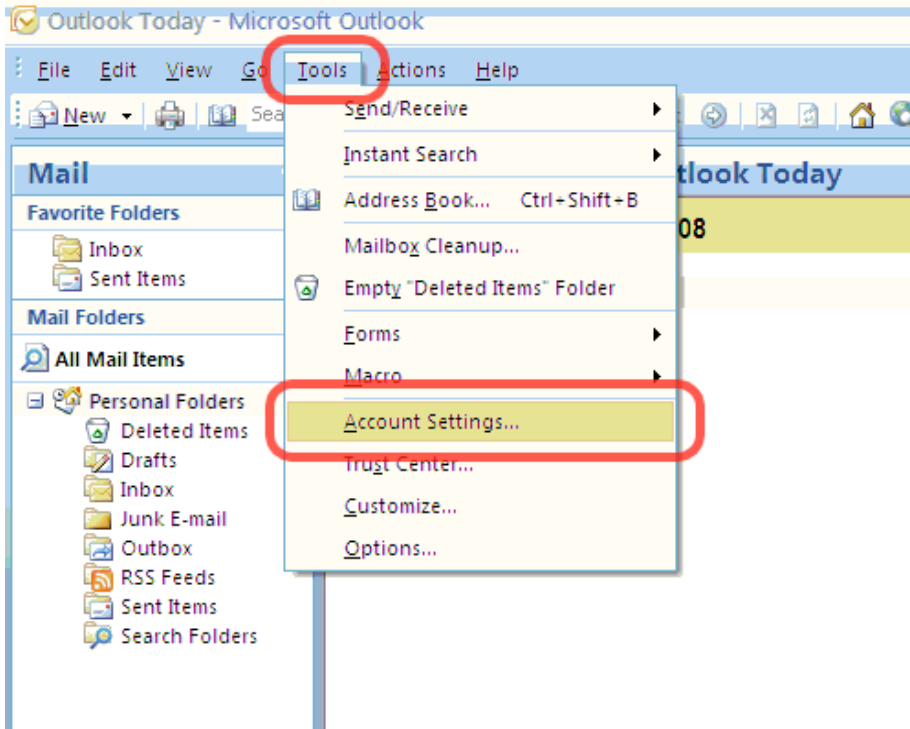
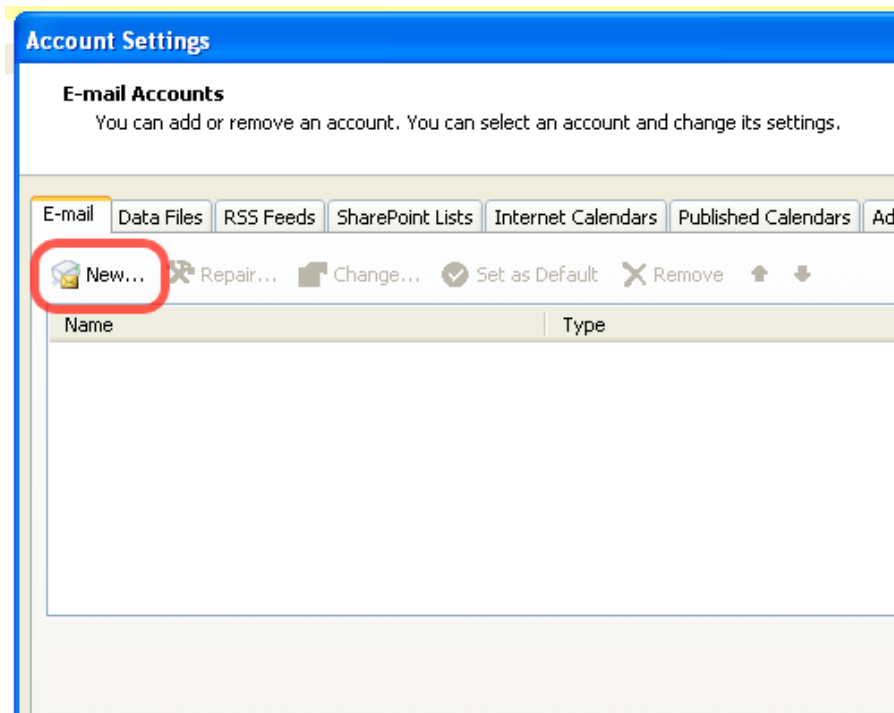


Configure your Outlook 2007 mail client to send and receive your email.

1) Open your Outlook 2007, go to the **Tools** menu and select **Account Settings...**



2) The first tab which will already be selected is the **E-mail** tab. Select **New...**



3) Select **Manually configure server settings or additional server types** and select next (there is no need to fill in the fields above)

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
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

< Back Next > Cancel

4) Select **Internet E-mail** and select next

Add New E-mail Account

Choose E-mail Service

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes a

Other
Connect to a server type shown below.
Outlook Mobile Service (Text Messaging)

5) You can now enter your email account details:

Your Name: This is the name you want to be displayed on the emails you send out

E-mail Address: Your email address

Account Type: POP3

Incoming mail server (POP3): pop.daily.co.uk

Outgoing mail server (SMTP): mail.daily.co.uk

User Name: This will be your email address again

Password: This will be your email password

Once you have entered your details, select **More Settings...**

The screenshot shows the 'Add New E-mail Account' dialog box. It has a blue title bar and a close button in the top right. Below the title bar is the text 'Internet E-mail Settings' and a note: 'Each of these settings are required to get your e-mail account working.' The dialog is divided into several sections: 'User Information' with fields for 'Your Name' (John Smith) and 'E-mail Address' (john@daily-example.co.uk); 'Server Information' with a dropdown for 'Account Type' (POP3), and text boxes for 'Incoming mail server' (pop.daily.co.uk) and 'Outgoing mail server (SMTP)' (mail.daily.co.uk); 'Logon Information' with fields for 'User Name' (john@daily-example.co.uk) and 'Password' (*****), a checked 'Remember password' checkbox, and an unchecked 'Require logon using Secure Password Authentication (SPA)' checkbox; and 'Test Account Settings' with a 'Test Account Settings ...' button. A 'More Settings ...' button is highlighted with a red circle. At the bottom are '< Back', 'Next >', and 'Cancel' buttons.

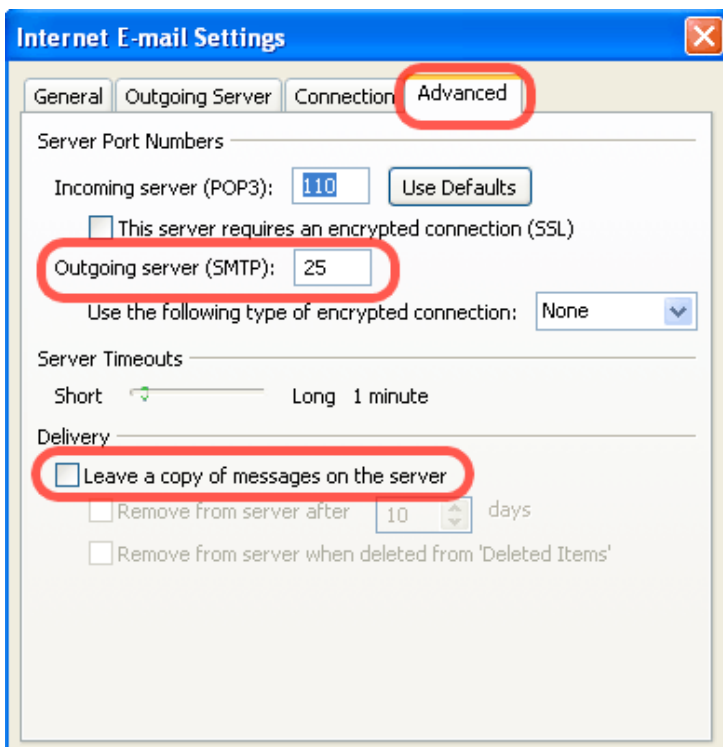
6) Select the **Outgoing Server** tab and ensure the check box is ticked for **My outgoing server (SMTP) requires authentication**

The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'Outgoing Server' tab is highlighted with a red circle. The first option, 'My outgoing server (SMTP) requires authentication', is checked and highlighted with a red circle. Below it are radio buttons for 'Use same settings as my incoming mail server' (selected), 'Log on using', and 'Log on to incoming mail server before sending mail'. The 'Log on using' section has fields for 'User Name' and 'Password', and a checked 'Remember password' checkbox. There is also an unchecked 'Require Secure Password Authentication (SPA)' checkbox.

7) Select the **Advanced** tab

If you connect to the Internet using either **AOL**, **BT Internet** or **Orange**, then please change the number in the **Outgoing Server (SMTP)** box from **25** to **587**. If you do not connect with either of these ISP's, then you can leave this section alone unless you experience any problems in sending.

If you want to leave a copy of your emails on the server (usually if you want to read your emails from more than one computer) then tick the **Leave a copy of messages on the server**. This is optional and we recommend that if selecting this option then you regularly delete any old emails to stop your mail box running out of space.



7) Your email is now ready to send and receive. You can select **OK**, **Next** and **Finish** to exit the new account wizard and return to your main page.

