


Microsoft Outlook 2007

When you open your email on September 20th, 2008, this window will appear:



Enter Network Password

Type your user name and password.

Server: mail.aernet.ca

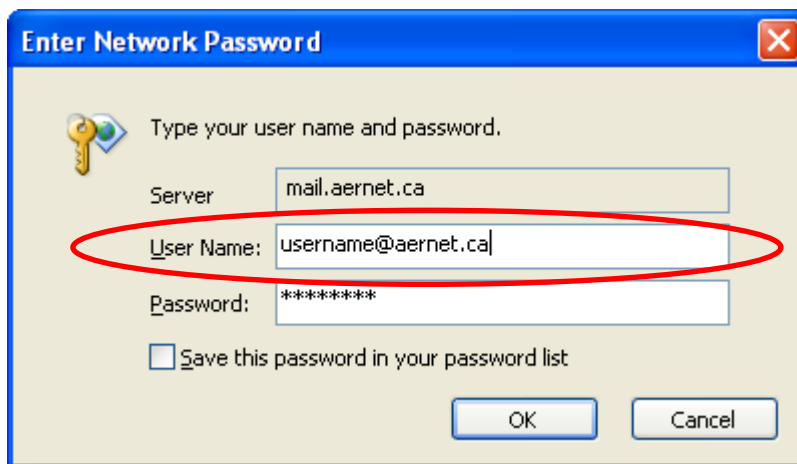
User Name: username

Password: *****

Save this password in your password list

OK Cancel

To access your email you will need to modify your User Name to be your entire email address. For example, if your email address is username@aernet.ca, you must type username@aernet.ca in the “User Name” field as shown below:



Enter Network Password

Type your user name and password.

Server: mail.aernet.ca

User Name: username@aernet.ca

Password: *****

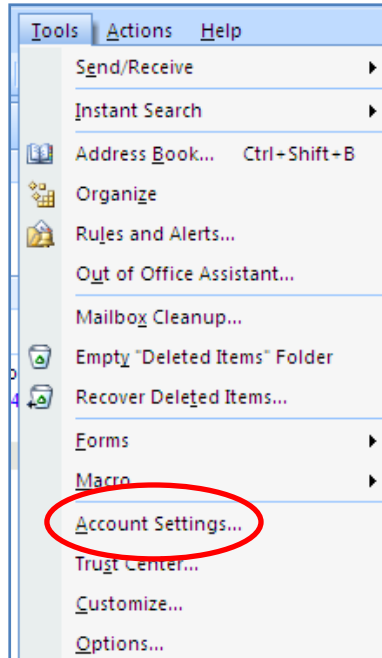
Save this password in your password list

OK Cancel

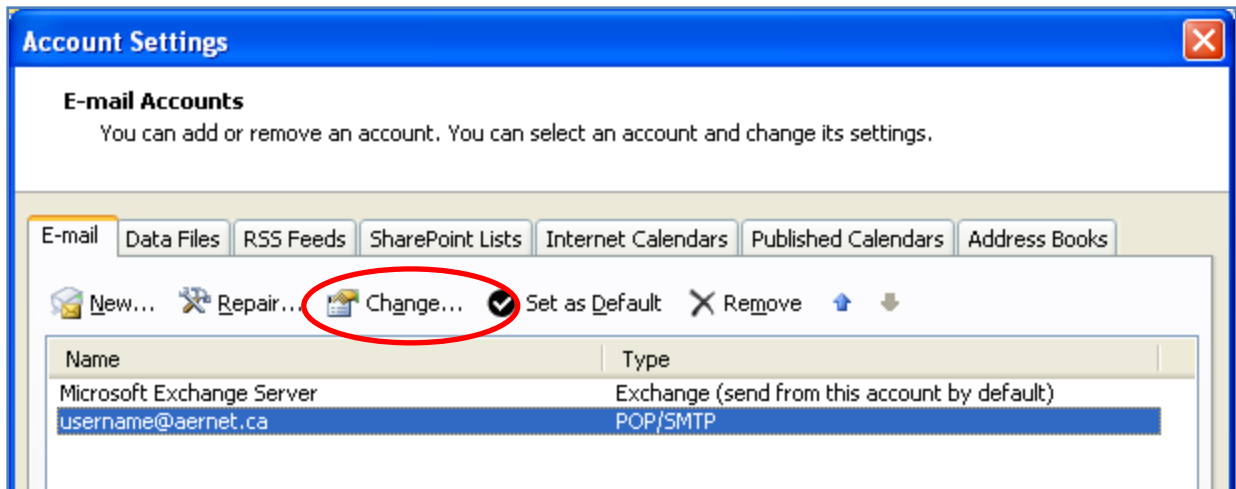
Note: do not change your password; this will remain the same

After you have entered your entire email address in the “User Name” field, click **OK**.

Next, you will need to select **Tools**, then **Account Settings** from the drop down list at the top of your screen as shown below:



This will take you to the following screen shown below; be sure that your Aernet email account is highlighted in blue and click **Change**.



This will take you to the following “Change E-mail Account” screen. Click **More Settings**.

Change E-mail Account

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:

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)

Lastly, click on the **Outgoing Server** tab as shown below and ensure that the box stating **“My outgoing server (SMTP) requires authentication”** is checked. Then click **OK**. You are now ready to access, send and receive email.

