



How To: Setup your email address in Microsoft Outlook 2007

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Checklist

Ensure you have the following details with you that are required to complete the process:

- Your full email address (eg. yourname@yourdomain.com.au)
- Your email password
- Your domain name. This is used as both your incoming and outgoing mail server. If your website address was <http://www.spectrumwired.com> your incoming and outgoing mail servers would be “**spectrumwired.com**” (we ignore the ‘http://www.’)

Overview

This document’s aim is to assist with email setup for the companies and businesses that have website hosting through Spectrum Wired.

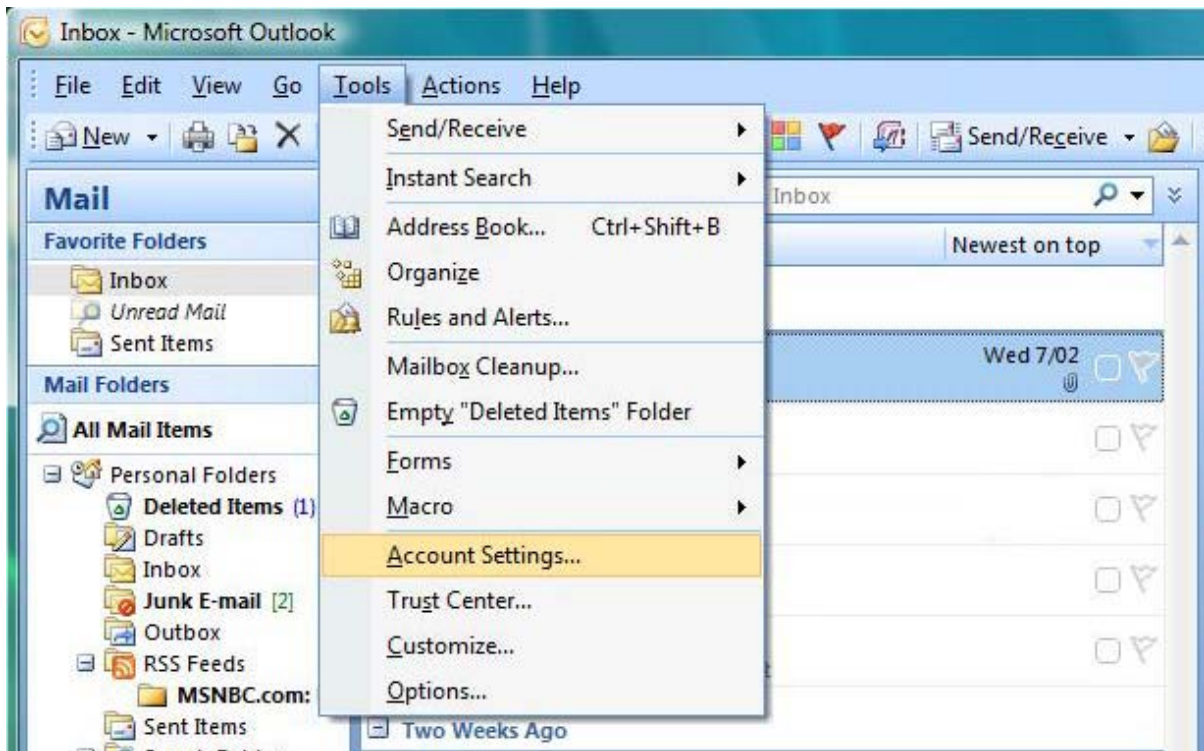
Instructions will be provided for email setup with Microsoft Outlook 2007 in step-by-step point form with accompanying screen-grabs.

This document is for clients of Spectrum Wired hosting services only

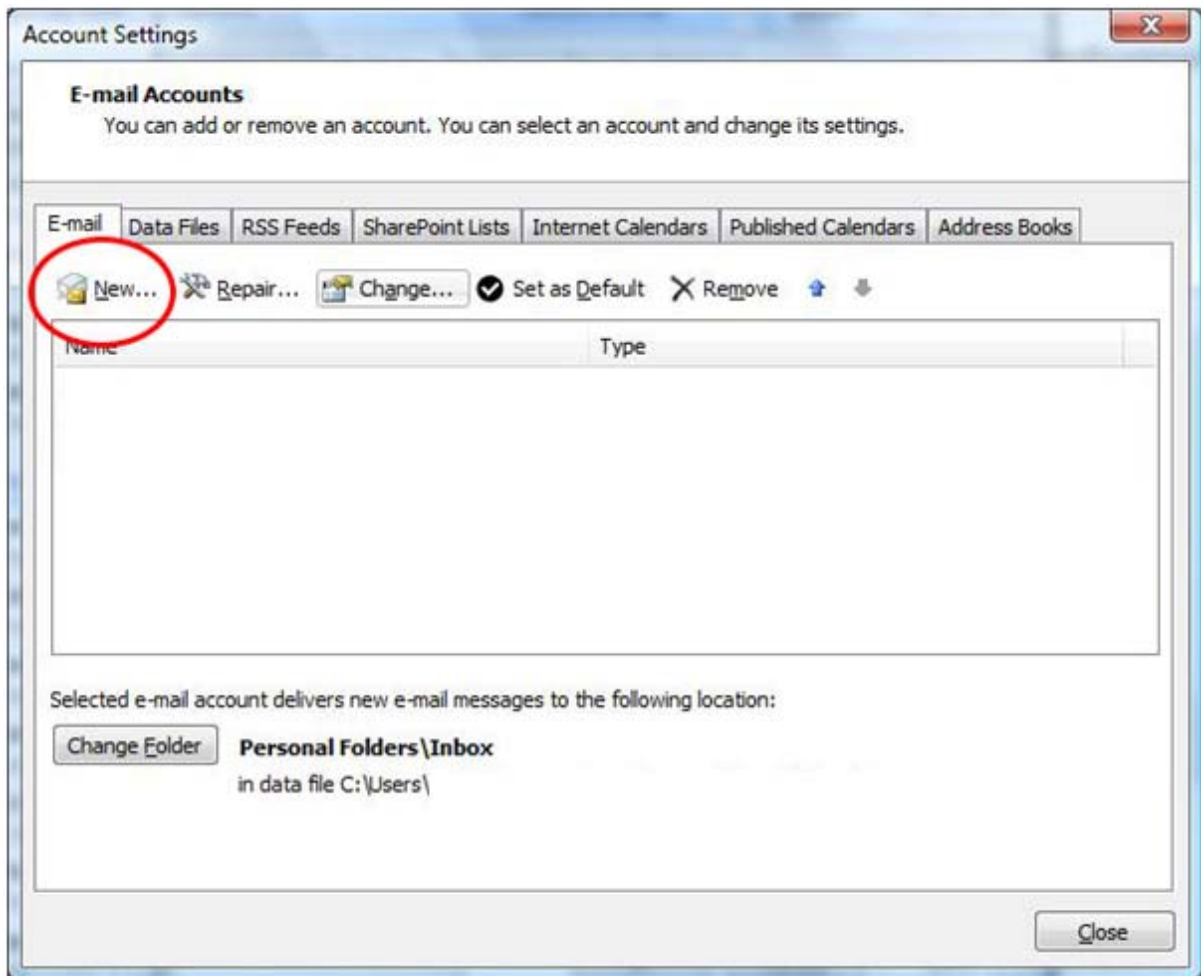
Please Note: If after following these instructions you find that you can receive but not send emails; you must contact your ISP’s technical support and use their outgoing mail (SMTP) server.

Microsoft Outlook 2007: Setting up Email for the First Time

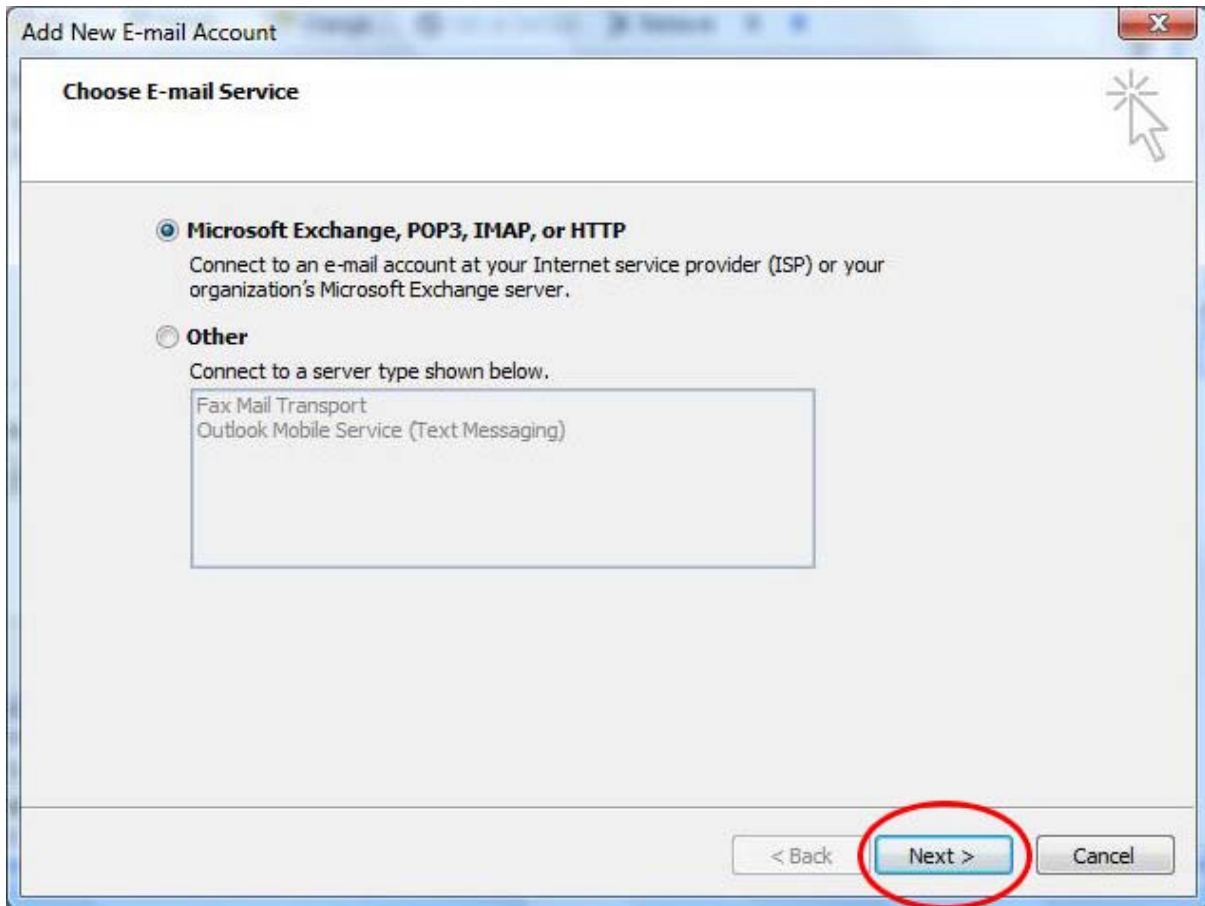
- 1) Open Microsoft Outlook 2007
- 2) In the 'Tools' menu select 'Account Settings...'



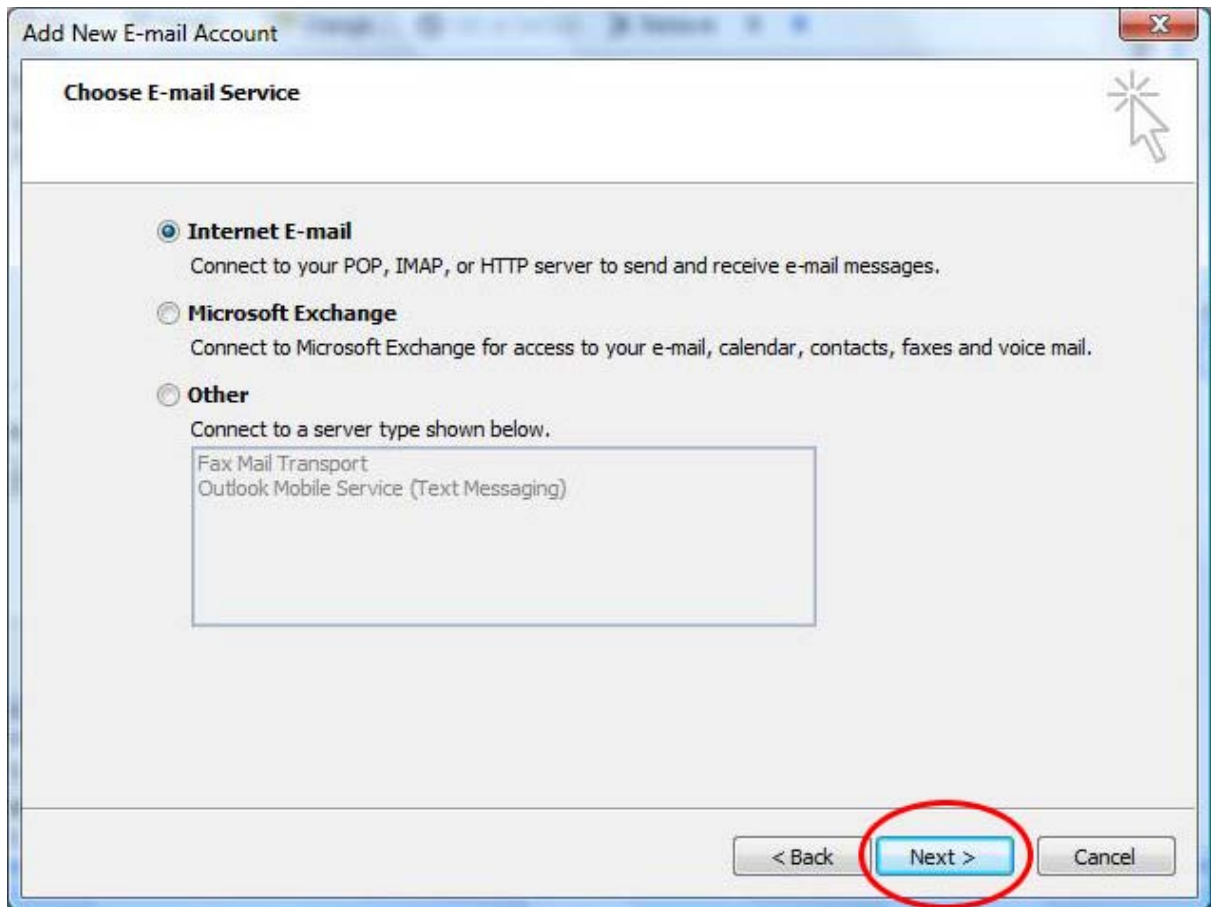
3) Click on 'New...'



- 4) Make sure '**Microsoft Exchange, POP3, IMAP, or HTTP**' radio button is checked, then click '**Next >**'

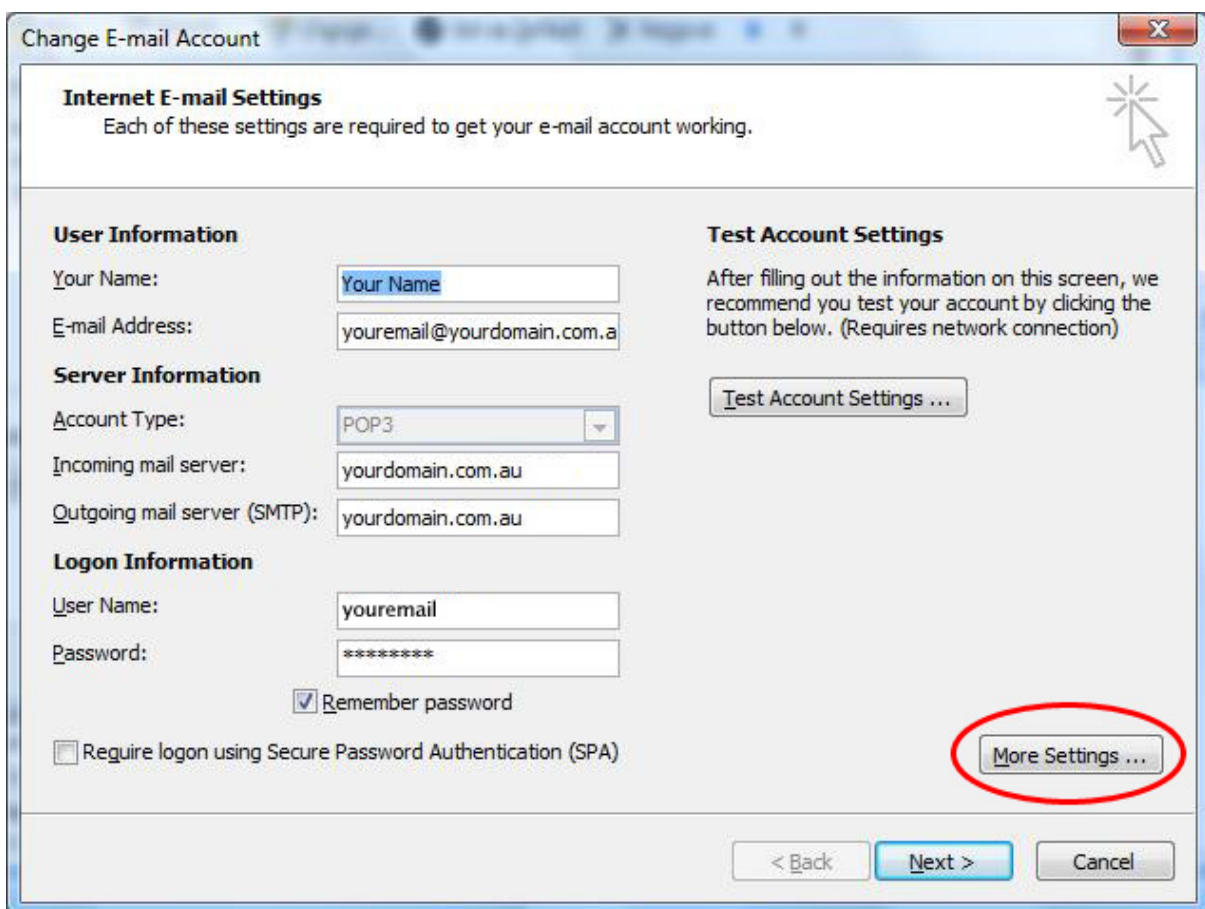


5) Make sure '**Internet E-mail**' radio button is checked, then click '**Next >**'



- 6) Enter your email settings. The important points to remember are:
 - a. User Name: If your email address was youremail@yourdomain.com.au your User name would be “**youremail**” (we ignore the ‘@yourdomain.com.au’)
 - b. Password: Make sure this has your password entered correctly.
 - c. Incoming mail server (POP3): Make sure this has your correct server settings. Eg: yourdomain.com.au
 - d. Outgoing mail server (SMTP): This should have the same settings as your incoming mail server (unless you are using your ISP’s outgoing mail server).

- 7) If you are using your domain (yourdomain.com.au) to send emails (as opposed to your ISP’s outgoing mail server) you should click the ‘**More Settings...**’ tab.



Change E-mail Account

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

User Information
 Your Name:
 E-mail Address:

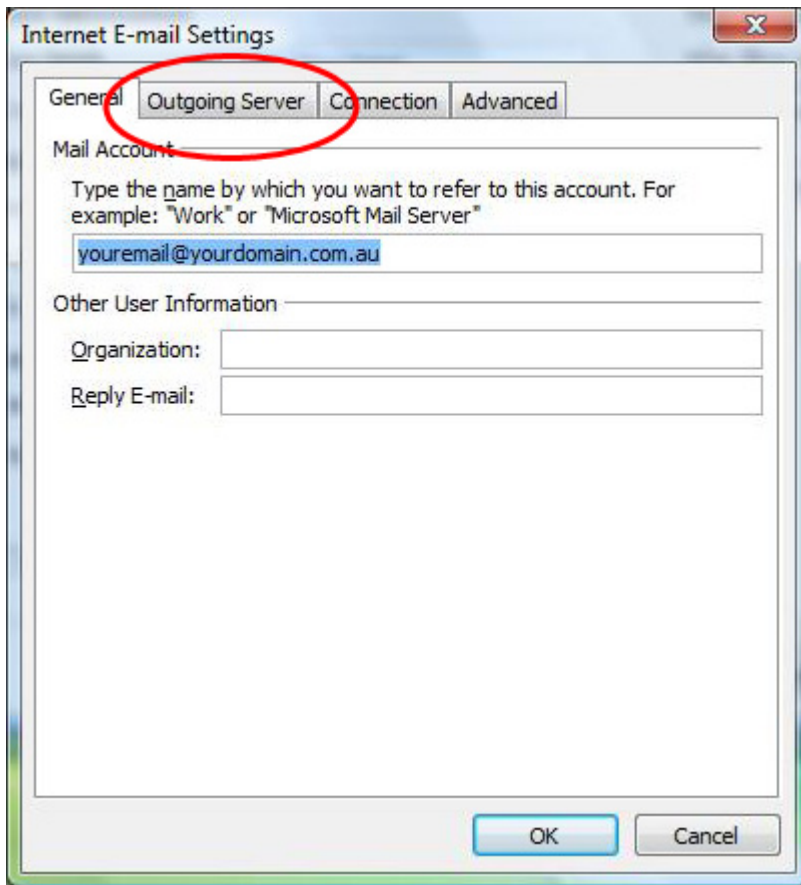
Server Information
 Account Type:
 Incoming mail server:
 Outgoing mail server (SMTP):

Logon Information
 User Name:
 Password:
 Remember password
 Require logon using Secure Password Authentication (SPA)

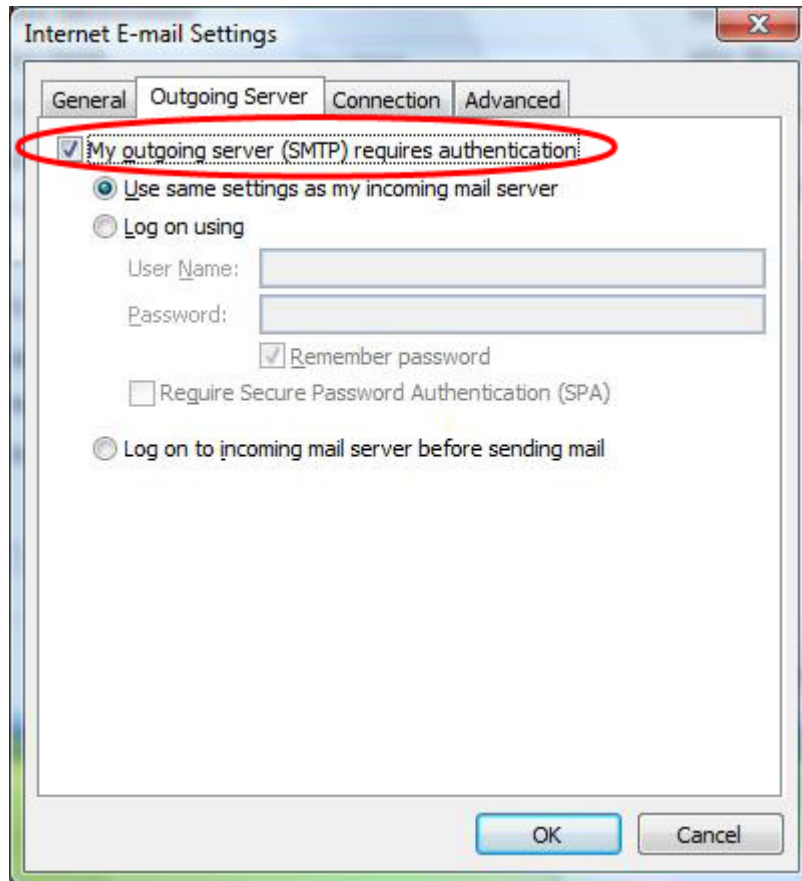
Test Account Settings
 After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

< Back Next > Cancel

8) Then click the '**Outgoing Servers**' tab



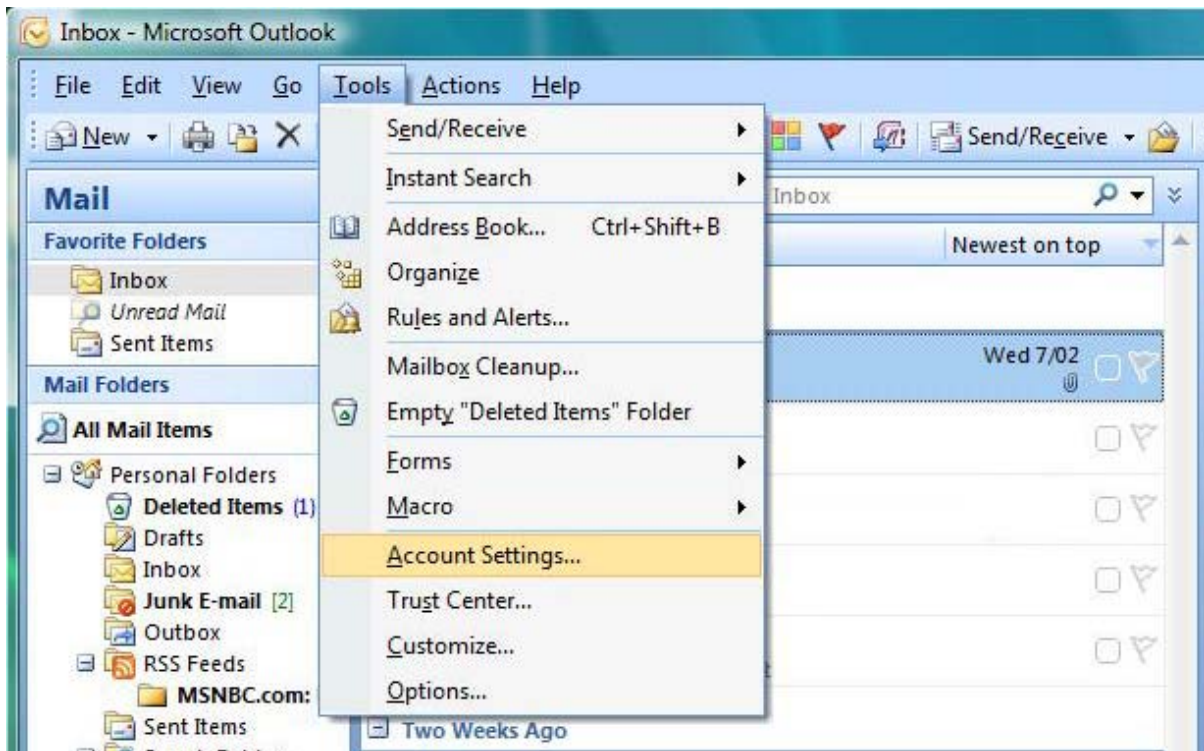
- 9) Make sure the **'My outgoing server (SMTP) requires authentication'** checkbox is checked, and the **'Use same settings as my incoming mail server'** radio button is selected.



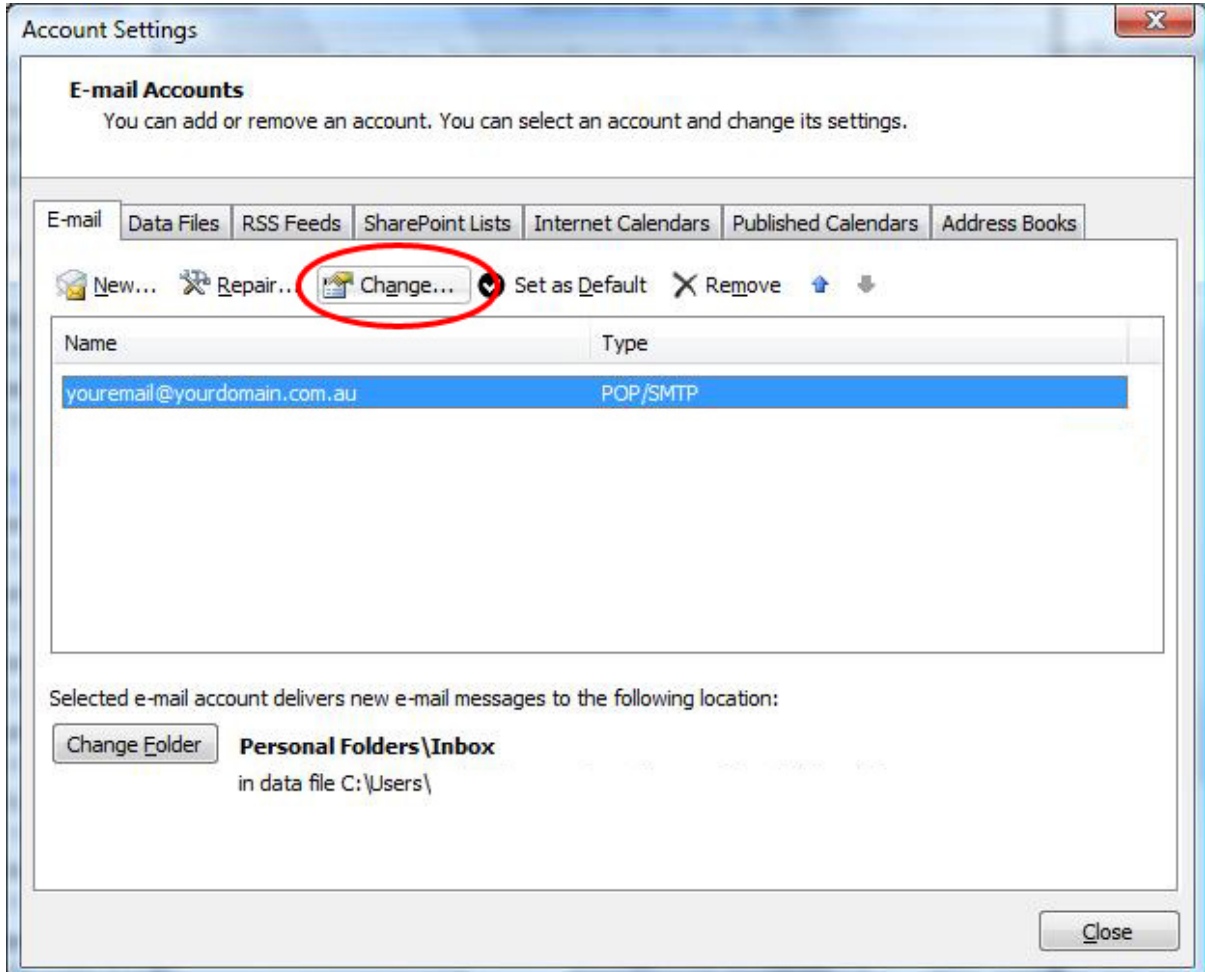
- 10) Confirm all dialogues and your email is now setup.

Microsoft Outlook 2007: Checking Existing Email Settings

- 1) Open Microsoft Outlook 2007
- 2) In the 'Tools' menu select 'Account Settings...'

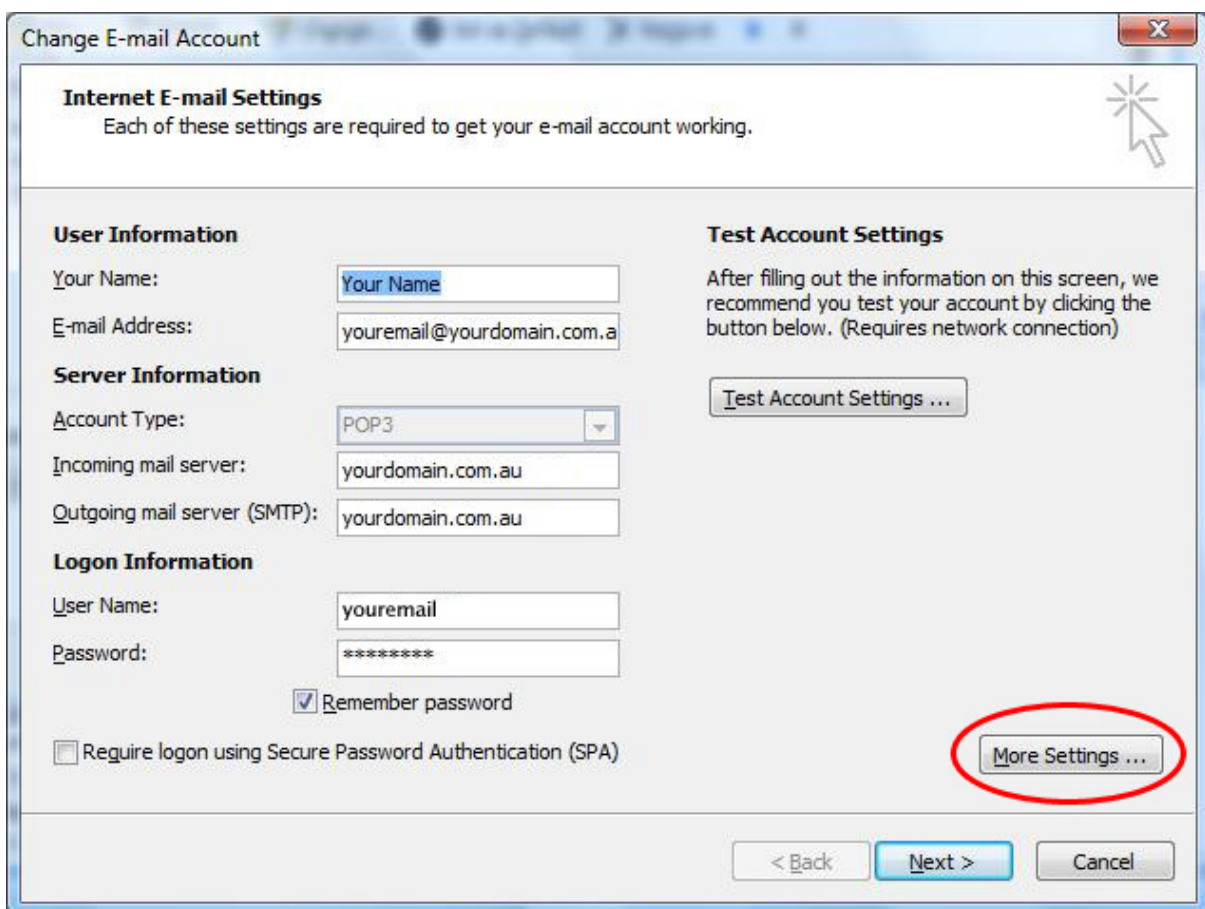


- 3) Make sure “youremail@yourdomain.com.au” is selected, then click the ‘Change...’ button.



- 4) Make sure your email settings are correct. The important points to remember are:
 - a. User Name: If your email address was youremail@yourdomain.com.au your User name would be “**youremail**” (we ignore the ‘@yourdomain.com.au’)
 - b. Password: Make sure this has your password entered correctly.
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- 5) If you are using your domain (yourdomain.com.au) to send emails (as opposed to your ISP’s outgoing mail server) you should click the ‘**More Settings...**’ tab.



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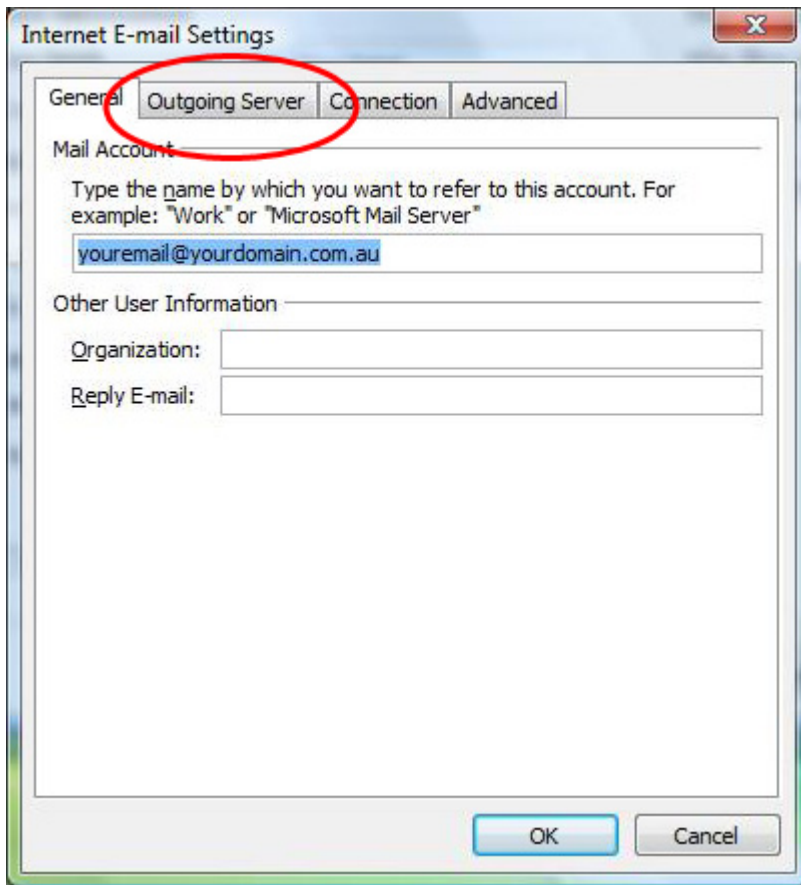
Server Information
 Account Type:
 Incoming mail server:
 Outgoing mail server (SMTP):

Logon Information
 User Name:
 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)

< Back Next > Cancel

6) Then click the **'Outgoing Servers'** tab



- 7) Make sure the **'My outgoing server (SMTP) requires authentication'** checkbox is checked, and the **'Use same settings as my incoming mail server'** radio button is selected

