

# Setting up your e-mail in Outlook 2007

You will need

These details will be provided with you by beachshore.

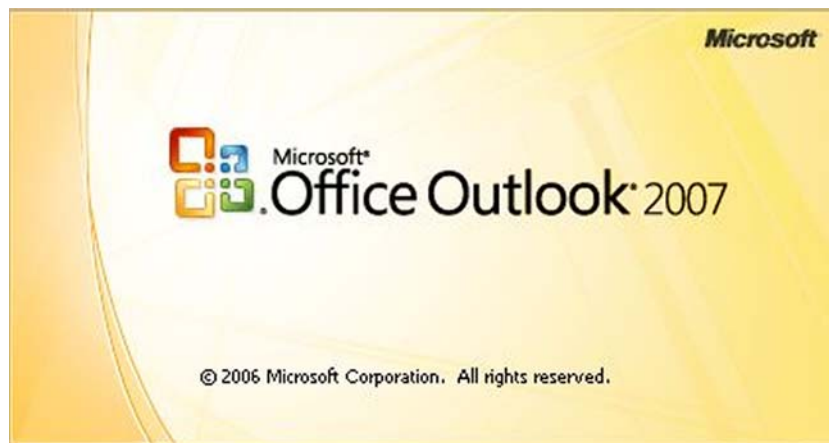
Email address : this is normally in the format **yourname@yourdomain.com**

Password : a series of numbers and letters

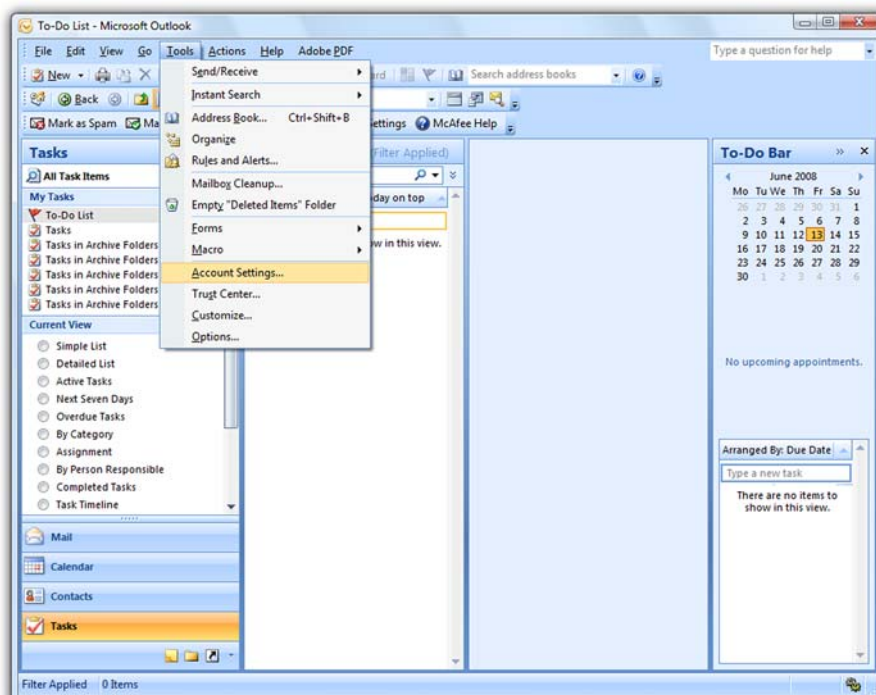
POP3 server : this is normally in the format **mail.yourdomain.com**

SMTP server : this is normally in the format **mail.yourdomain.com**

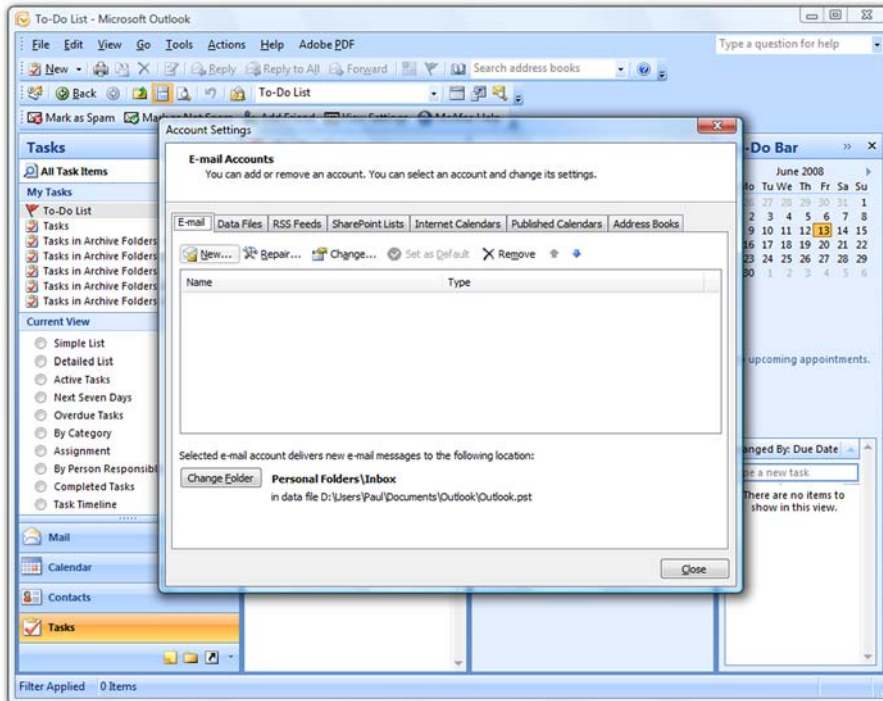
## 1. Start Outlook 2007



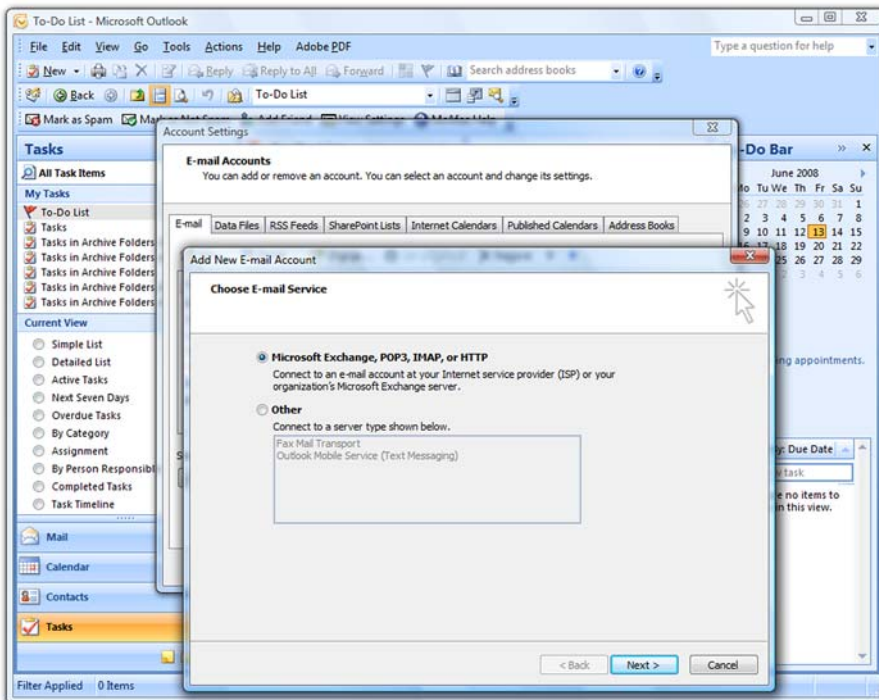
## 2. Adding a new account



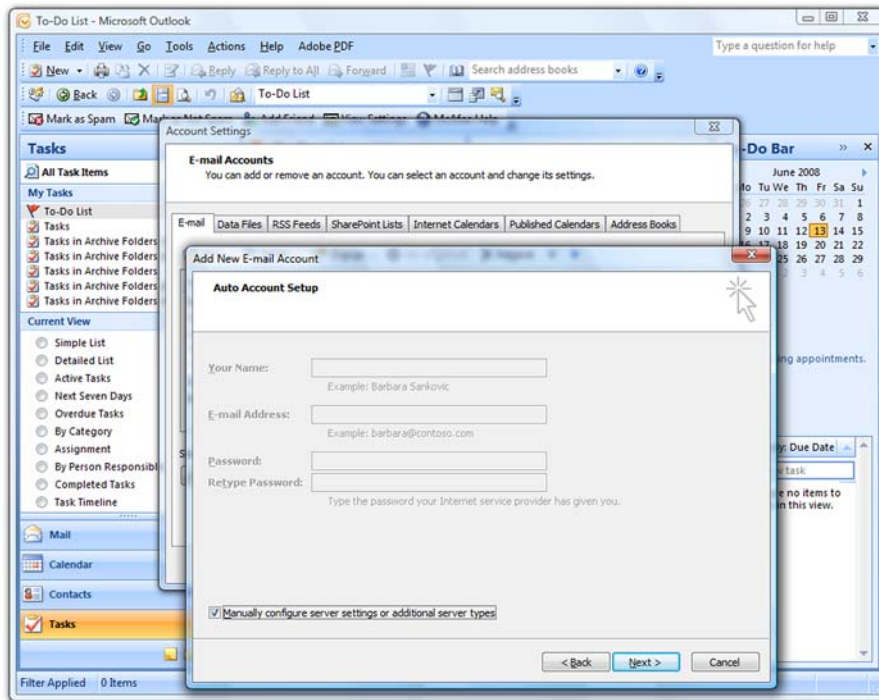
From the **Tools** menu, select **Account Settings**.



Under the **E-mail** tab (click it to select it) Click **New** button.

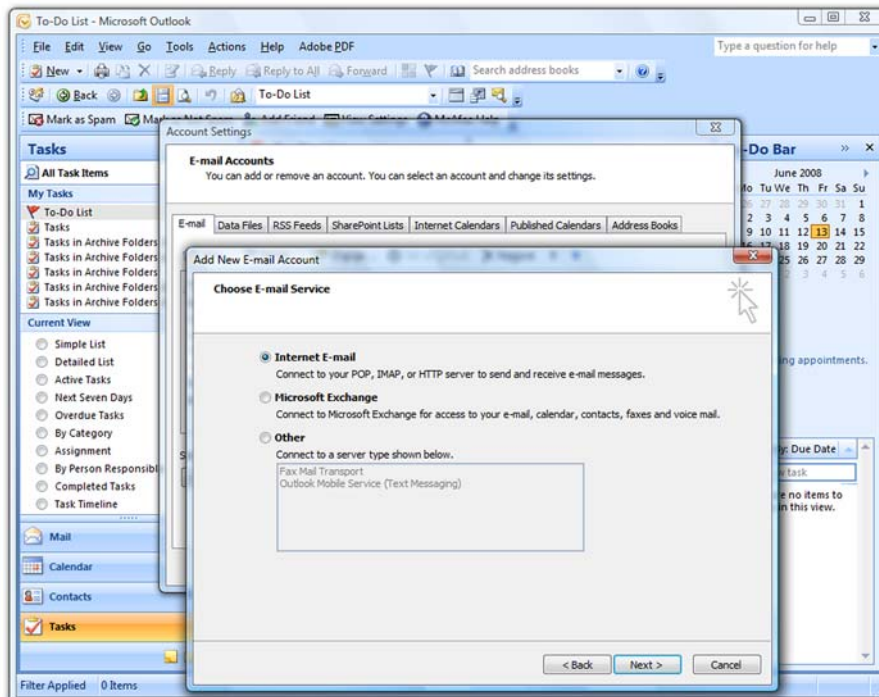


Click on the button next to **Microsoft Exchange, POP3, IMAP or HTTP**. Click **Next >**.



Tick the box next to **Manually configure server settings or additional server types**.

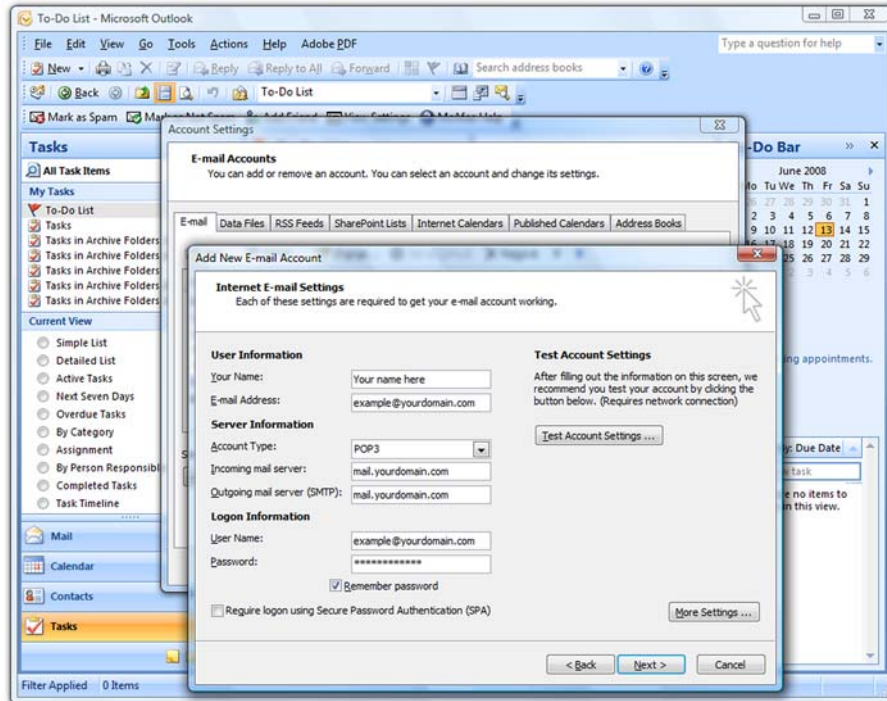
Click the **Next >** button.



Select the option Internet E-mail and click the **Next >** button.

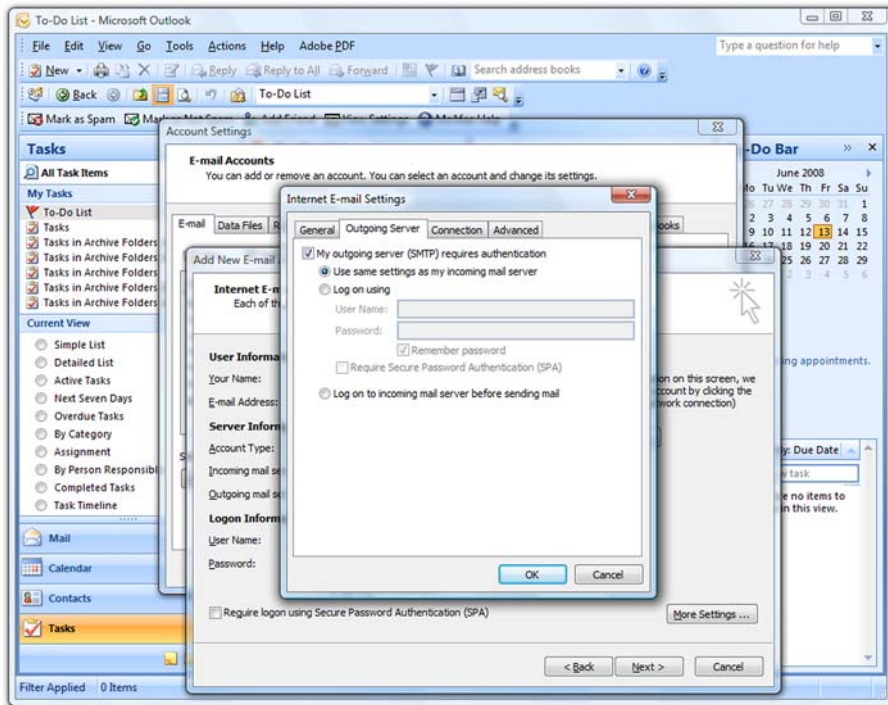


## 3. Add your details



Your Name:	enter your name
E-mail Address:	as supplied by beachshore
Account Type:	select POP3
Incoming mail server (POP3):	as supplied by beachshore
Outgoing mail server (SMTP):	as supplied by beachshore
User Name:	your e-mail address as supplied by beachshore
Password:	your password as supplied by beachshore
Remember password:	tick this only if you are using a secure computer and not sharing with colleagues

Click the **More Settings** button.

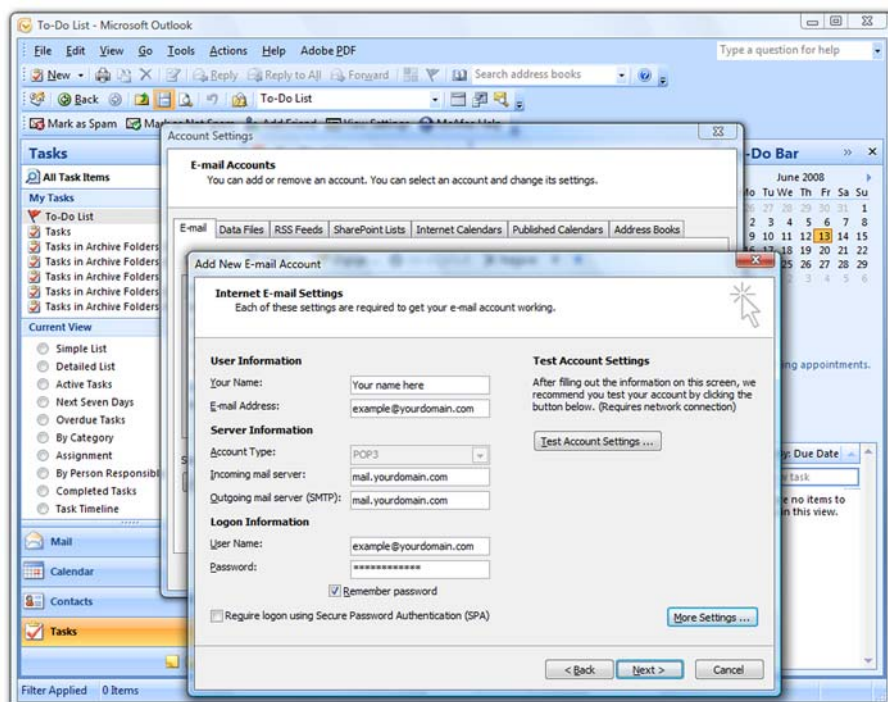


Click the **Outgoing Server** tab.

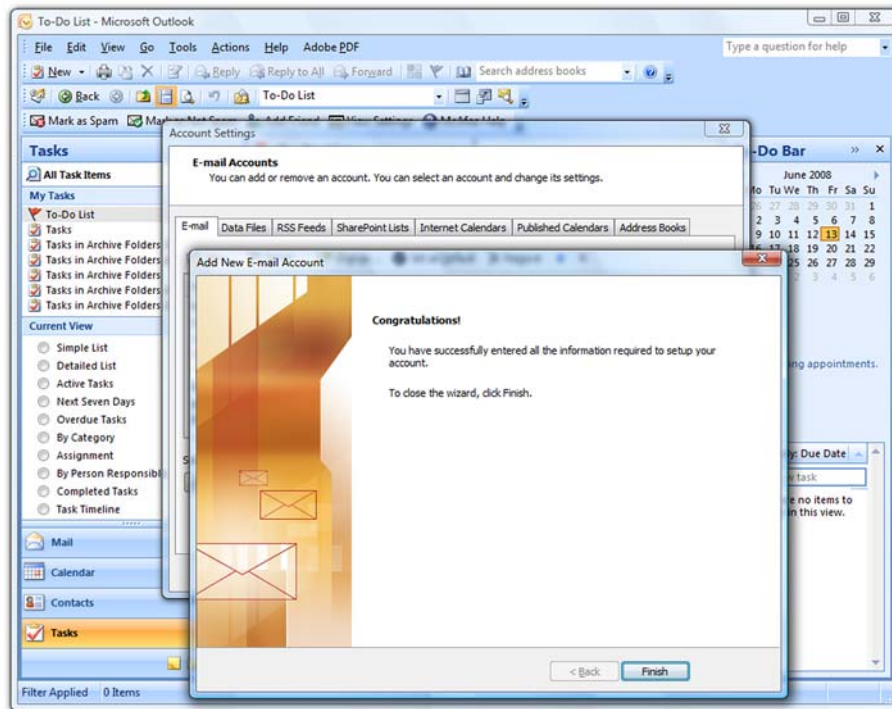
Tick the box **My outgoing server (SMTP) requires authentication**

Select the option **Use same settings as my incoming server**

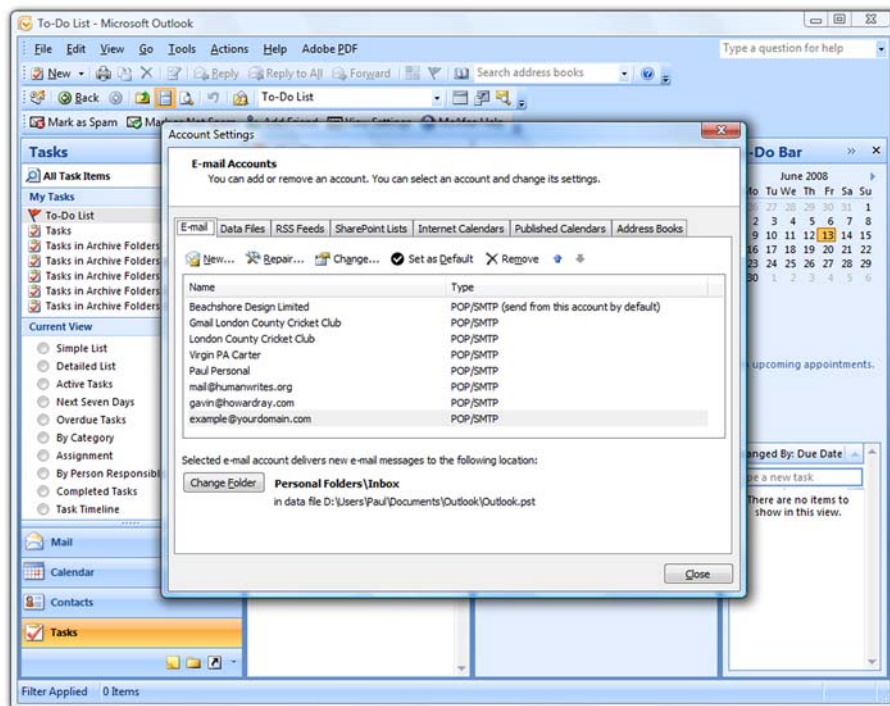
Click the **OK** button.



Click the **Next >** button.



Click the **Finish** button.



Click the **Close** button. That's it! Your e-mail account has now been added to Outlook 2007 and you can start sending and receiving your e-mail.

Please note some Internet Service Providers (ISPs) restrict your ability to send e-mail using these settings. In those situations you may need to use the SMTP settings supplied by your ISP. Contact beachshore for help in setting this up.