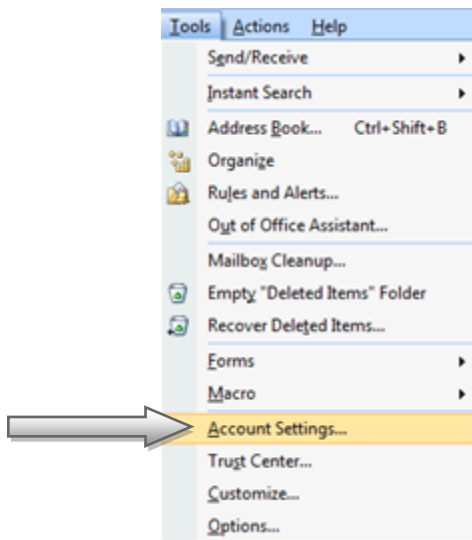


How to configure Microsoft Outlook 2007

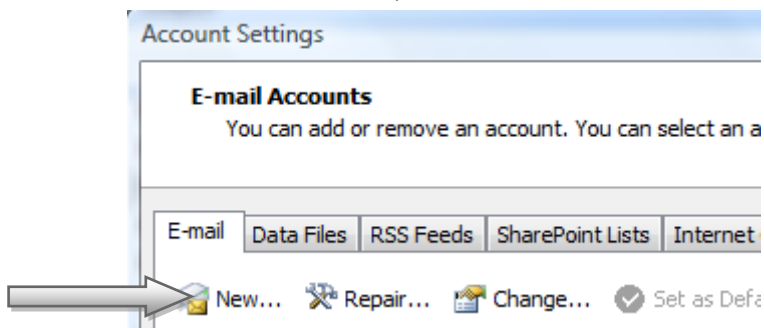
1. Open Microsoft Outlook 2007.
2. Click on the **Tools** menu.



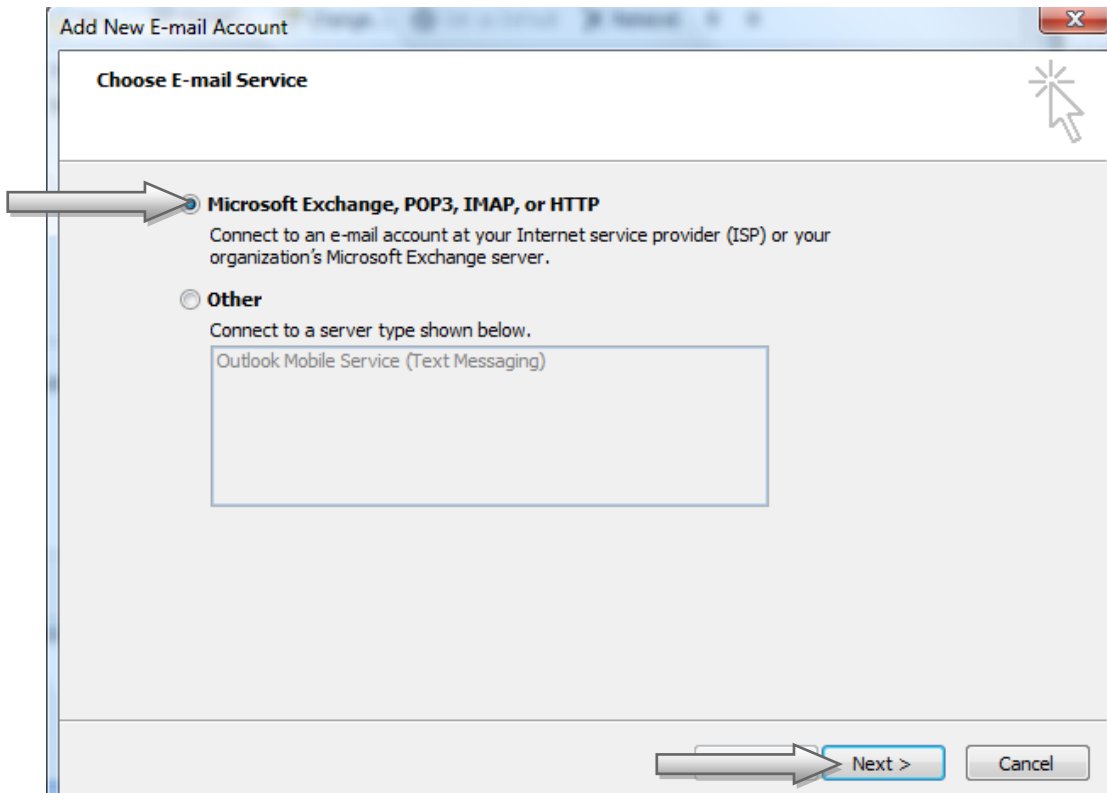
3. Click on **Account Settings** option.



4. Under the **E-mail** tab, click the **New...** button.



5. Choose the option for **Microsoft Exchange, POP3, IMAP, or HTTP**. Then click **Next**.



6. On the next screen, click the checkbox next to **Manually configure server settings or additional server types**. Click **Next**.

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

7. Make sure **Internet E-mail** is selected and click **Next**.

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

Other
Connect to a server type shown below.

8. On the next screen, enter the following information:
 - a. **User Information**
 - i. **Your Name:** First and Last Name
 - ii. **E-mail Address:** Your email address
 - b. **Server Information**
 - i. **Account Type:** POP3
 - ii. **Incoming mail server:** mail.yourdomain.com (e.g. – mail.proxurve.com)
 - iii. **Outgoing mail server:** mail.yourdomain.com (e.g. – mail.proxurve.com)
 - c. **Logon Information**
 - i. **User Name:** your email address
 - ii. **Password:** your password
 - d. Check the box next to **Remember password**.
 - e. Click the **More Settings...** button

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: john@domain.com

Server Information
Account Type: POP3
Incoming mail server: mail.domain.com
Outgoing mail server (SMTP): mail.domain.com

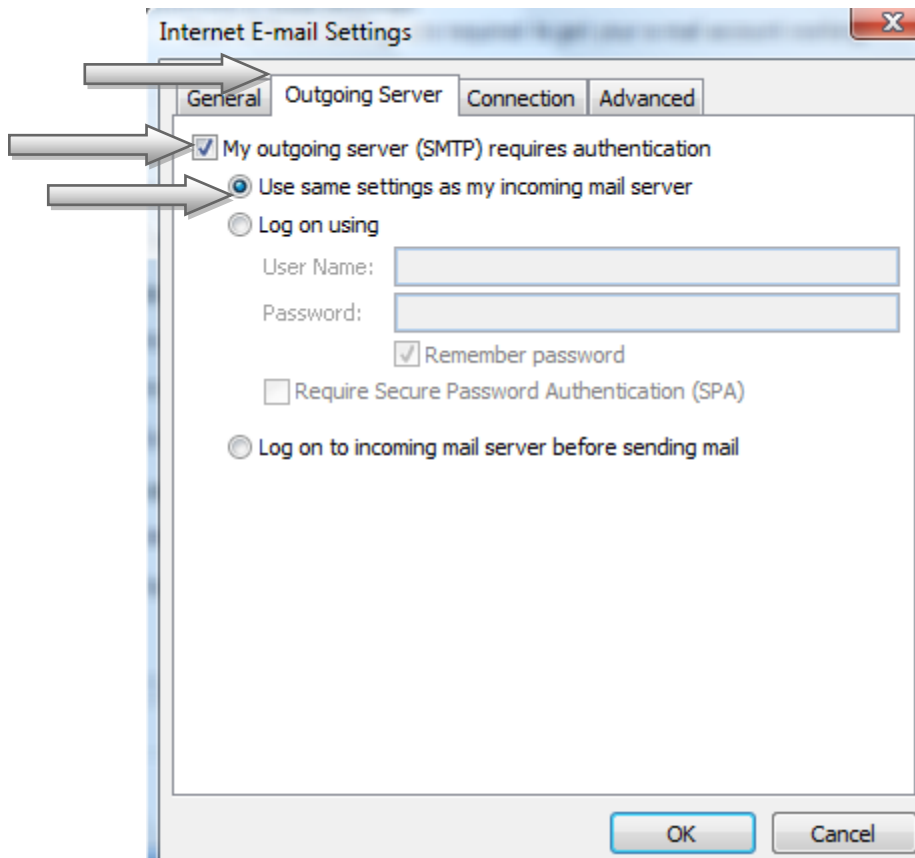
Logon Information
User Name: john@domain.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

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 ...

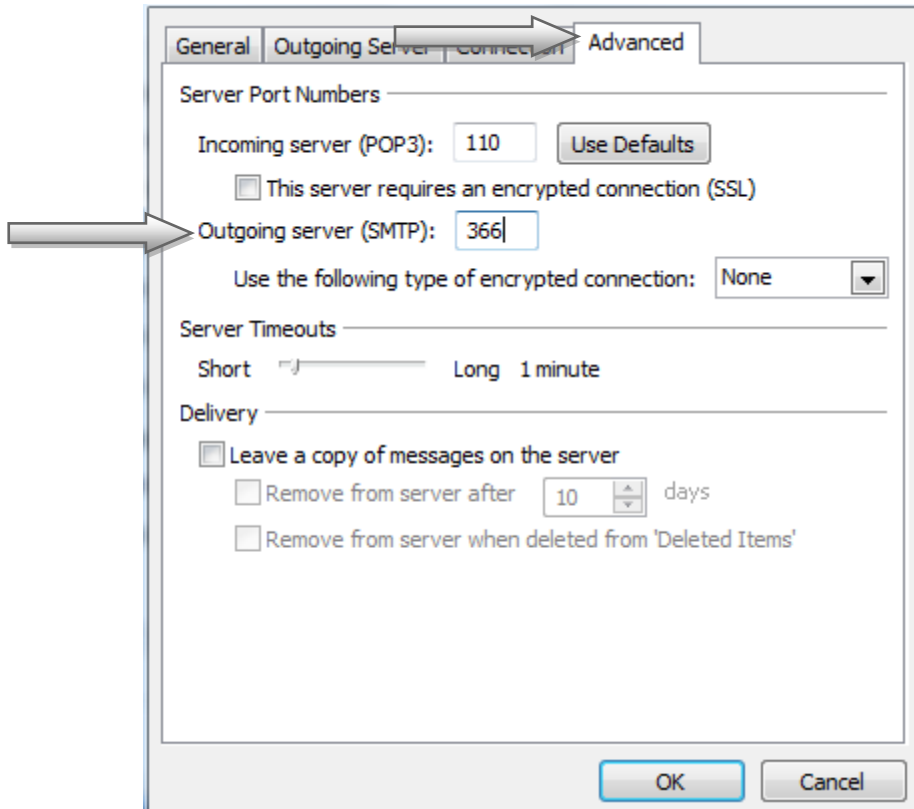
More Settings ...

< Back Next > Cancel

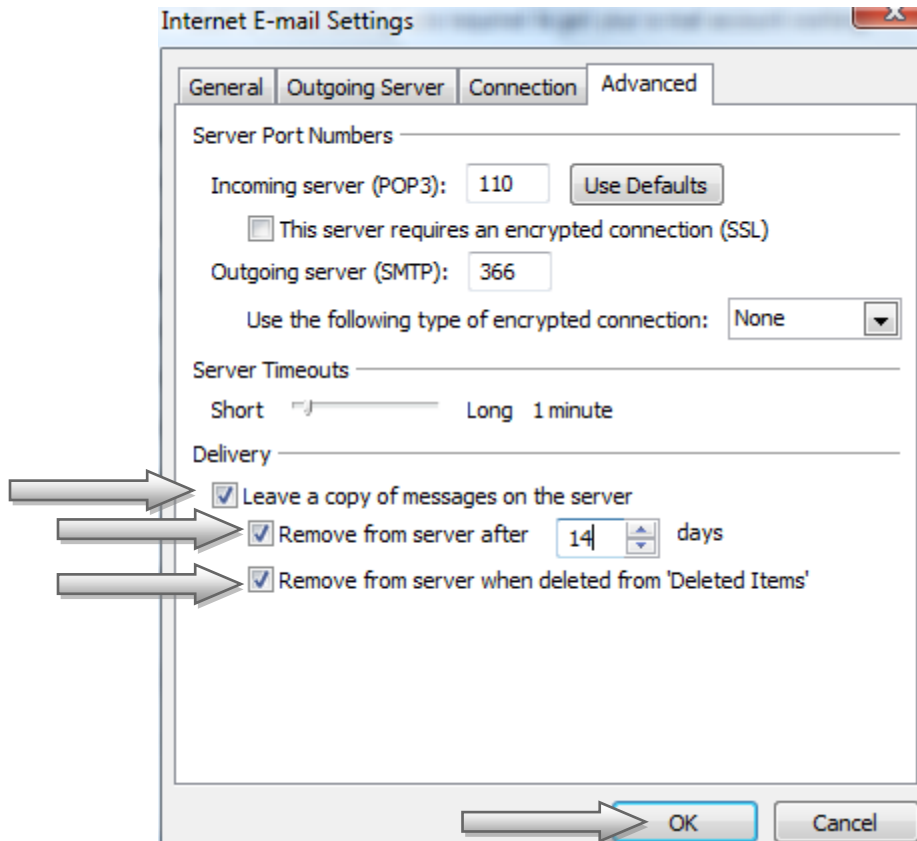
9. Click on the **Outgoing Server** tab, and then click the checkbox next to **My outgoing server (SMTP) requires authentication** and **Use same settings as my incoming mail server**.



10. Click the **Advanced** tab. Change the **Outgoing server (SMTP)**: port number from 25 to **366** if necessary. NOTE: some ISPs such as Comcast require you to use another port other than 25 for sending email. One of these two port numbers should work, so if one doesn't work, try the other one.



11. If you have a PDA device and you would like to get your email on that device as well, you may elect to **Leave a copy of messages on the server**. **IMPORTANT:** If you elect to leave a copy of the messages on the server, your mailbox storage will likely fill up quite quickly and you will have to clean it out to receive any more messages. Optionally you could purchase more storage space. There are options to **Remove from server after xx days** and **Remove from server when deleted from 'Deleted Items'** that may assist in keeping your mailbox size under the limit. After you have made your decision about leaving a copy on the server, click **OK**.




12. Now you can click the **Test Settings** button to test your settings. If you receive all green checkmarks the settings were entered correctly and communication is working properly. If you receive any errors check the settings and try again.

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:

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

Outlook is testing the account settings you entered.

Tasks Errors

Tasks	Status
Log onto incoming mail server (POP3) Send test e-mail message	In Progress

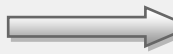
13. Click the **Close** button.

Test Account Settings

Test Account Settings was cancelled. Click Close to continue.

Tasks Errors

Tasks	Status
-------	--------



14. Click **Next**.

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: john@domain.com

Server Information
Account Type: POP3
Incoming mail server: mail.domain.com
Outgoing mail server (SMTP): mail.domain.com

Logon Information
User Name: john@domain.com
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 ...

Next > Cancel

15. Click **Finish**. You have now completed the setup of your Proxurve email.

Congratulations!

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

To close the wizard, click Finish.

Finish