



## 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 'Change'.

Account Settings							
<b>E-mail Accounts</b> 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	
<u>Sa N</u> e	ew 🛠 R	epair 😭	Charten 📀 :	5et as Default 🗙 R	emove 🕈 🛡		
Nam	e		NS	Туре			
						,,	
						Close	

#### Step 3:

Under Logon Information, ensure your full email address (e.g. jsmith@citenet.net) and password appear in the 'User Name' and 'Password' fields.

Check off 'Remember password'.

Click on 'More Settings'.

User Information		Test Account Settings	
Your Name:	John Smith	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)	
E-mail Address:	jsmith@citenet.net		
Server Information			
Account Type:	POP3	Test Account Settings	
Incoming mail server:	pop.citenet.net		
Outgoing mail server (SMTP):	smtp.citenet.net		
Logon Information			
User Name:	jsmith@citenet.net		
Password:	****		

## Step 4:

Select the "Outgoing Server" tab. Check off 'My Server Requires Authentication' and select 'Use same settings as my incoming mail server'.

Internet E-mail Settings	×					
General Outgoing Ferver Connection Advanced						
My outgoing server (SMTP) requires authentication						
⊙ Use same settings as my incoming mail server						
○ Log on using						
User <u>N</u> ame:						
Password: a						
Remember password						
Reguire Secure Password Authentication (SPA)						
O Log on to incoming mail server before sending mail						
OK Cance						

# Step 5:

Select the "Advanced" tab. Change the Outgoing server (SMTP) port to 587 and Click OK at the bottom of the "Internet E-mail Settings" window.

Internet E-mail Settings						
General Outgoing Server Connection Advanced						
Server Port Numbers						
Incoming server (POP3): 110 Use Defaults						
This server requires an encrypted connection (SSL)						
Outgoing server (SMTP): 587						
Use the following type of encrypted connection: None						
Server Timeouts						
Short 😳 Long 1 minute						
Delivery						
Leave a copy of messages on the server						
Remove from server after 10 ays						
Remove from server when deleted from 'Deleted Items'						

#### Step 6:

Click 'Finish'.