Configuring MicroSoft Outlook 2007

To configure your mail account in Microsoft Outlook 2007, you need to follow below mentioned guide lines.

Open Outlook. Select Account Settings... from the Tools menu.



On the E-mail tab, click New.

Select Microsoft Exchange, pop3 and click Next >.

Add New E-ma	il Account	×
Choose E-n	nail Service	×
۲	Microsoft Exchange, POP3, IMAP, or HTTP	
	Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.	
\odot	Other	
	Connect to a server type shown below.	
	Fax Mail Transport Outlook Mobile Service (Text Messaging)	
	< Back Next >	Cancel

Select "Manually configure server settings or additional server types" and click Next >.

(Add New Constitution		
	Add New E-mail Accou	nt	
	Auto Account Setu	p	×,
	Your Name:		
		Example: Barbara Sankovic	
	E-mail Address:	Example: barbara@contoso.com	
ļ	Password:		
	Retype Password:		
		Type the password your Internet service provider has given you,	
	Manually configure s	erver settings or additional server types	
		< Back Next >	Cancel

Select Internet E-mail and click Next >.

Select POP3 from the Server Type as we need to configure POP3 Type of Account.

dd New E-mail Account			×
Choose E-mail Service			Ř
Internet E-mail			
Connect to your POP, IMAP, or HTTP serve	er to send and receive e-r	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.			
Fax Mail Transport Outlook Mobile Service (Text Messaging)			
		1	
	< Ba	C Next > C	ancel

Enter the following information for E-mail Accounts.

Filling the Information like Your Name, Email Address e.g. test@dreamsoftindia.com, User Name (which will be email-domainname), password and Incoming & Outgoing Mail Servers which will be main.domainname.com.

Add New E-mail Account		
Internet E-mail Settings Each of these settings ar	e required to get your e-mail acco	unt working.
User Information		Test Account Settings
Your Name:	Test DreamSoft	After filling out the information on this screen, we
E-mail Address:	test@dreamsoftindia.com	button below. (Requires network connection)
Server Information		Test Assount Settings
Account Type:	POP3	Test Account Setungs
Incoming mail server:	mail.dreamsoftindia.com	
Outgoing mail server (SMTP):	mail.dreamsoftindia.com	
Logon Information		
User Name:	test-mail.dreamsoftindia	
Password:	******	
A 💟	Remember password	
Require logon using Secure	Password Authentication (SPA)	More Settings
		< Back Next > Cancel

Click More Settings...

Click on the Outgoing Server tab, and check the box labeled **My outgoing server** (SMTP) requires authentication. Then choose to Use same settings as my incoming mail server

Internet E-mail Settings	×
General Outgoing Server Connection Advanced	
V My outgoing server (SMTP) requires authentication	
Our contract of the set of the	
Log on using	
User Name:	
Password:	
Remember password	
Require Secure Password Authentication (SPA)	
Log on to incoming mail server before sending mail	
OK	Cancel

Click on the Advanced tab.

Under **Incoming Server (POP3)**, the port number should be set to **110**. Under **Outgoing Server (SMTP)**, the port number should be set to **25/2525**.

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): 25
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 when deleted from Deleted Items
OK Cancel

Click **OK** Click **Next**. Click **Finish**.