How To: Setup your email address in Microsoft Outlook 2007
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Checklist

Ensure you have the following details with you that are required to complete the process:

- Your full email address (eg. yourname@yourdomain.com.au)
- Your email password
- Your domain name. This is used as both your incoming and outgoing mail server.
  If your website address was http://www.spectrumwired.com your incoming and
  outgoing mail servers would be "spectrumwired.com" (we ignore the ‘http://www.’)

Overview

This document’s aim is to assist with email setup for the companies and businesses that
have website hosting through Spectrum Wired.

Instructions will be provided for email setup with Microsoft Outlook 2007 in step-by-step point
form with accompanying screen-grabs.

This document is for clients of Spectrum Wired hosting services only

Please Note: If after following these instructions you find that you can receive but
not send emails; you must contact your ISP’s technical support and use their
outgoing mail (SMTP) server.
Microsoft Outlook 2007: Setting up Email for the First Time

1) Open Microsoft Outlook 2007
2) In the ‘Tools’ menu select ‘Account Settings…’
3) Click on ‘New…’
4) Make sure ‘Microsoft Exchange, POP3, IMAP, or HTTP’ radio button is checked, then click ‘Next >’
5) Make sure ‘Internet E-mail’ radio button is checked, then click ‘Next >’
6) Enter your email settings. The important points to remember are:
   a. User Name: If your email address was youremail@yourdomain.com.au your
      User name would be “youremail” (we ignore the ‘@yourdomain.com.au’)
   b. Password: Make sure this has your password entered correctly.
   c. Incoming mail server (POP3): Make sure this has your correct server settings.
      Eg: yourdomain.com.au
   d. Outgoing mail server (SMTP): This should have the same settings as your
      incoming mail server (unless you are using your ISP’s outgoing mail server).

7) If you are using your domain (yourdomain.com.au) to send emails (as opposed to
   your ISP’s outgoing mail server) you should click the ‘More Settings…’ tab.
8) Then click the **Outgoing Servers** tab
9) Make sure the ‘My outgoing server (SMTP) requires authentication’ checkbox is checked, and the ‘Use same settings as my incoming mail server’ radio button is selected.

10) Confirm all dialogues and your email is now setup.
Microsoft Outlook 2007: Checking Existing Email Settings

1) Open Microsoft Outlook 2007
2) In the ‘Tools’ menu select ‘Account Settings...’
3) Make sure “youremail@yourdomain.com.au” is selected, then click the ‘Change…’ button.
4) Make sure your email settings are correct. The important points to remember are:
   a. User Name: If your email address was youremail@yourdomain.com.au your User name would be "youremail" (we ignore the '@yourdomain.com.au')
   b. Password: Make sure this has your password entered correctly.
   c. Incoming mail server (POP3): Make sure this has your correct server settings. Eg: yourdomain.com.au
   d. Outgoing mail server (SMTP): This should have the same settings as your incoming mail server (unless you are using your ISP’s outgoing mail server).

5) If you are using your domain (yourdomain.com.au) to send emails (as opposed to your ISP’s outgoing mail server) you should click the ‘More Settings...’ tab.
6) Then click the 'Outgoing Servers' tab
7) Make sure the 'My outgoing server (SMTP) requires authentication' checkbox is checked, and the 'Use same settings as my incoming mail server' radio button is selected.