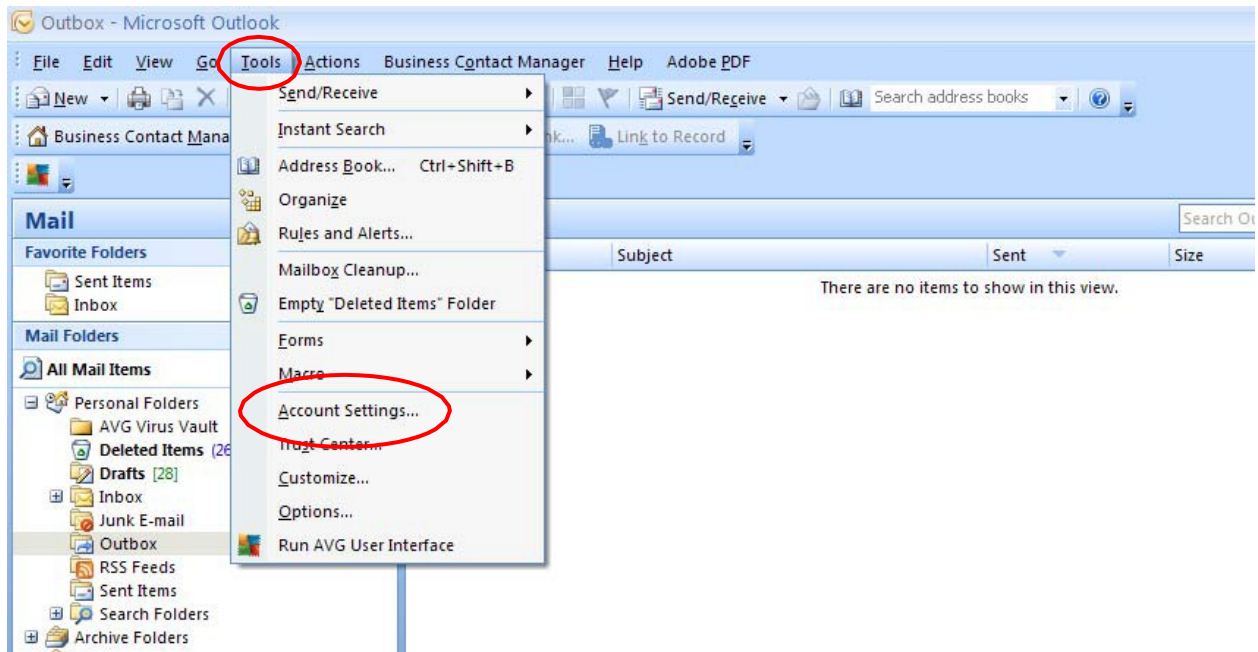
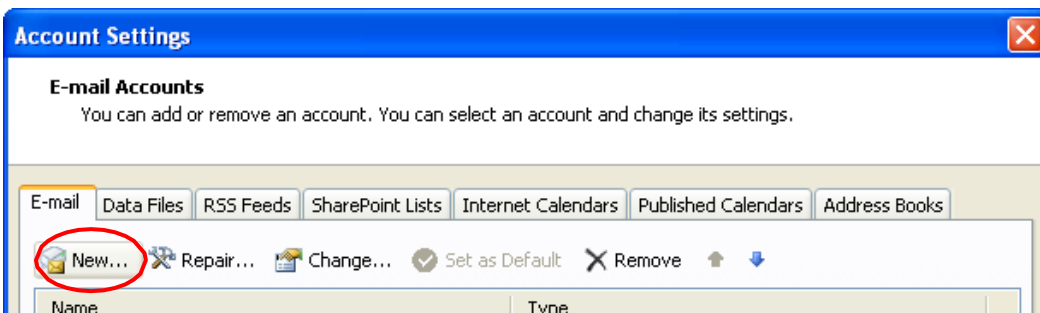


## Setting up your domain name email account in Outlook 2007

Click on the **Tools** menu, and then on **Account Settings**



Click **"New"**



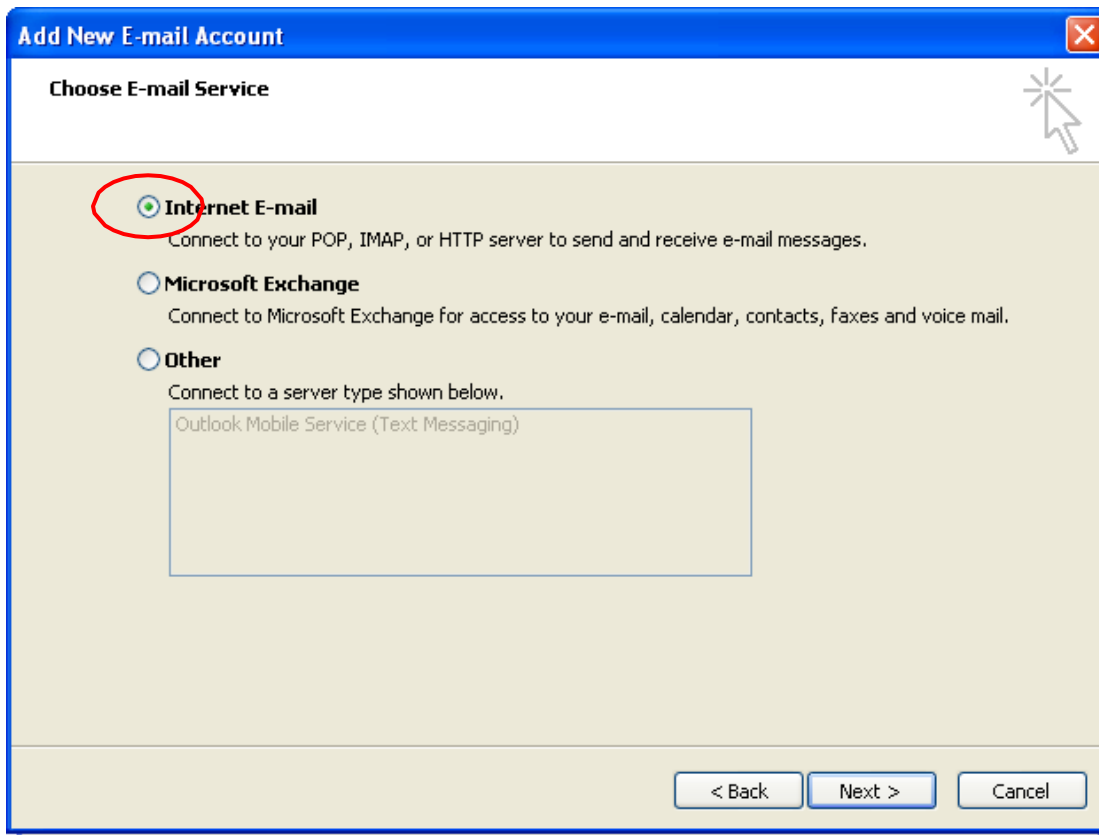
Leave **Microsoft Exchange, POP3, IMAP or HTTP** selected, and click **Next**

The screenshot shows the 'Add New E-mail Account' dialog box with the title bar 'Add New E-mail Account' and a close button. The main heading is 'Choose E-mail Service'. There are two radio button options: 'Microsoft Exchange, POP3, IMAP, or HTTP' (which is selected and circled in red) and 'Other'. Below the 'Other' option is a list box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom of the dialog, there are three buttons: '< Back', 'Next >' (circled in red), and 'Cancel'.

Tick the box that says “**Manually configure server settings or additional server types**” and click **Next**

The screenshot shows the 'Add New E-mail Account' dialog box with the title bar 'Add New E-mail Account' and a close button. The main heading is 'Auto Account Setup'. It contains four input fields: 'Your Name:' (with example 'Barbara Sankovic'), 'E-mail Address:' (with example 'barbara@contoso.com'), 'Password:', and 'Retype Password:' (with instruction 'Type the password your Internet service provider has given you.'). At the bottom left, there is a checked checkbox labeled 'Manually configure server settings or additional server types' (circled in red). At the bottom right, there are three buttons: '< Back', 'Next >' (circled in red), and 'Cancel'.

Leave “**Internet E-mail**” selected and click **Next**.



In the next box, enter:

**Your Name:** Enter this as you would like it to appear when you send your emails

**Email Address:** Enter your FULL email address.

**Account Type** POP 3

**Incoming Mail Server:** mail.yourdomain.com.au (enter your domain here)

**Outgoing Mail Server:** mail.yourdomain.com.au (enter your domain here)

**User Name:** Enter your FULL email address

**Password:** Provided to you by BizBoost

Then click **More Settings**,

**Add New E-mail Account** [Close]

**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:  [v]

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)

Click the **Outgoing Server** tab

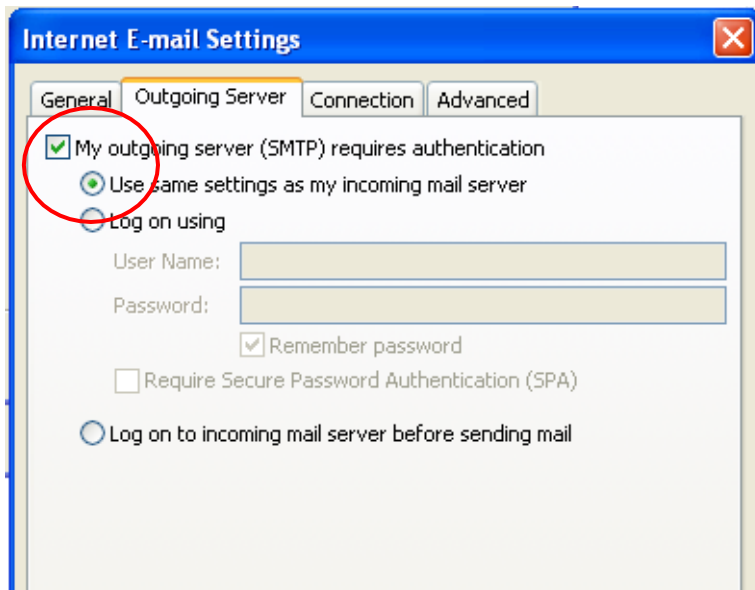
**Internet E-mail Settings** [Close]

General **Outgoing Server** Connection Advanced

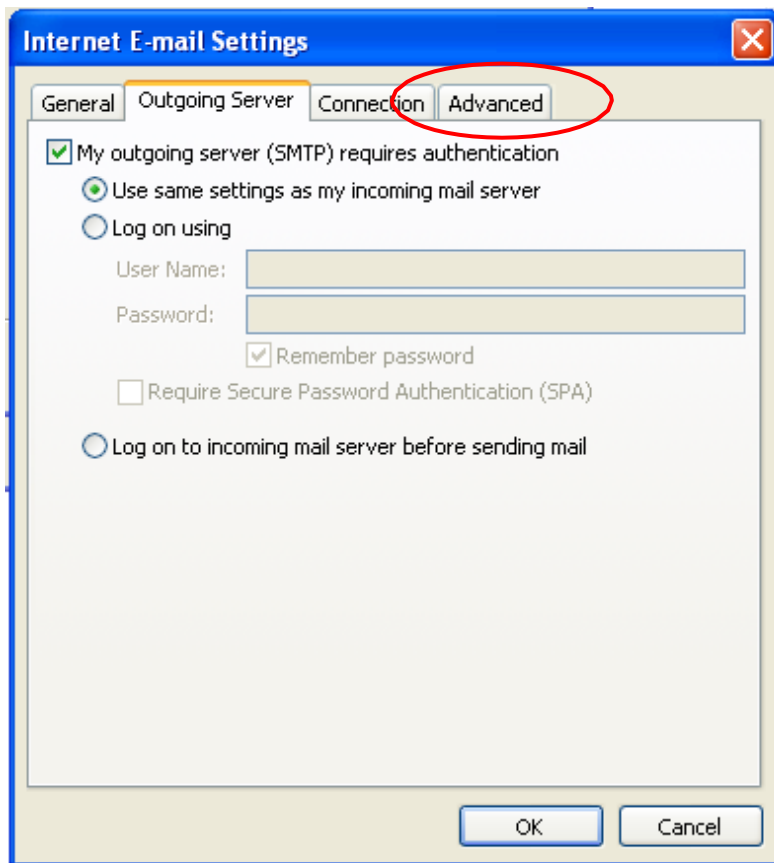
My outgoing server (SMTP) requires authentication

- Use same settings as my incoming mail server
- Log on using
  - User Name:
  - Password:
  - Remember password
- Require Secure Password Authentication (SPA)
- Log on to incoming mail server before sending mail

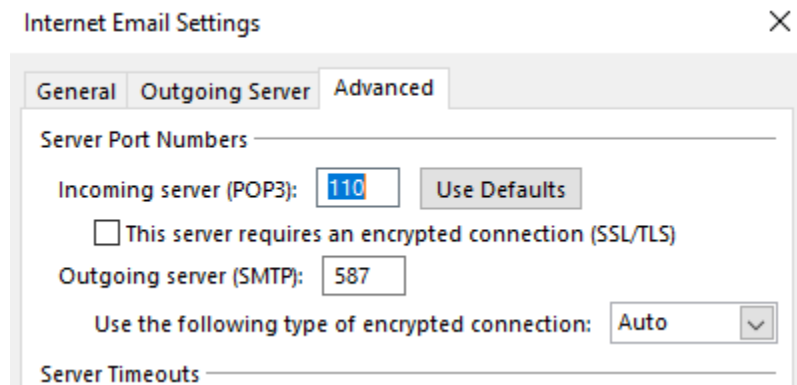
Tick the box that says **“My outgoing server (SMTP) requires authentication”** and select **“Use same settings as my incoming mail server”**



Now click on the **Advanced** tab

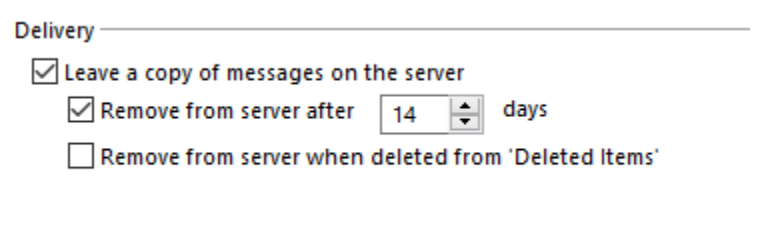


Try the Outgoing Server as 25 however, if it doesn't work, replace with the number **587** in the Outgoing server (SMTP) box, and change the '**Use the following type of encrypted connection:**' to '**Auto**'



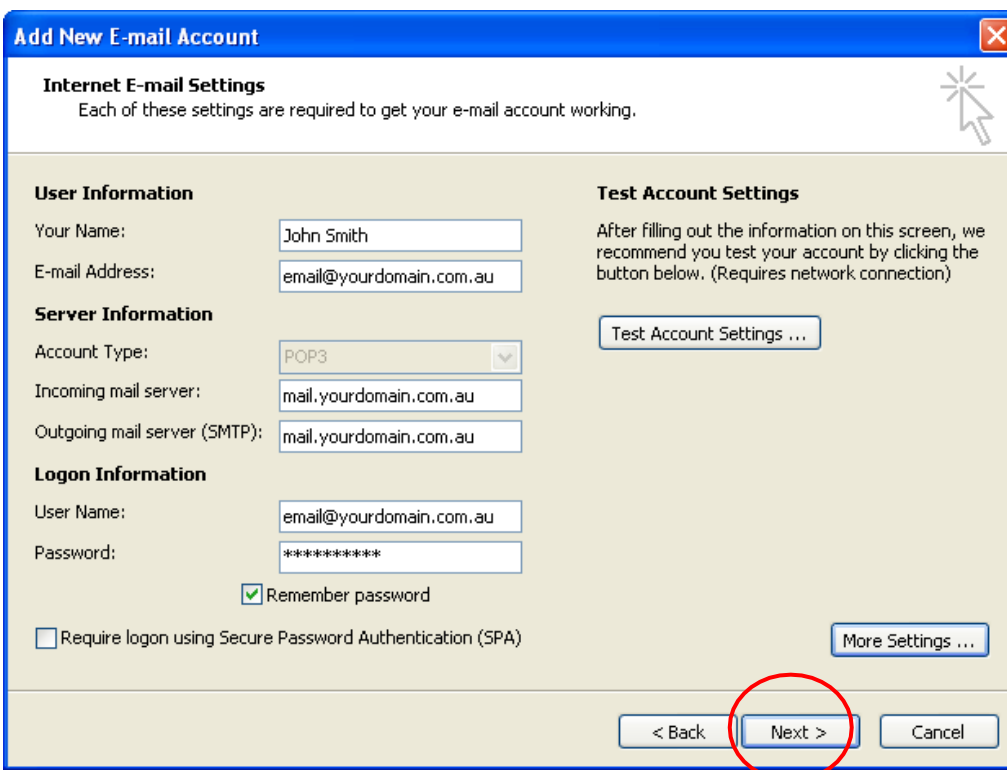
The screenshot shows the 'Internet Email Settings' dialog box with the 'Advanced' tab selected. Under 'Server Port Numbers', the 'Incoming server (POP3)' is set to 110. The checkbox 'This server requires an encrypted connection (SSL/TLS)' is unchecked. The 'Outgoing server (SMTP)' is set to 587. The dropdown menu for 'Use the following type of encrypted connection:' is set to 'Auto'. There is also a 'Server Timeouts' section at the bottom.

Tick the box that says **Leave a copy of messages on the server**. Tick the box that says **Remove from the server after 14 Days** and click **OK**.

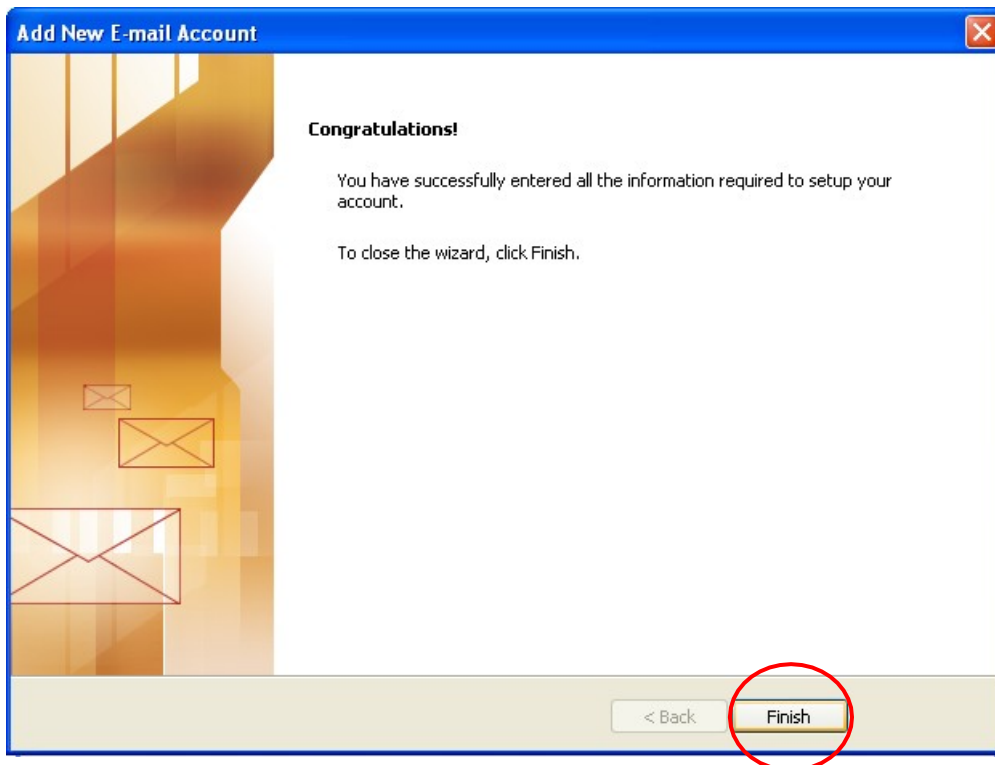


The screenshot shows the 'Delivery' section of the settings. The checkbox 'Leave a copy of messages on the server' is checked. Below it, the checkbox 'Remove from server after' is also checked, with a spinner box set to '14' days. The checkbox 'Remove from server when deleted from 'Deleted Items'' is unchecked.

Click **Next**



The screenshot shows the 'Add New E-mail Account' dialog box. It has a title bar with a close button. Below the title bar, it says 'Internet E-mail Settings' and 'Each of these settings are required to get your e-mail account working.' There are two columns of settings: 'User Information' (Your Name: John Smith, E-mail Address: email@yourdomain.com.au), 'Server Information' (Account Type: POP3, Incoming mail server: mail.yourdomain.com.au, Outgoing mail server (SMTP): mail.yourdomain.com.au), and 'Logon Information' (User Name: email@yourdomain.com.au, Password: masked, Remember password checked, Require logon using SPA unchecked). There are also 'Test Account Settings' and 'More Settings ...' buttons. At the bottom, there are '< Back', 'Next >', and 'Cancel' buttons. The 'Next >' button is circled in red.



Click **Finish**

Well done!