

Open Outlook 2007

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🗈 New 🔻 🤀 📑 Send/Receive	🔹 🔝 Search address books 🔹 🎯 👦 🕄 🕲 🛛 🖉 🖄 🖄 🖓 🖓 outbook:today		
Mail «	🧐 Personal Folders - Outlook Today		
Favorite Folders	Tuesday, 17 February 2015	Customize Outlook Today	
lnbox (2123)			
Sent Items	Calendar Tasks	Messages	
Mail Folders		Inhox 2123	

Click Tools then account settings

E-mail Accounts	
You can add or remove an a	count. You can select an account and change its settings.
nail Data Files RSS Feeds S	arePoint Lists Internet Calendars Published Calendars Address Books
🖥 New 🛠 Repair 🔳 Char	qe 📀 Set as Default 🗙 Remove 🔹 🛡

If there is already an unsuccessful account there for your MelbPC account listed

Highlight it and click Remove then

Click New and enter your details

Auto Account Setup Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings. Image: Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings. Your Name: Example: Barbara Sankovic E-mail Address: Example: barbara@contoso.com Password: Example: barbara@contoso.com Password: Type the password your Internet service provider has given you. Type the password your Internet service provider has given you. Cancel Manually configure server settings or additional server types Cancel Add New E-mail Account Cancel		Add New E-mail Accou	Ealdors Outlook Today	
Your Name: Example: Barbara Sankovic E-mail Address: Example: barbara@contoso.com Password: Example: barbara@contoso.com Password: Type the password your Internet service provider has given you. Type the password your Internet service provider has given you. Type the password your Internet service provider has given you. Manually configure server settings or additional server types <a> Add New E-mail Account <a> Auto Account Setup <a> Auto Account <a> Auto Account <a>		Auto Account Setup Clicking Next will co	ntact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.	
E-mail Address: Example: barbara@contoso.com Password: Retype Password: Type the password your Internet service provider has given you. Type the password your Internet service provider has given you. Annually configure server settings or additional server types <a href="https://www.email.account-accoun</td> <td></td> <td>Your Name:</td> <td>Example: Barbara Sankovic</td> <td> - </td>		Your Name:	Example: Barbara Sankovic	 -
Password:		E-mail Address:	Example: barbara@contoso.com	
Manually configure server settings or additional server types < Back:		Password: [Retype Password: [Type the password your Internet service provider has given you.	
Manually configure server settings or additional server types Add New E-mail Account Auto Account Setup Auto Account Auto				
Add New E-mail Account Auto Account Setup Cicking New Will contact your e-mail server and configure your Internet service provider or Microsoft Evchange server account settings	-	Manually configure :	server settings or additional server types < Back	
Auto Account Setup Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Evchange server account settings		Add New E-mail Acco		×
containing mean that contract your a mean perfect and configure your anternet service provider or iniciosoft excitating server account settings.		Auto Account Setu Clicking Next will (P contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.	×~
Your Name: Kevin Dempster Example: Barbara Sankovic		Your Name:	Kevin Dempster Example: Barbara Sankovic	
E-mail Address: dempk@melbpc.org.au Example: barbara@contoso.com		E-mail Address:	dempk@melbpc.org.au Example: barbara@contoso.com	
Password: ************************************		Password: Retype Password:	********* ********* Type the password your Internet service provider has given you.	
Manually configure server settings or additional server types		Manually configure	server settings or additional server types	
< Back Next > Cancel			< Back Next > Car	ncel

	Add New E-mail Account
21.23) ms	Online search for your server settings
ns I Folders	Configuring
ted Items is x (2123) x (2123) Content (13) ox Freeds thems ch Folders ch Folders <i>Mail Mail Folders</i> Folders	Configuring e-mail server settings. This might take several minutes:
	OK

Click the X top right to remove the window



Click to tick the box beside Manually configure server settings and click Next



Click Next

-mail Accounts			
Add New E-mail Acco	ount		×
Auto Account Setu	Þ		×.
Your Name:	Kevin Dempster		
	Example: Barbara Sankovic		
E-mail Address:	empk1@melbpc.org.au		
	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		
It manually configure	server settings of additional server types		
		< Back	Next > Cancel

Click Next

mail Accounts Add New E-mail Account		×
Choose E-mail Service		×.
Internet E-mail Connect to your POP IMAP, or HTTP	converte condiand receive e-mail mechanics	
Microsoft Exchange	server to seno and receive e-mail messages.	
Connect to Microsoft Exchange for ac	cess to your e-mail, calendar, contacts, taxes and v	voice mail.
Connect to a server type shown below Microsoft Outlook Hotmail Connector	w.	
Outlook Mobile Service (Text Messag	ging)	

Click Next

Add New E-mail Account	×
Internet E-mail Settings Each of these settings are required to get your e	mail account working.
User Information Your Name: Kevin Dempster E-mail Address: empk1@melbpc.org. Server Information Encoming mail server: Account Type: POP3 Incoming mail server: Outgoing mail server: Outgoing mail server (SMTP): Encoming Logon Information Encoming Vser Name: Image: Compare the server of the ser	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 Image: Set Account Settings Image: Set Account Settings
	More Bettings
	< Back Next > Cancel

Enter your details and select either POP or IMAP

mail Accounts		
Add New E-mail Account		<u>×</u>
Internet E-mail Settings Each of these settings are	required to get your e-mail accoun	it working.
User Information		Test Account Settings
Your Name:	Kevin D	After filling out the information on this screen, we
E-mail Address:	dempk1@melbpc.org.au	button below. (Requires network connection)
Server Information		
Account Type:	POP3	Test Account Settings
Incoming mail server:	outlook.office365.com	
Outgoing mail server (SMTP):	smtp.office365.com	
Logon Information		
User Name:	dempk1@melbpc.org.au	
Password:	******	
	Remember password	
Require logon using Secure	Password Authentication (SPA)	
		More Settings
		< Back Next > Cancel
		Concer

Click More Settings and select outgoing server

- - - -

ation	Internet E-mail Settings	×
	General Outgoing Server Connection Advanced	n on this scr
ss:	My outgoing server (SMTP) requires authentication	ork connection
rmation	 Use same settings as my incoming mail server Log on using 	
8:	User Name:	—
il server	Password:	
il server	Remember password	
mation	Require Secure Password Authentication (SPA)	
	C Log on to incoming mail server before sending mail	

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

Click Ok then More settings again select Advanced

Internet E-mail Settings X General Outgoing Server Connection Advanced Server Port Numbers Incoming server (POP3): 995 Use Defaults Outgoing server (POP3): Incoming server (POP3): 995 Use Defaults Outgoing server (SMTP): 587 Use the following type of encrypted connection: TLS Image: Connection Server Server Timeouts Short Image: Connection Server Long 1 minute Image: Connection Server Image: Connection Server Remove from server after 10 Image: Connection Server Image: Connection Server Remove from server when deleted from 'Deleted Items' Image: Connection Server Image: Connection Server	er Information	Test Accou
General Outgoing Server Connection Advanced id Server Port Numbers Incoming server (POP3): 995 Use Defaults Iou Image: This server requires an encrypted connection (SSL) Outgoing server (SMTP): 587 Use the following type of encrypted connection: TLS ▼ Server Timeouts Server Timeouts Iong 1 minute Iong 1 minute Delivery Icave a copy of messages on the server Icave a days Icave from server when deleted from 'Deleted Items'	Internet E-mail Settings	×
Server Port Numbers Incoming server (POP3): 995 Use Defaults This server requires an encrypted connection (SSL) Outgoing server (SMTP): 587 Use the following type of encrypted connection: TLS Server Timeouts Short The Long 1 minute Delivery Leave a copy of messages on the server Remove from server after 10 days Remove from server when deleted from 'Deleted Items'	General Outgoing Server Connection Advanced	id ow
 ✓ This server requires an encrypted connection (SSL) Outgoing server (SMTP): 587 Use the following type of encrypted connection: TLS ✓ Server Timeouts Short ✓ Long 1 minute Delivery ✓ Leave a copy of messages on the server Remove from server after 10 = days Remove from server when deleted from 'Deleted Items' 	Server Port Numbers Incoming server (POP3): 995 Use Defaults	iou
Use the following type of encrypted connection: TLS Server Timeouts Short Long 1 minute Delivery Leave a copy of messages on the server Remove from server after 10 Remove from server when deleted from 'Deleted Items'	This server requires an encrypted connection (SSL)	
Server Timeouts Short Composition Long 1 minute Delivery Vertice a copy of messages on the server Remove from server after 10 days Remove from server when deleted from 'Deleted Items'	Use the following type of encrypted connection: TLS	•
Delivery Leave a copy of messages on the server Remove from server after 10 = days Remove from server when deleted from 'Deleted Items'	Server Timeouts Short Long 1 minute	
	Delivery Leave a copy of messages on the server Remove from server after 10 days Remove from server when deleted from 'Deleted Items	5'
	ОК	Cancel

Set This server requires an encrypted connection SSL

Outgoing Server SMTP to 587 and

Use the following type of encrypted connection to TLS

Ensure settings are as shown and decide whether to tick Leave copy of messages on server

Click Ok

mail Accounts		
Add New E-mail Account		×
Internet E-mail Settings Each of these settings are	required to get your e-mail accour	nt working.
User Information		Test Account Settings
Your Name:	Kevin D	After filling out the information on this screen, we
E-mail Address:	dempk1@melbpc.org.au	button below. (Requires network connection)
Server Information		Task Assourt Sattings
Account Type:	POP3	Test Account Settings
Incoming mail server:	outlook.office365.com	
Outgoing mail server (SMTP):	smtp.office365.com	
Logon Information		
User Name:	dempk1@melbpc.org.au	
Password:	******	
	Remember password	
Require logon using Secure	Password Authentication (SPA)	
		More Settings
		< Back Next > Cancel

Now click Test Account settings

			and the second	×
Account Settings				*
gratulations! All tests completed succes	sfully. Click Close to continue	e. Stop		4
		Close	=	
		Close	_ ↓	
sks Errors			nation on this screen, we	
asks	Status		r account by clicking the	
Log onto incoming mail server (POP3)	Complete	d	- Hetwork connectiony	
Send test e-mail message	Complete	b		
, gon Information				
gon Information	nelhor, ora au			
gon Information er Name: dempk@r	nelbpc.org.au			
gon Information er Name: dempk@r ssword: •••••••	nelbpc.org.au			
gon Information er Name: dempk@r ssword: ••••••••	nelbpc.org.au			
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gon Information er Name: dempk@r ssword: ✓ Remember Require logon using Secure Password	nelbpc.org.au *** password Authentication (SPA)			
gon Information er Name: dempk@r ssword: ✓ Remember Require logon using Secure Password	nelbpc.org.au password Authentication (SPA)			
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gon Information er Name: dempk@r ssword: ✓ Remember Require logon using Secure Password	nelbpc.org.au *** password Authentication (SPA)			
gon Information er Name: dempk@r ssword: ✓ Remember Require logon using Secure Password	nelbpc.org.au *** password Authentication (SPA)			
gon Information er Name: dempk@r ssword: ✓ Remember Require logon using Secure Password	nelbpc.org.au password Authentication (SPA)		More Settings	
gon Information er Name: dempk©r ssword: ⊽****** ⊽ Remember Require logon using Secure Password	nelbpc.org.au *** password Authentication (SPA)		More Settings	
gon Information er Name: dempk©r ssword: ✓ Remember Require logon using Secure Password	nelbpc.org.au *** password Authentication (SPA)		More Settings	
gon Information er Name: dempk@r ssword: ✓ Remember Require logon using Secure Password	nelbpc.org.au *** password Authenticetion (SPA)		More Settings	Next > Cancel

When this message appears, breath a sigh of relief and click the Close button

Then click Next and Finish.

KD Jly 2015