

Setting Up Your Email in Microsoft Outlook 2007

Print this Article

Comment on this Article

Last Updated: September 14, 2007 4:00 PM

This tutorial shows you how to set up Microsoft Outlook to work with your email account. You can set up previous versions of Microsoft Outlook using the settings in this tutorial.

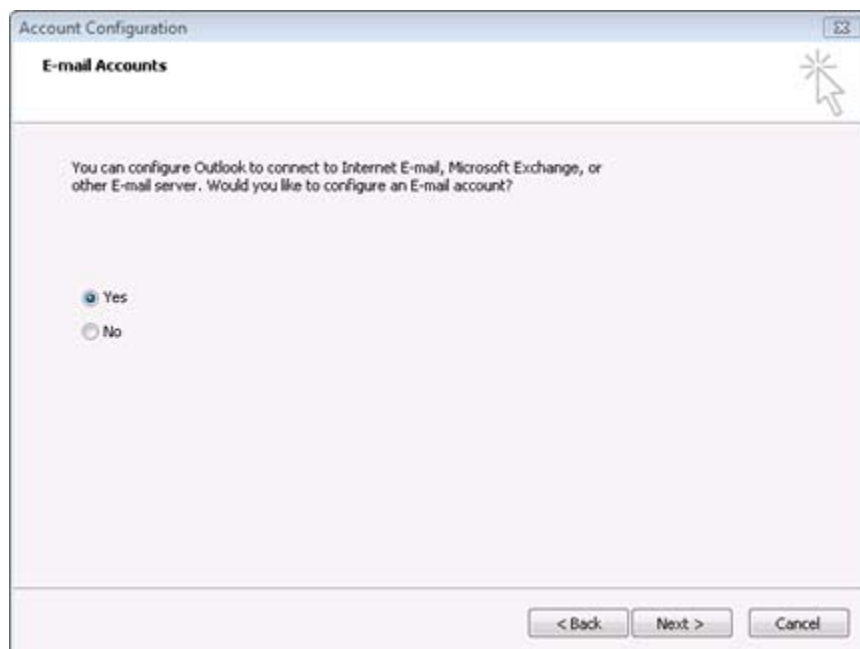
To Set Up Your Email Account in Microsoft Outlook 2007

1. Start Microsoft Outlook 2007. When the Startup Wizard displays, click **Next**.

NOTE: If the Startup Wizard doesn't automatically display, from the Tools menu, select Account Settings, and then click New. In the Add New E-mail Account dialog box, select Microsoft Exchange, POP3, IMAP, or HTTP, then click Next.



2. On the **Account Configuration** page, select **Yes** to indicate you want to configure an email account, and then click **Next**.



3. On the **Auto Account Setup** page, enter the following:

Your Name

Enter your first and last name.

E-mail Address

Enter your email address.

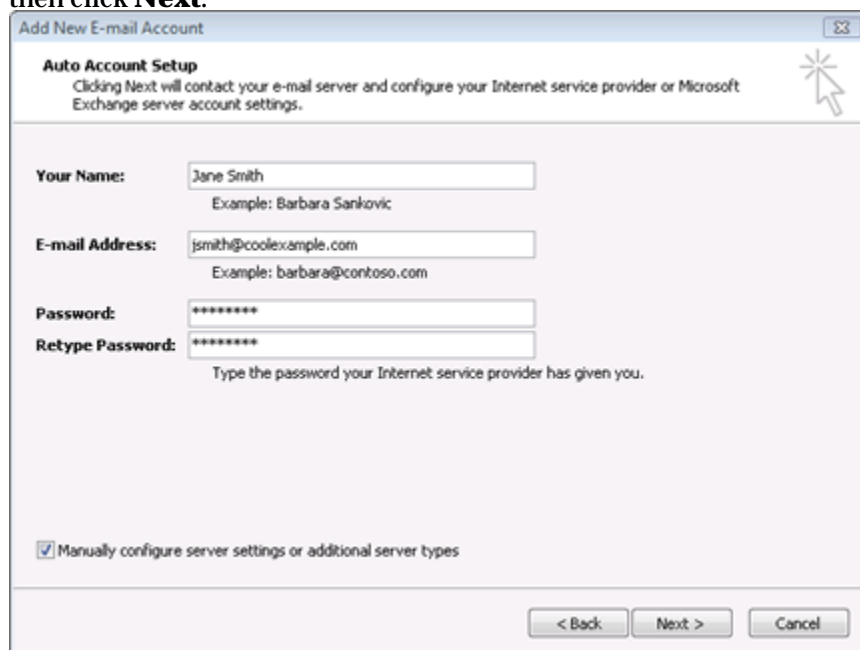
Password

Enter the password you created for your email account.

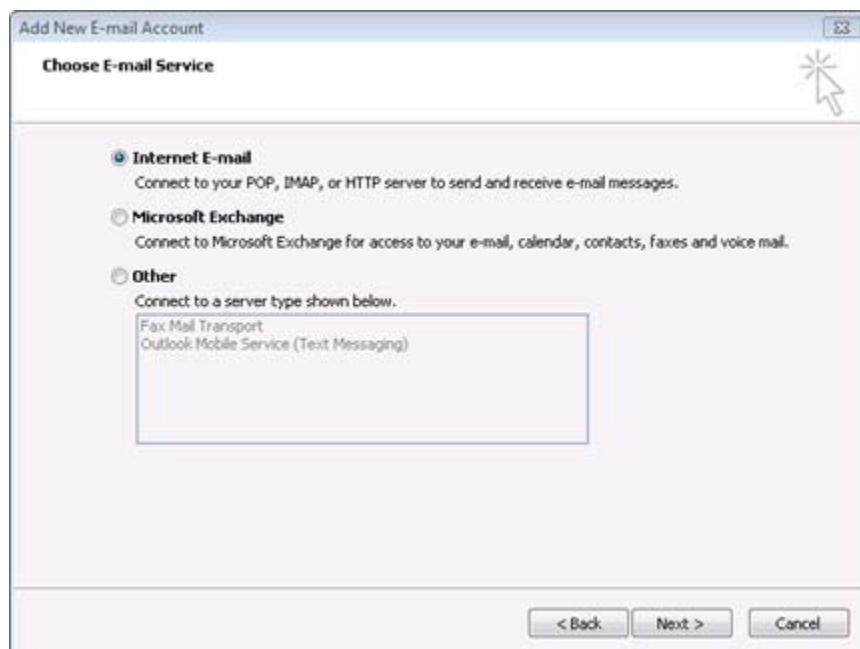
Retype Password

Enter your password again.

4. At the bottom of the page, select **Manually configure server settings or additional server types**, and then click **Next**.



5. On the **Choose E-mail Service** page, select **Internet E-mail**, and then click **Next**.



6. On the **Internet E-mail Settings** page, enter your email account information as follows:

Your Name

Enter your first and last name.

E-mail Address

Enter your email address.

Account Type

Select **POP3**.

Incoming mail server

Type **pop.secureserver.net** for your incoming mail server.

Outgoing mail server (SMTP)

Type **smtpout.secureserver.net** for your outgoing mail server.

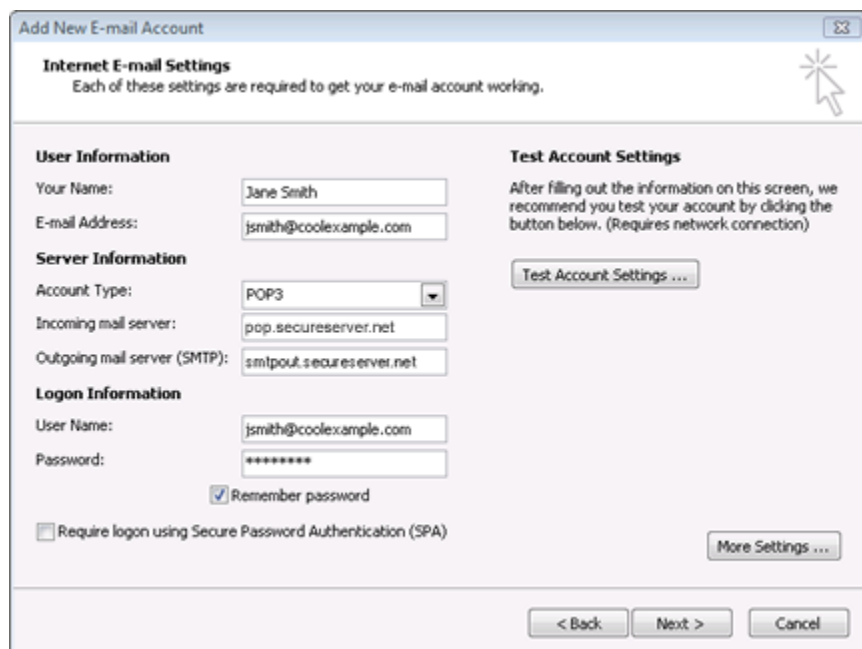
User Name

Enter your email address again.

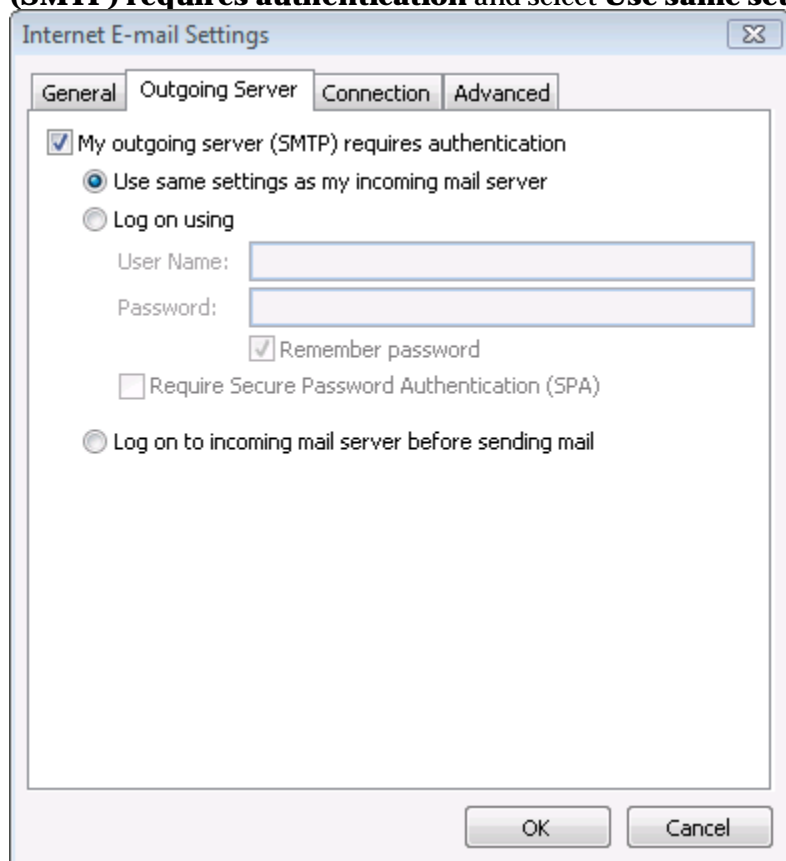
Password

Enter the password you created for your email account.

7. Select the **Remember Password** checkbox, and then click **More Settings**.

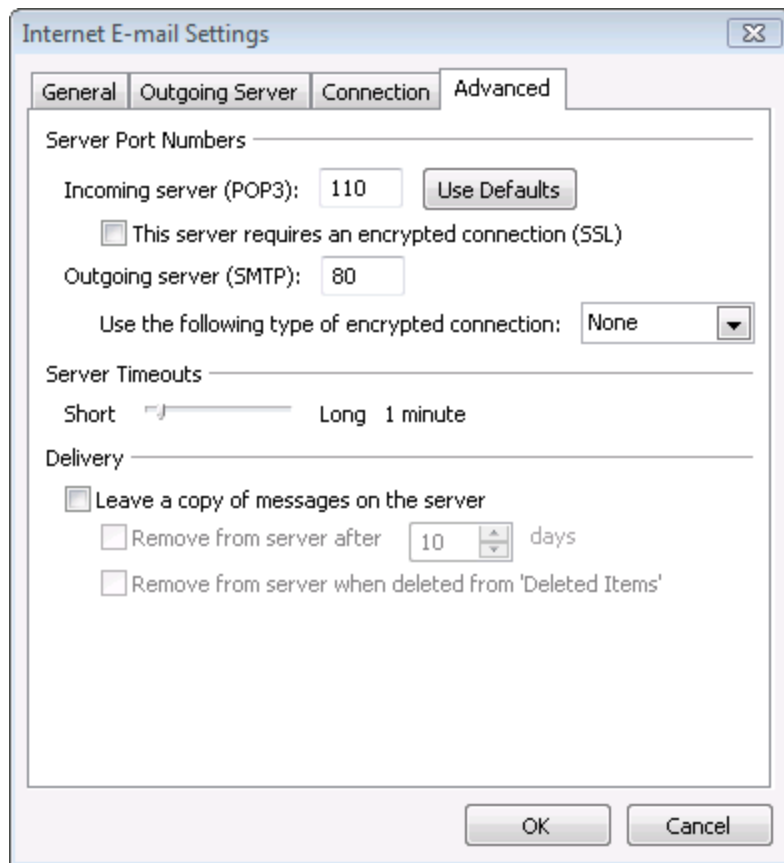


8. In the Internet E-mail Settings window, go to the **Outgoing Server** tab. Check **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.

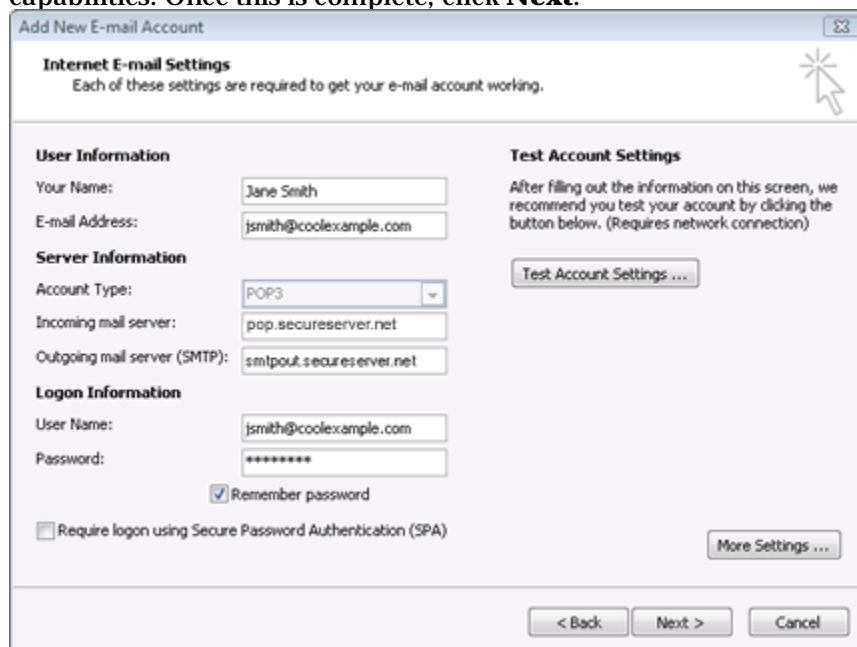


9. Go to the **Advanced** tab. Verify that you have **110** for your incoming server (POP3) and **80** for your outgoing server (SMTP), and then click **OK**.

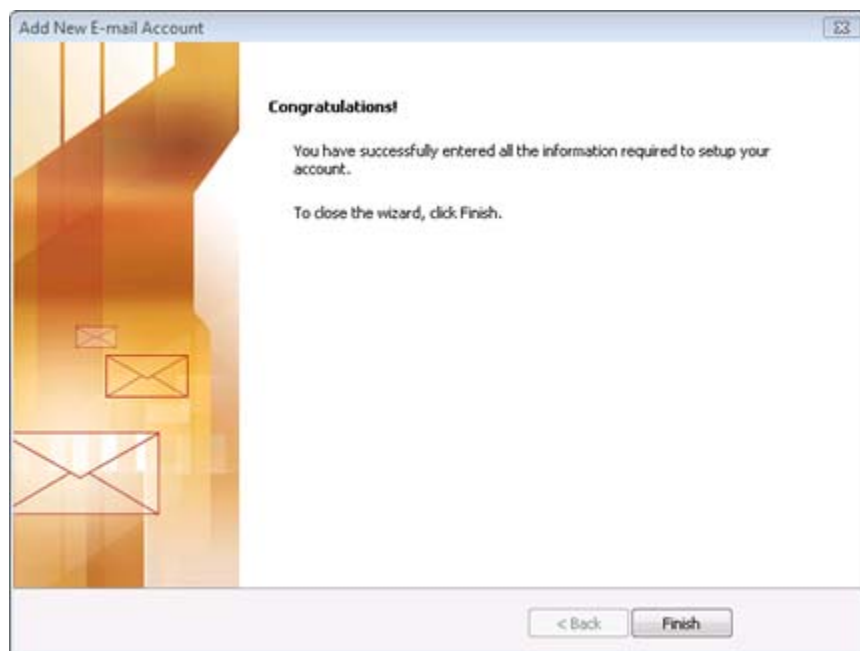
NOTE: If you have trouble sending email you can also try 25 or 3535 for your outgoing server (SMTP) port.



10. Click **Test Account Settings**. Microsoft will send itself a message to test your incoming and outgoing capabilities. Once this is complete, click **Next**.



11. Click **Finish**.



Rate this article:

- [Not helpful](#)
- [Somewhat helpful](#)
- [Helpful](#)
- [Very helpful](#)
- [Solved my problem](#)

Copyright © 2005 - 2008. All rights reserved. [Privacy Policy](#)