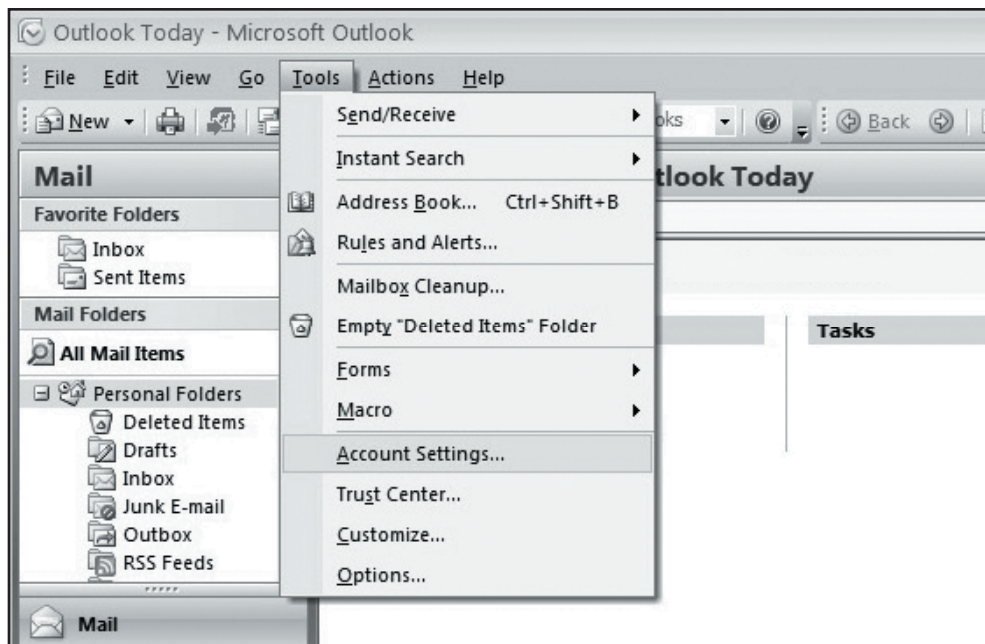


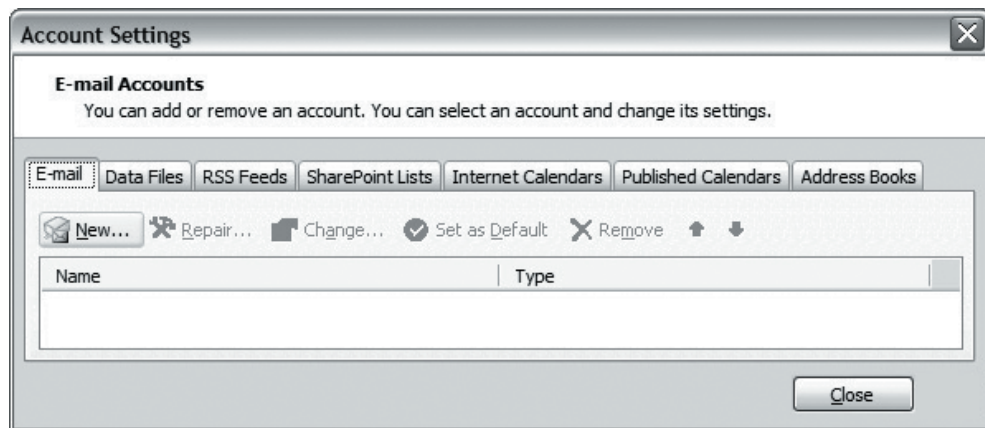
# Setting Up Microsoft® Outlook 2007

## POP EMAIL ACCOUNT SETUP

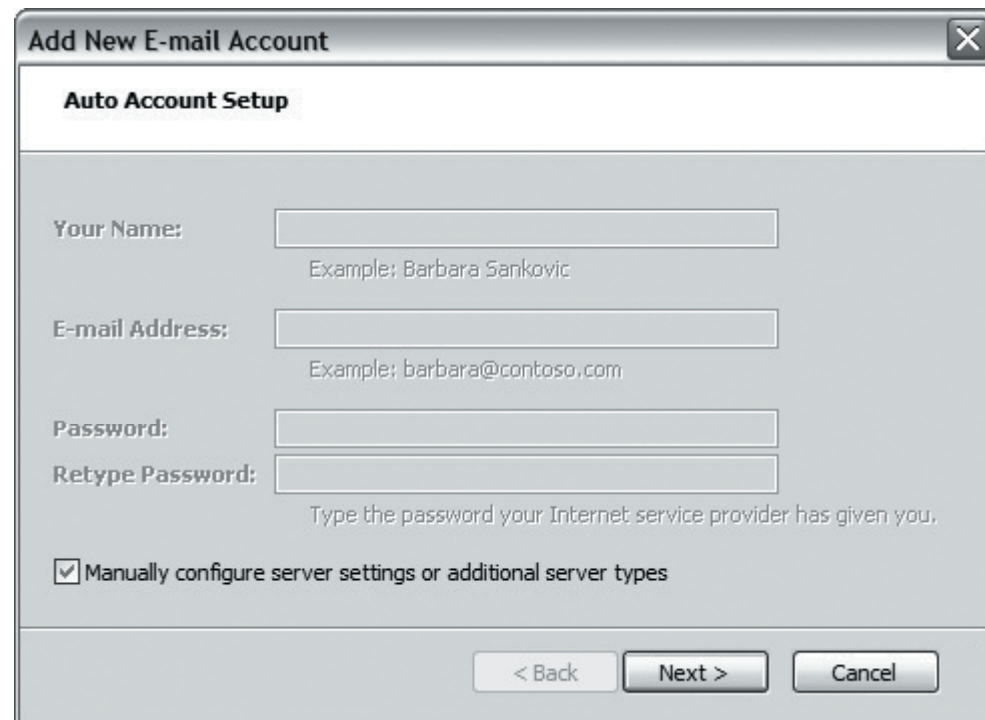
1. Open Outlook and select **Tools** -> **Account Settings**.



2. Make sure you are on the **E-mail** tab in the Account Settings window and click “**New...**”



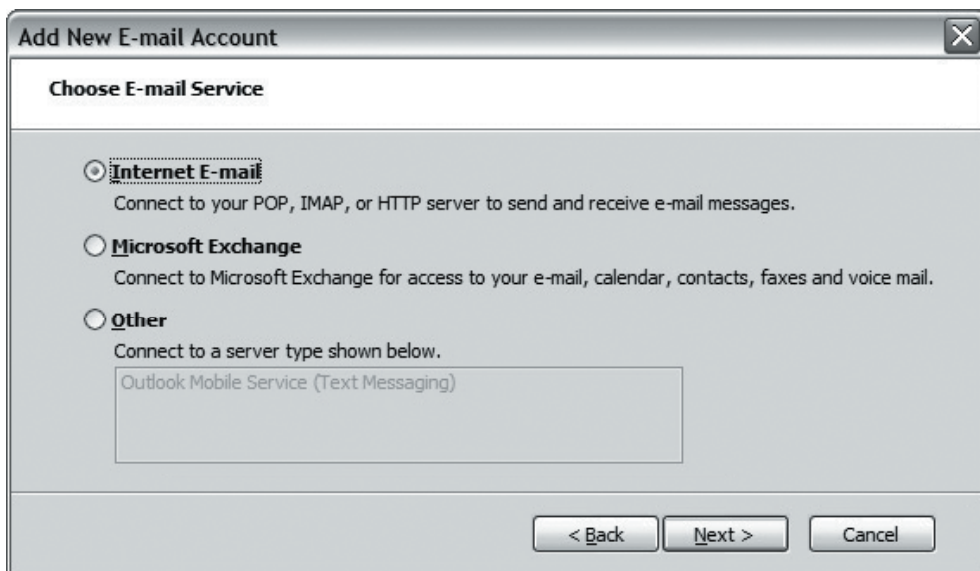
3. If prompted, select “**Microsoft Exchange, POP3, IMAP, or HTTP**” and click **Next**.
4. On the following page, do not enter any information. Check “**Manually configure server settings or additional server types**” and click **Next**.



# Setting Up Microsoft® Outlook 2007

## POP EMAIL ACCOUNT SETUP (cont.)

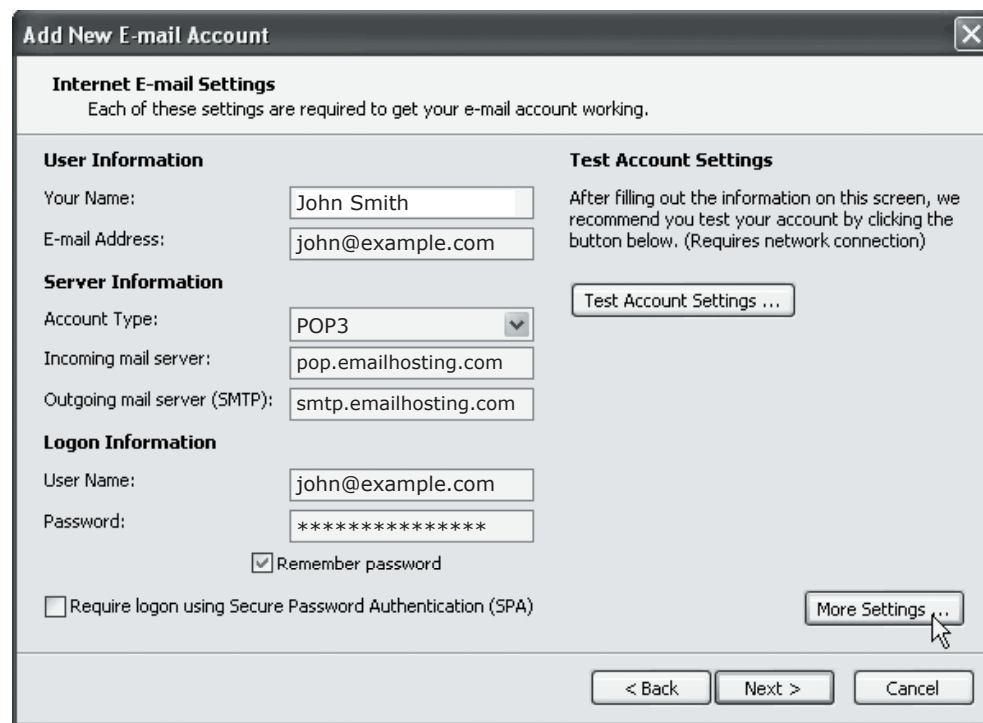
5. Select “Internet E-mail” and click **Next**.



The screenshot shows the 'Add New E-mail Account' dialog box with the 'Choose E-mail Service' section. Three radio buttons are visible: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Below 'Other' is a list box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

6. Enter the following information:

- **Your Name:** Enter your name as you want it to appear on outgoing messages.
- **E-mail Address:** Enter your email address (e.g. *myname@mydomain.com*).
- **Account type:** Select “POP3.”
- **Incoming mail server:** pop.emailhosting.com
- **Outgoing mail server (SMTP):** smtp.emailhosting.com
- Click on “More Settings”.



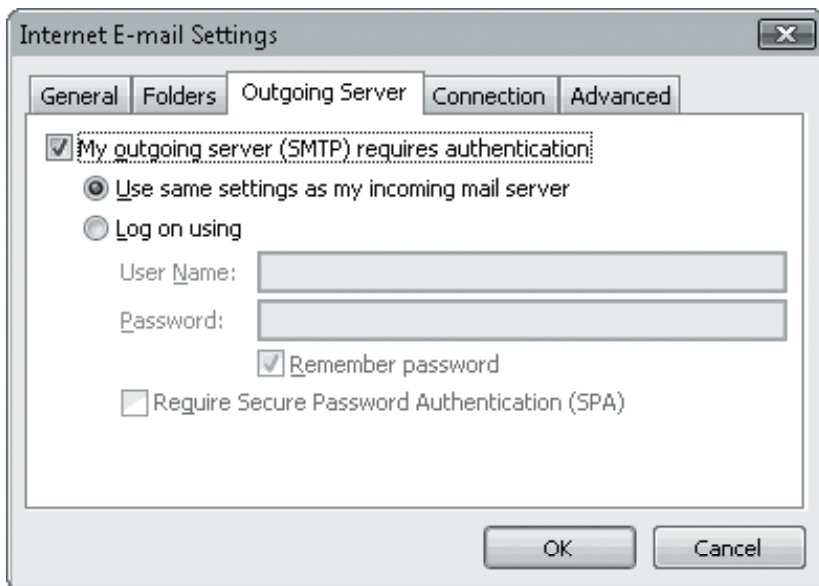
The screenshot shows the 'Add New E-mail Account' dialog box with the 'Internet E-mail Settings' section. It contains several input fields and checkboxes. The 'User Information' section has fields for 'Your Name' (John Smith) and 'E-mail Address' (john@example.com). The 'Server Information' section has a dropdown for 'Account Type' (POP3), and text boxes for 'Incoming mail server' (pop.emailhosting.com) and 'Outgoing mail server (SMTP)' (smtp.emailhosting.com). The 'Logon Information' section has fields for 'User Name' (john@example.com) and 'Password' (masked with asterisks), with a checked 'Remember password' checkbox and an unchecked 'Require logon using Secure Password Authentication (SPA)' checkbox. A 'Test Account Settings ...' button is present. At the bottom right is a 'More Settings ...' button. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

# Setting Up Microsoft® Outlook 2007

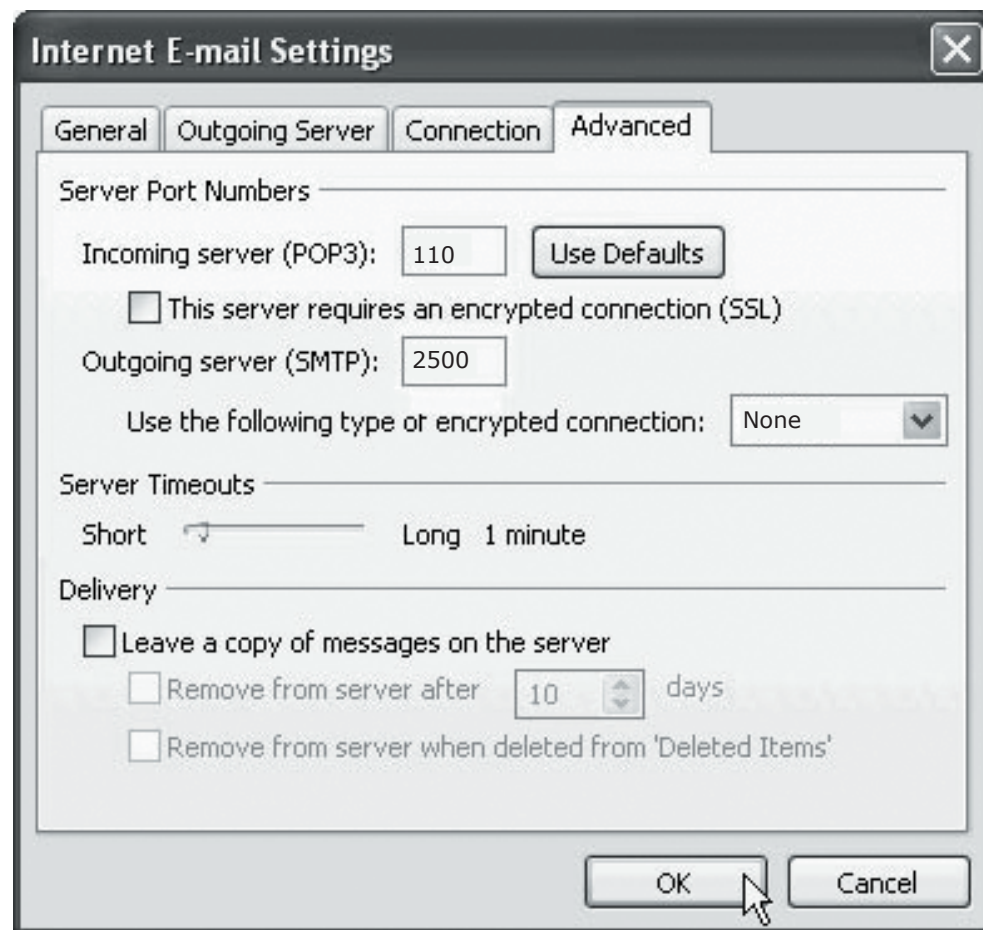
## POP EMAIL ACCOUNT SETUP (cont.)

7. Click on the **Outgoing Server** tab.

8. Check “**My outgoing server (SMTP) requires authentication**”.



9. Click on the **Advanced** tab and change your **Outgoing server (SMTP)** port from 25 to **2500**.



10. Click **OK, Next** and then **Finish** to complete the setup. 🔄

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