.

Add New E-mail Account	
Choose E-mail Service	ž
 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)	
	cel

Step 6:

Enter your CitéNet email settings as follows:

- Your Name: Your Name
- Email Address: Your CitéNet email address (e.g. jsmith@citenet.net)
- Account Type: **POP3**
- Incoming mail server: **pop.citenet.net**
- Outgoing mail server: smtp.citenet.net
- User Name: Your master email username as it appears on your Access Information sheet
- Password: Your password as it appears on your Access Information Sheet

Make sure 'Require logon using Secure Password Authentication (SPA)' is unchecked. Click 'Next'.

Change 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:	John Smith	After filling out the information on this screen, we				
E-mail Address:	jsmith@citenet.net	button below. (Requires network connection)				
Server Information		Test Assure Collins				
Account Type:	POP3	Test Account Settings				
Incoming mail server:	pop.atenet.net					
Outgoing mail server (SMTP):	smtp.atenet.net					
Logon Information						
User Name:	jsmith@citenet.net					
Password:	****					
۹ 🗌	Remember password					
Require logon using Secure	Password Authentication (SPA)	More Settings				
		< Back Next Cancel				

Step 7:

Click 'Finish'.