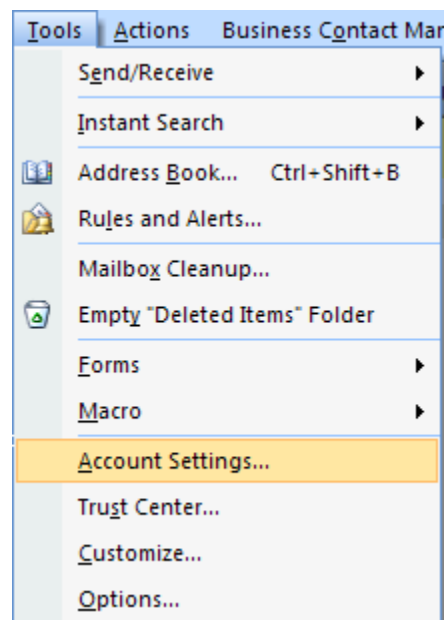Setting Up Your CitéNet Email Account in Outlook 2007
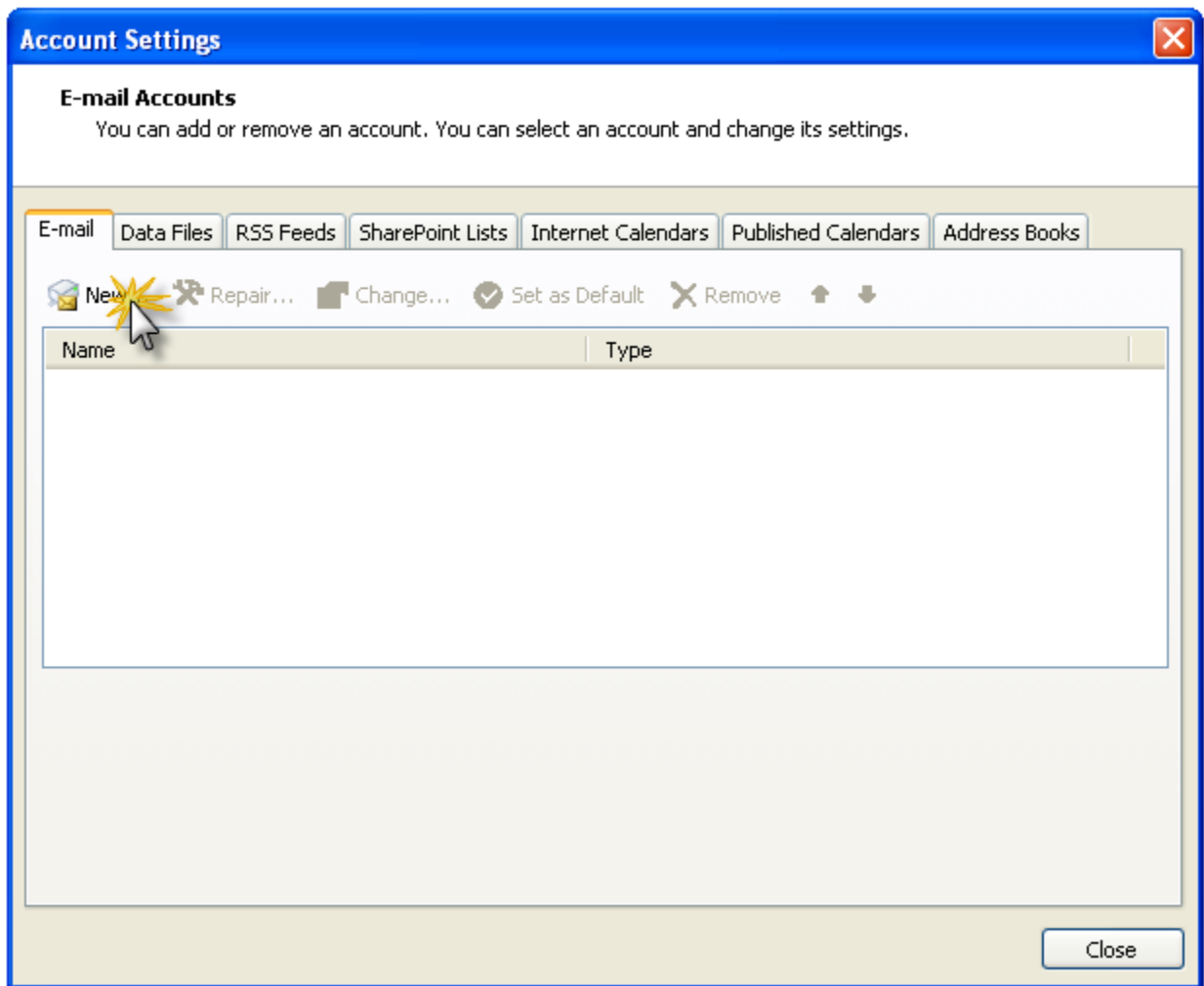
Step 1:

Open Microsoft Outlook 2007. Click on '**Tools**' from the top menu and select '**Account Settings**'.
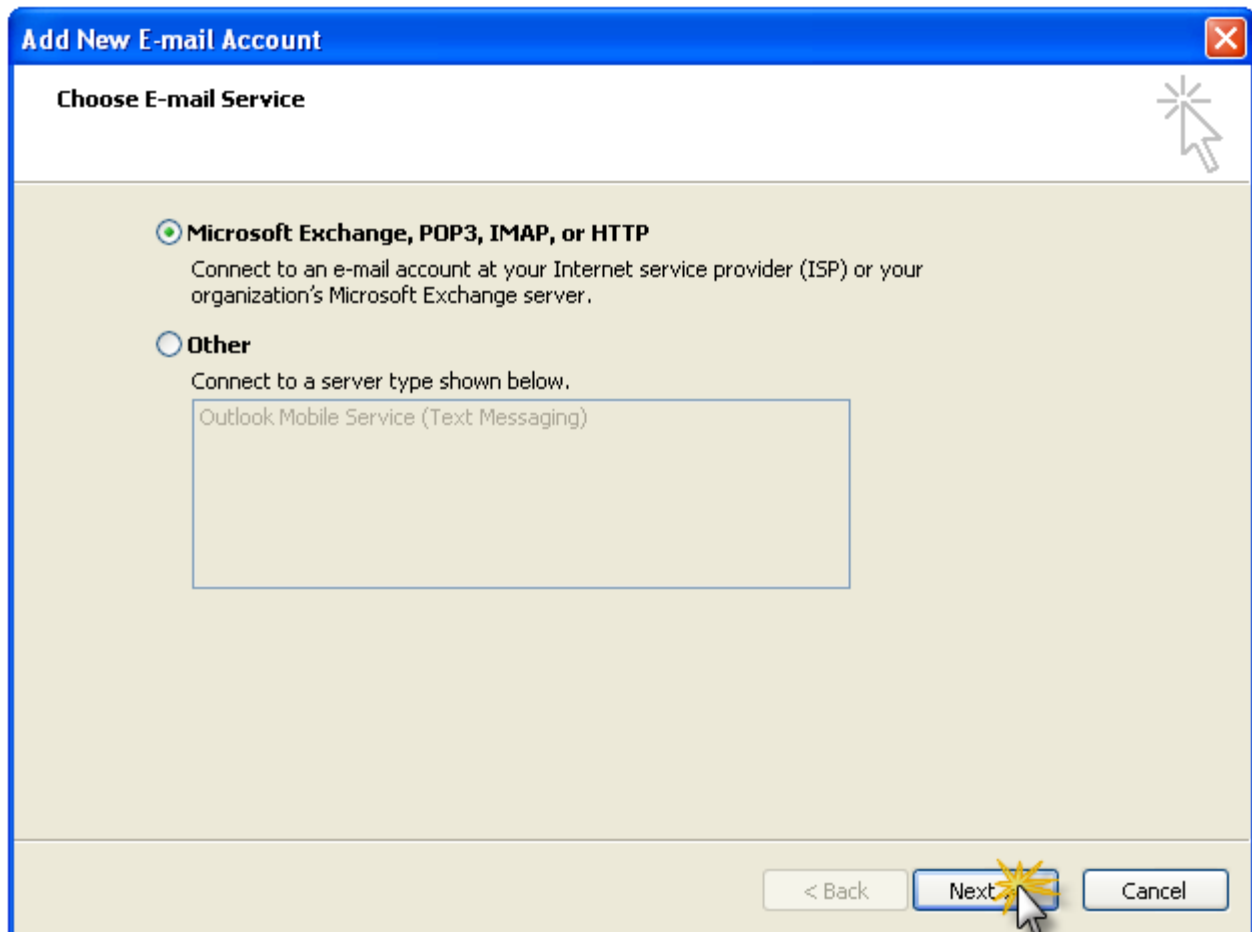
Step 2:
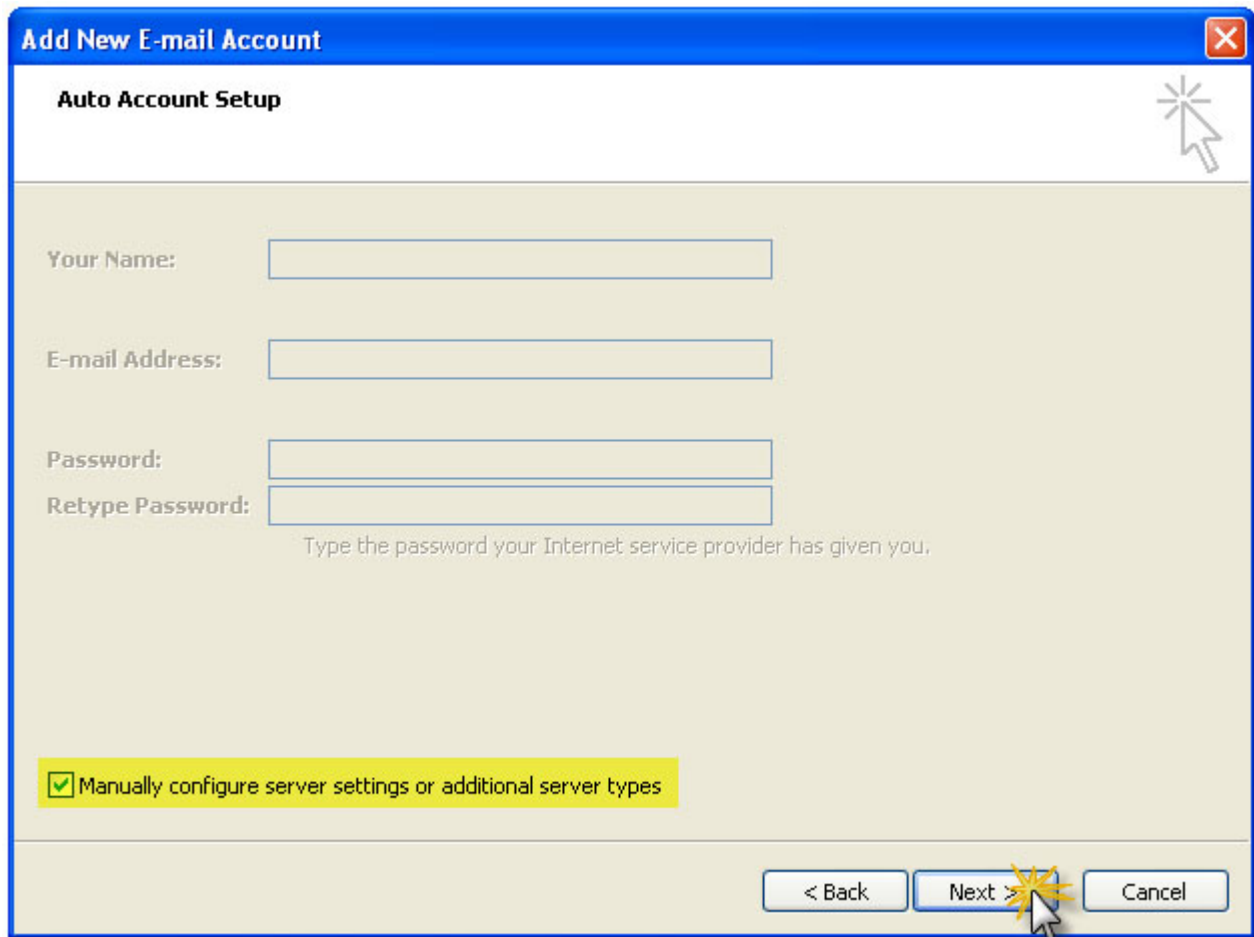
Select the '**E-mail**' tab. Click '**New**'.

Step 3:

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

Step 4:

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

Step 5:

Select '**Internet Email**'. Click '**Next**'.
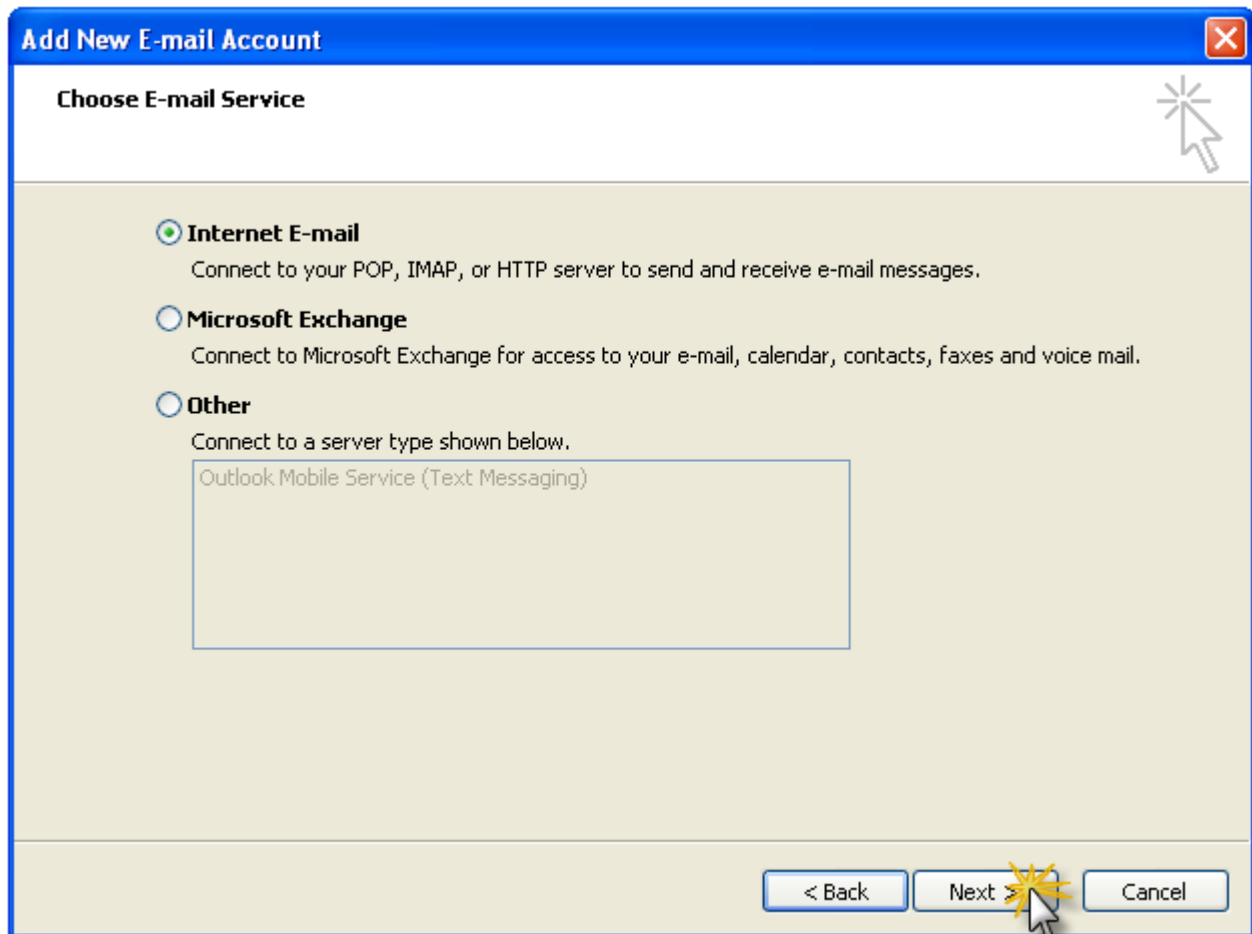
Step 6:

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**'.

Step 7:

Click '**Finish**'.