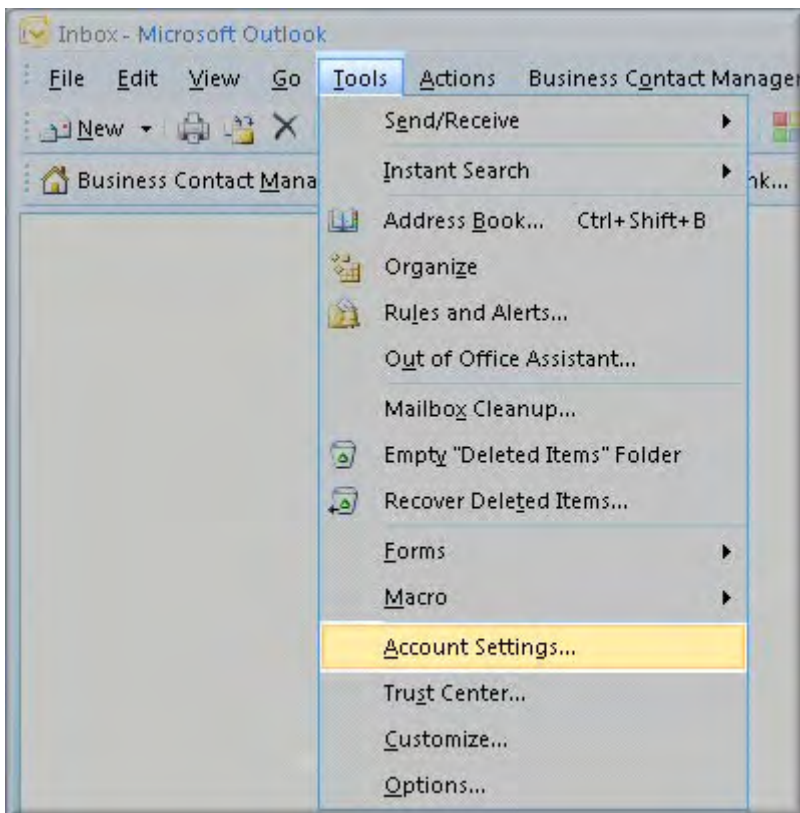




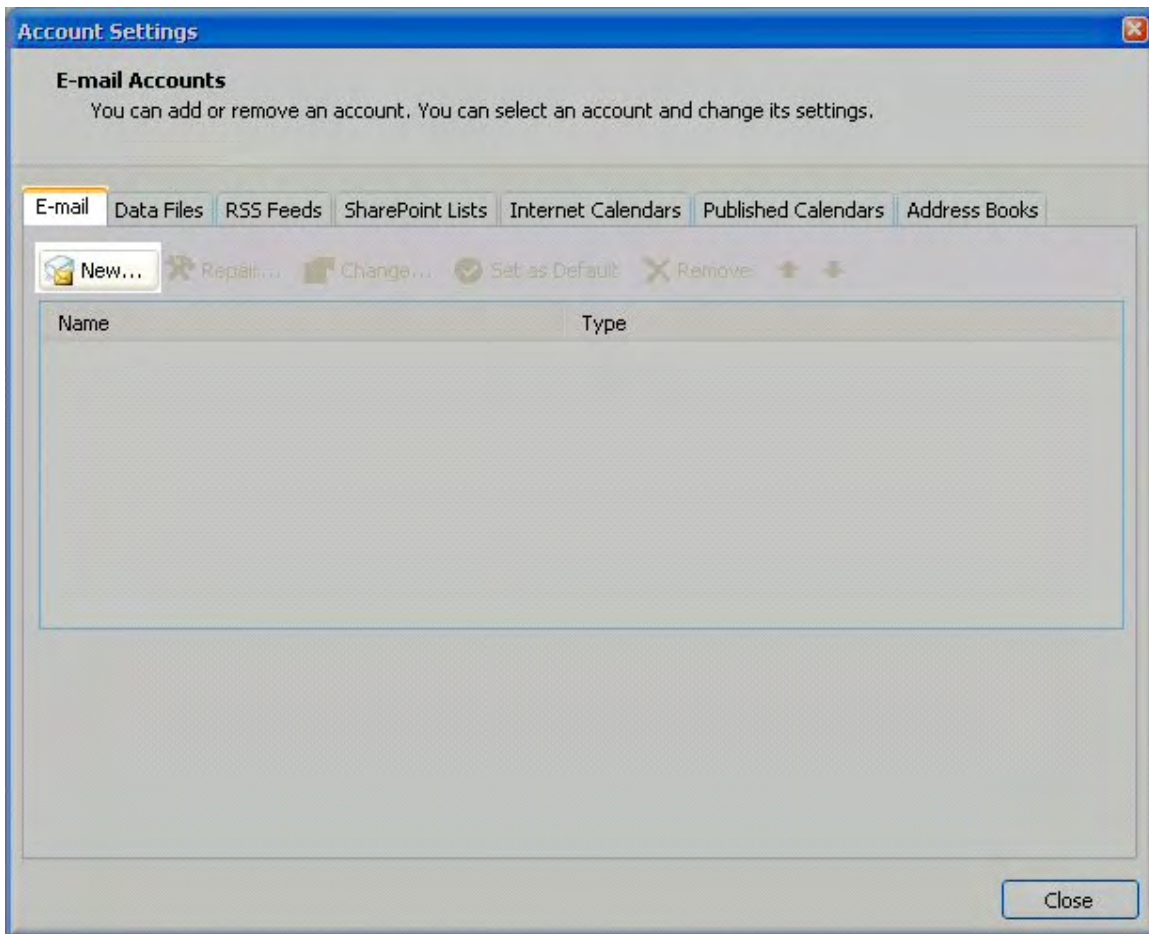
# Microsoft Outlook 2007

Open Outlook 2007.

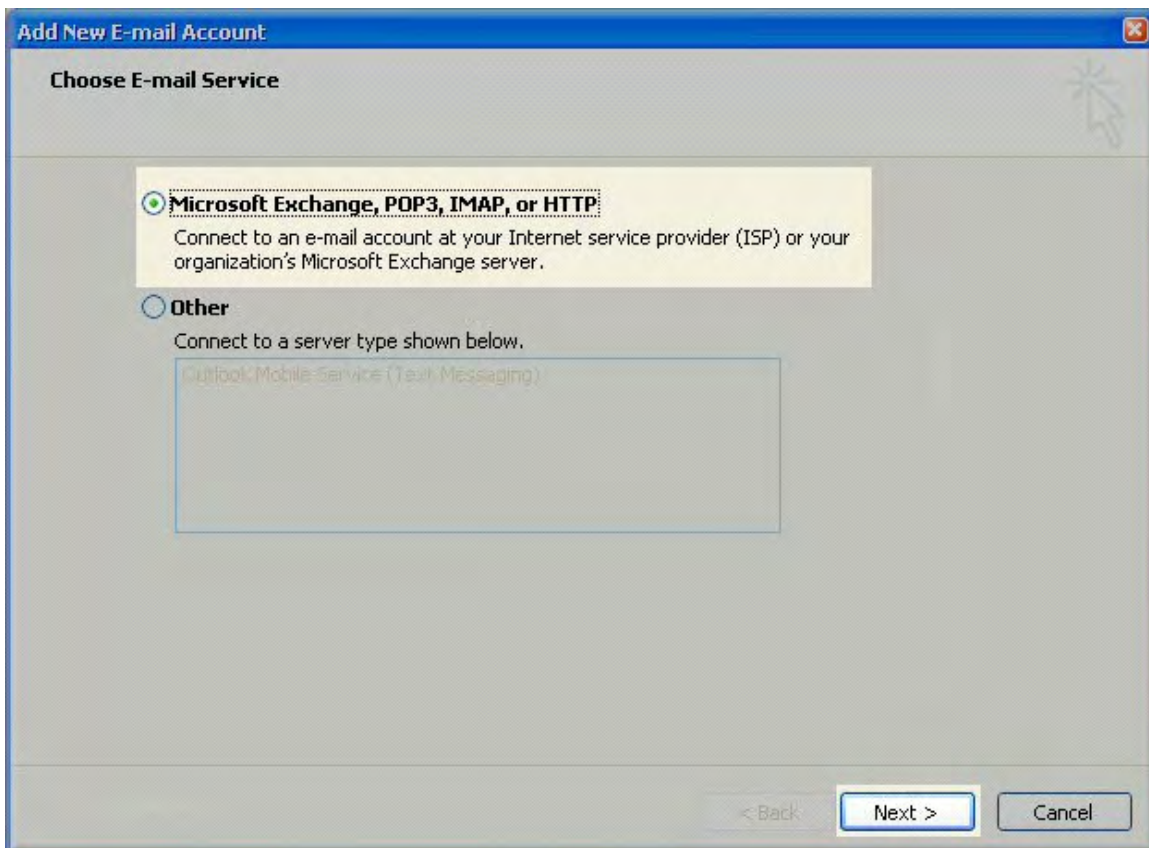
Click the Tools menu, and select Account Settings.



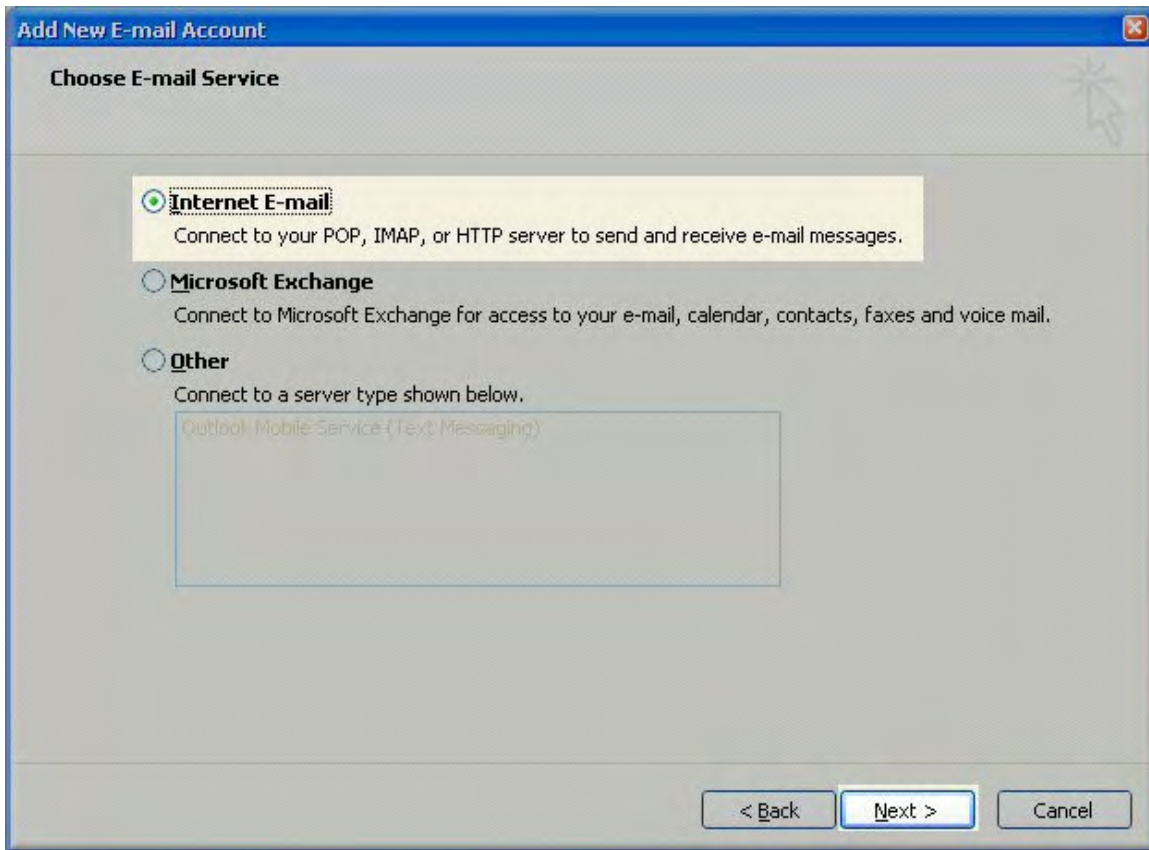
Click on the Email tab and click on the New... button.



Next select Microsoft Exchange, POP3, IMAP or HTTP and click Next.



Select Internet E-mail option and click Next.



Fill in the following fields:

- Enter Your Name as you want it to appear.
- Enter your full email address **username@united.net** in the Email address: field.
- Select POP3 or IMAP.
- Enter **mail.united.net** in the "Incoming mail (POP3, IMAP) server:" field.
- Enter **smtp.united.net** in the "Outgoing mail (SMTP) server:" field.
- Enter your username **username@united.net** in the "Account name:" field.
- Enter your email password in the Password: field.



**Add New E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name: John Smith

E-mail Address: jsmith@my-domain-temple.net

**Server Information**

Account Type: POP3

Incoming mail server: mail.my-domain-temple.net

Outgoing mail server (SMTP): mail.my-domain-temple.net

**Logon Information**

User Name: jsmith@my-domain-temple.net

Password: \*\*\*\*\*

Remember password

Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

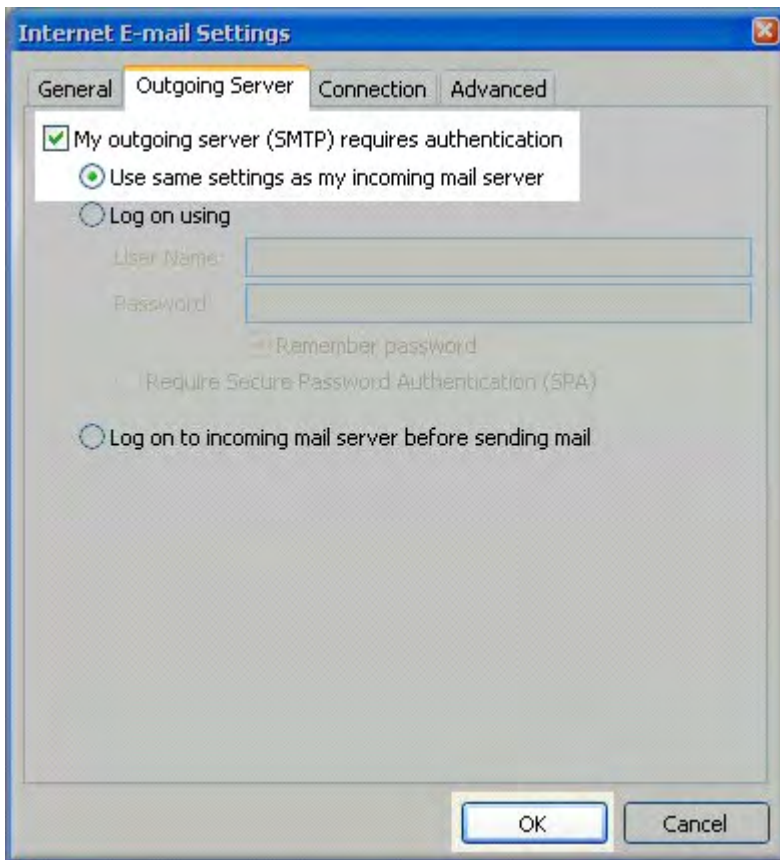
Test Account Settings ...

More Settings ...

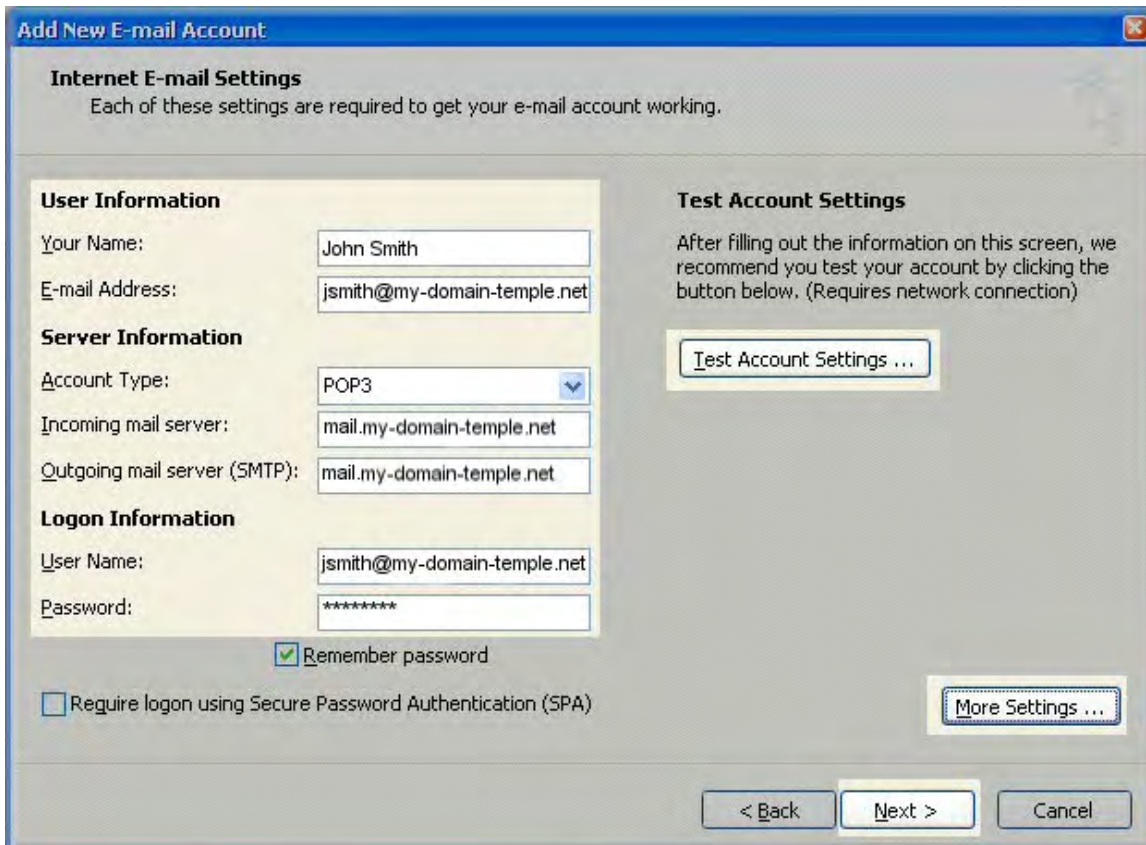
< Back   Next >   Cancel

Perform the following steps:

- Click on More Settings...
- Click on the Outgoing Server tab.
- Check My outgoing server (SMTP) Requires Authentication.
- Make sure Use same setting as my incoming mail server is also checked.
- Click on OK.



Click the Test Account Settings button and you should see all items with green check marks... Click the Close Button to close the test window. Click OK to save your settings.



Congratulations. You have finished the setup of your email account. Click Finish to close the setup wizard.



**Congratulations!**

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back

Finish