

# Outlook 2007

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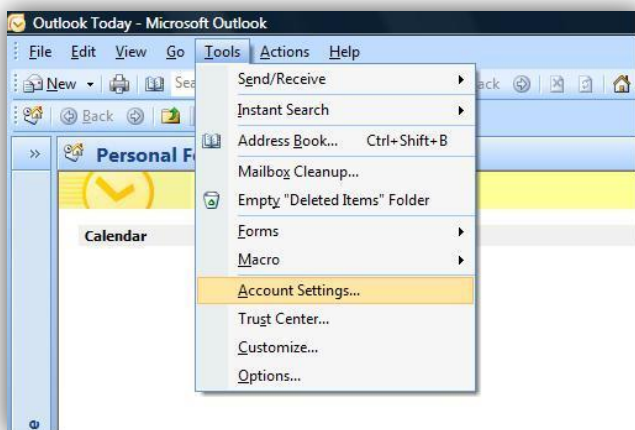
## What to have ready

Before you begin, ensure that you have the following items ready:

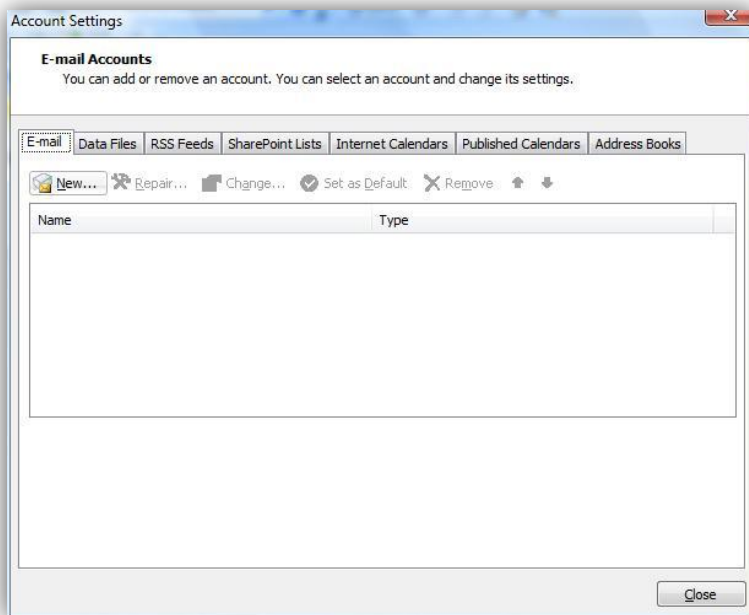
- Email username (your full email address) and password
- Server settings for your email - [we've created a separate article here with these settings for your reference](#)

## Setting up Outlook 2007 and adding a new email account

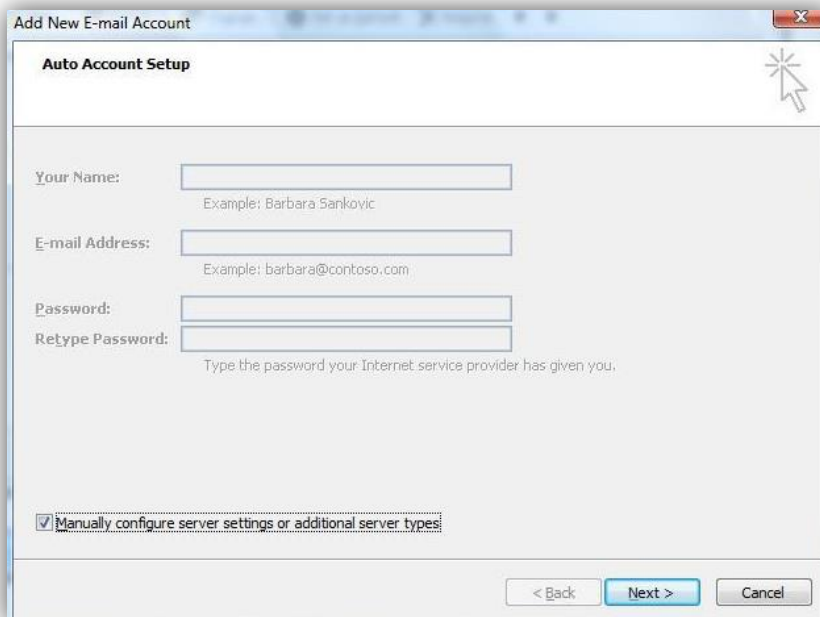
1. Open Outlook
2. Click **Tools**, then **Account Settings**



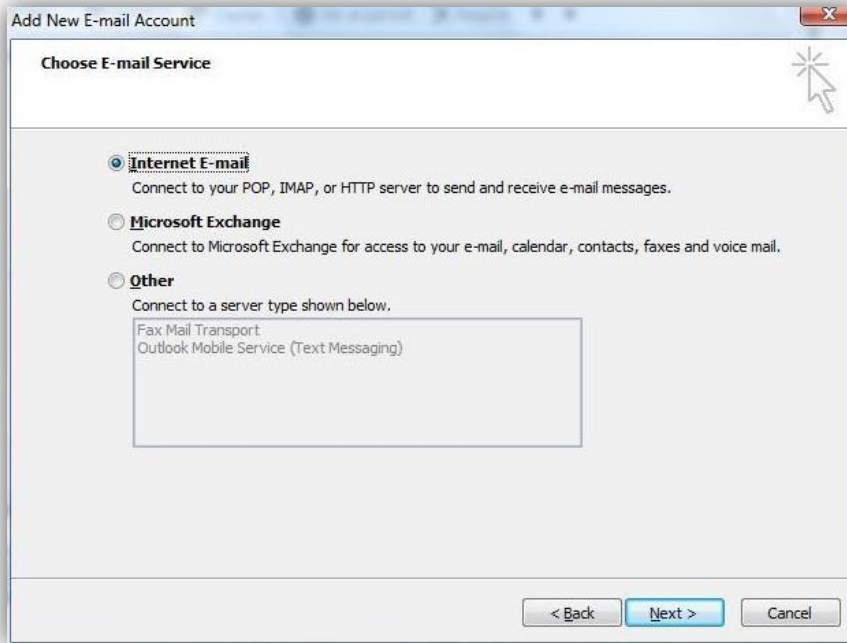
3. Click on **New**



4. Choose **Microsoft Exchange, POP3, IMAP, or HTTP**, then click **Next**
5. **Your Name**: Enter your name as you wish for it to appear in the "From" section when sending
6. **Email Address**: Enter your full email address.
7. Enter your email password twice.
8. Place a checkmark in **Manually configure server settings or additional server types** at the bottom of the page, then click **Next**



9. **Choose Internet Email**, then click **Next**



10. Verify that your name and email address are correctly displayed

11. Verify your account type is set to your choice of POP or IMAP

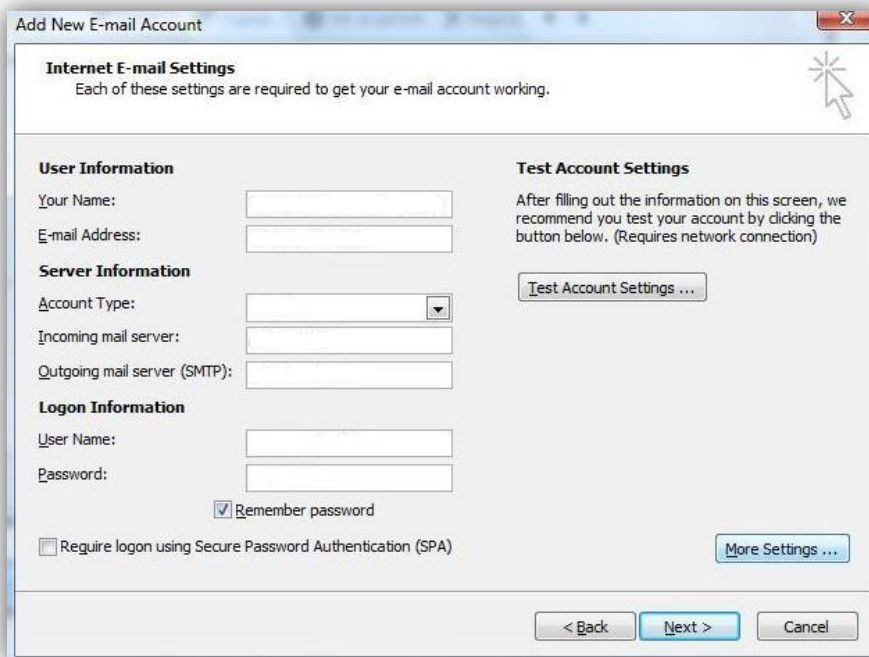
12. Enter your incoming mail server information

13. Enter your outgoing mail server information

14. Your username is your full email address, including the portion after the @ symbol. Ex.

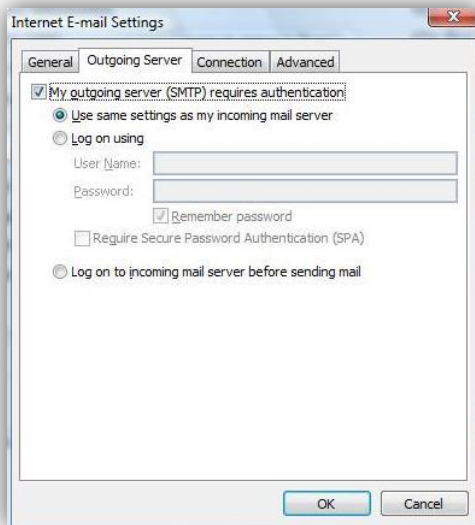
example@xplornet.ca

15. Enter your email password



16. Click on **More Settings**, then click on the **Outgoing Server** tab

17. Place a check mark in **My outgoing server (SMTP) requires authentication**

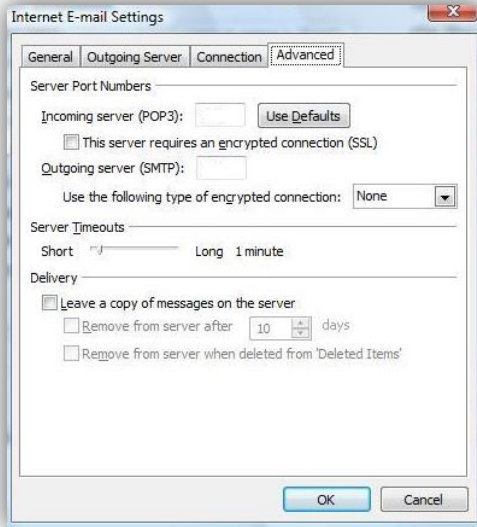


18. Click on the **Advanced** tab

19. Enter your incoming server port

20. If required by the incoming server settings for your email address, place a checkmark in **This server requires an encrypted connection (SSL)** for your incoming server. If not, ignore this step and proceed to Step 21

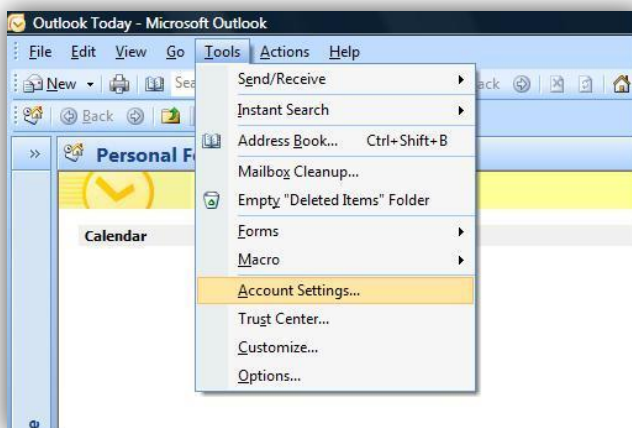
21. Enter your outgoing server port.
22. If required by the outgoing server settings for your email address, choose **SSL** from the dropdown menu. If not, ignore this step and proceed to Step 23



23. Click **OK**
24. Click on **Next**, then click on **Finish**
25. We suggest you send yourself a test email to make sure your settings are working correctly. It may take a few minutes to appear.

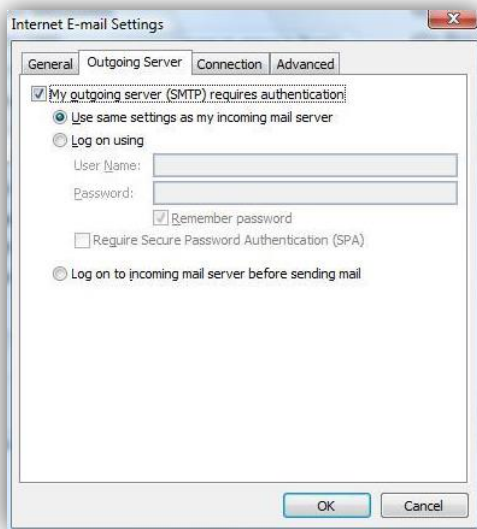
#### **Making changes to an existing email address:**

1. Open Outlook
2. Click **Tools**, then click on **Account Settings**

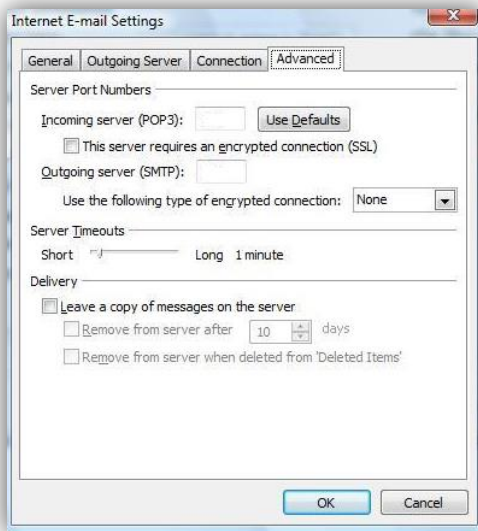


3. Select the email you wish to make changes to, and click **Change**

4. Verify that your name and email address are correctly displayed
5. Verify your account type is set to your choice of either POP or IMAP
6. Verify or change your incoming mail server information
7. Verify or change your outgoing mail server information
8. Verify your username is your full email address, including the portion after the @ symbol. Ex. example@xplornet.ca
9. Re-enter your email password
10. Click on **More Settings**, then click on the **Outgoing Server** tab
11. Place a check mark in **My outgoing server (SMTP) requires authentication**



12. Click on the **Advanced** tab
13. Verify or change your incoming server port
14. Verify or change your outgoing server port.
15. If required by the server settings for your email address, choose SSL from the dropdown menu. If not, ignore this step and proceed to Step 16



16. Click **OK**

17. Remove the check mark from **Automatically test account settings when Next is checked**

18. Click on **Next**, then click on **Finish**

19. We suggest you send yourself a test email to make sure your settings are working correctly. It may take a few minutes to appear.