

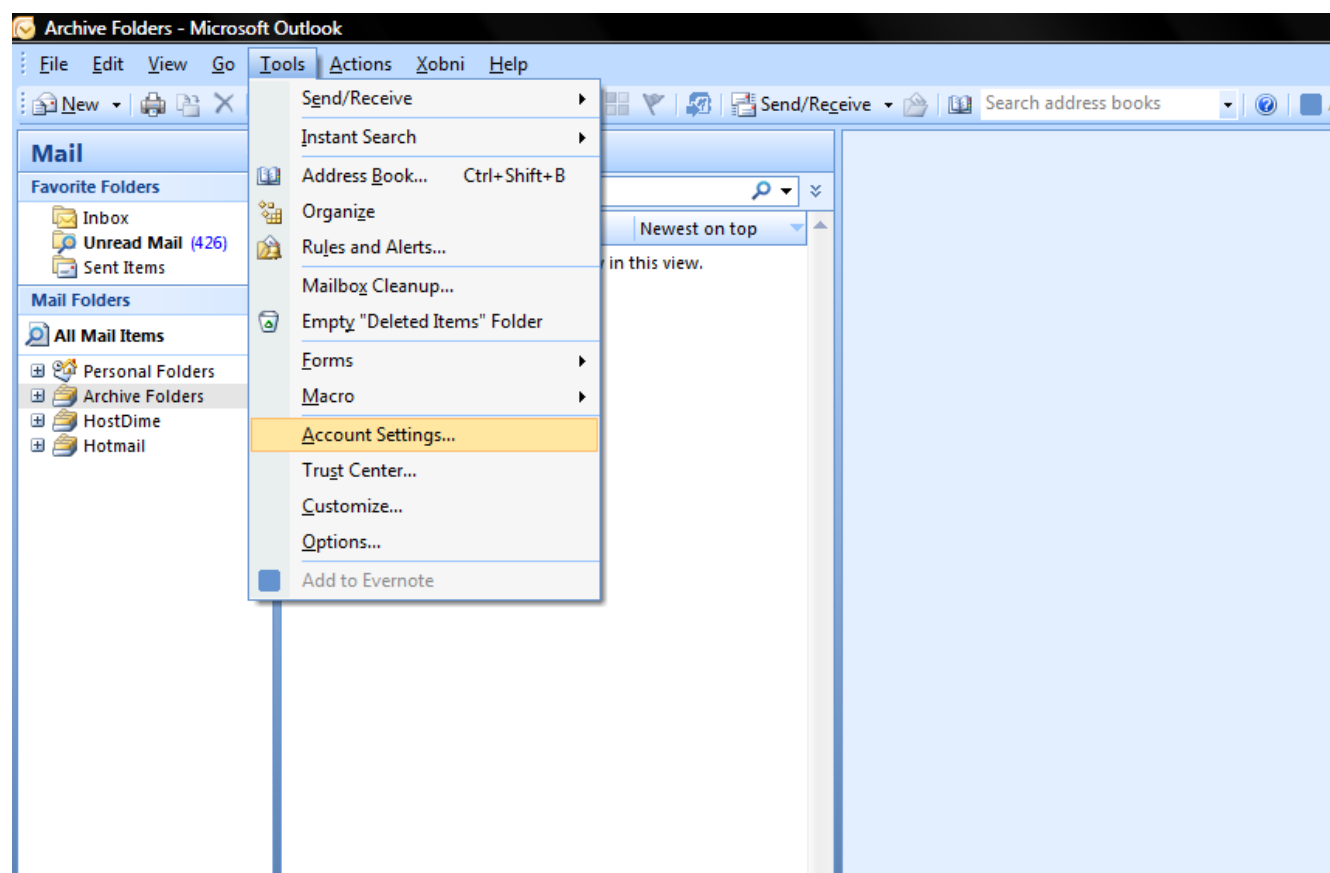
Screen Shots for Setting up Outlook 2007 Email on cPanel Hosting

Ready to set up Outlook 2007 email to connect with your mail server?

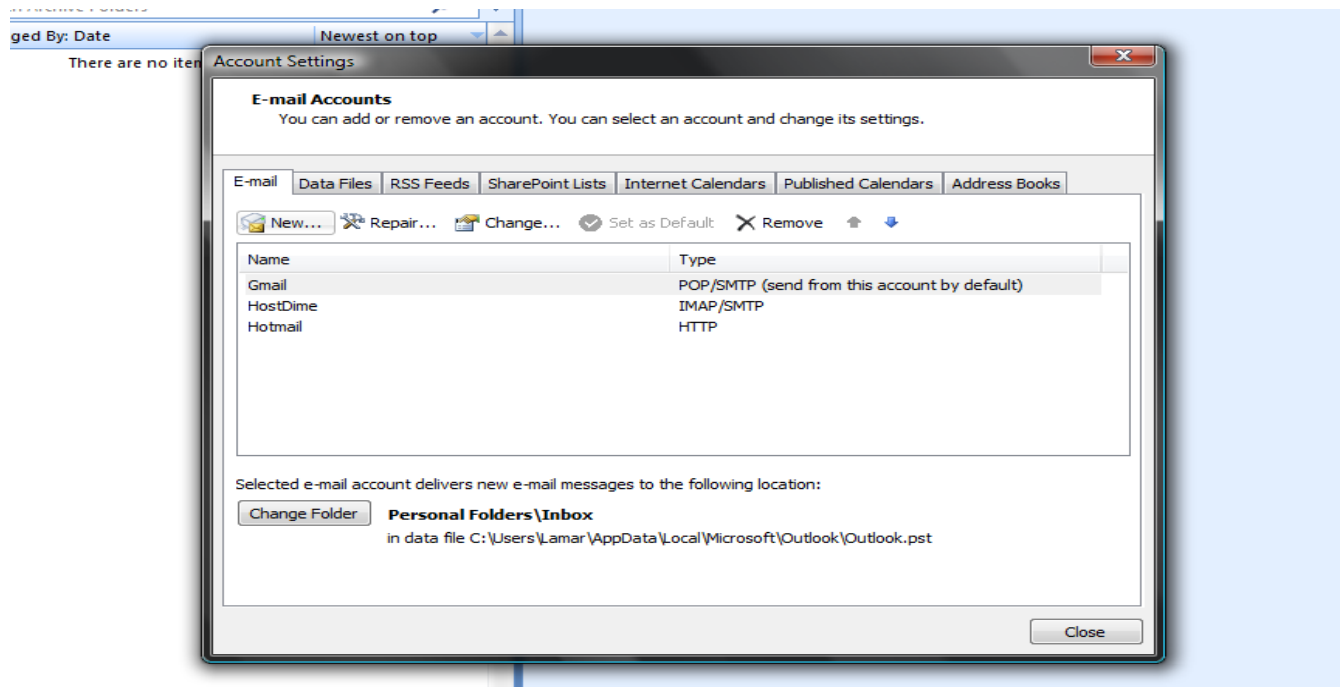
Here is what you will need to have in hand;

1. A display name for the email recipient
2. Email address
3. Email password
4. Domain name
5. Incoming mail server
6. Outgoing mail server

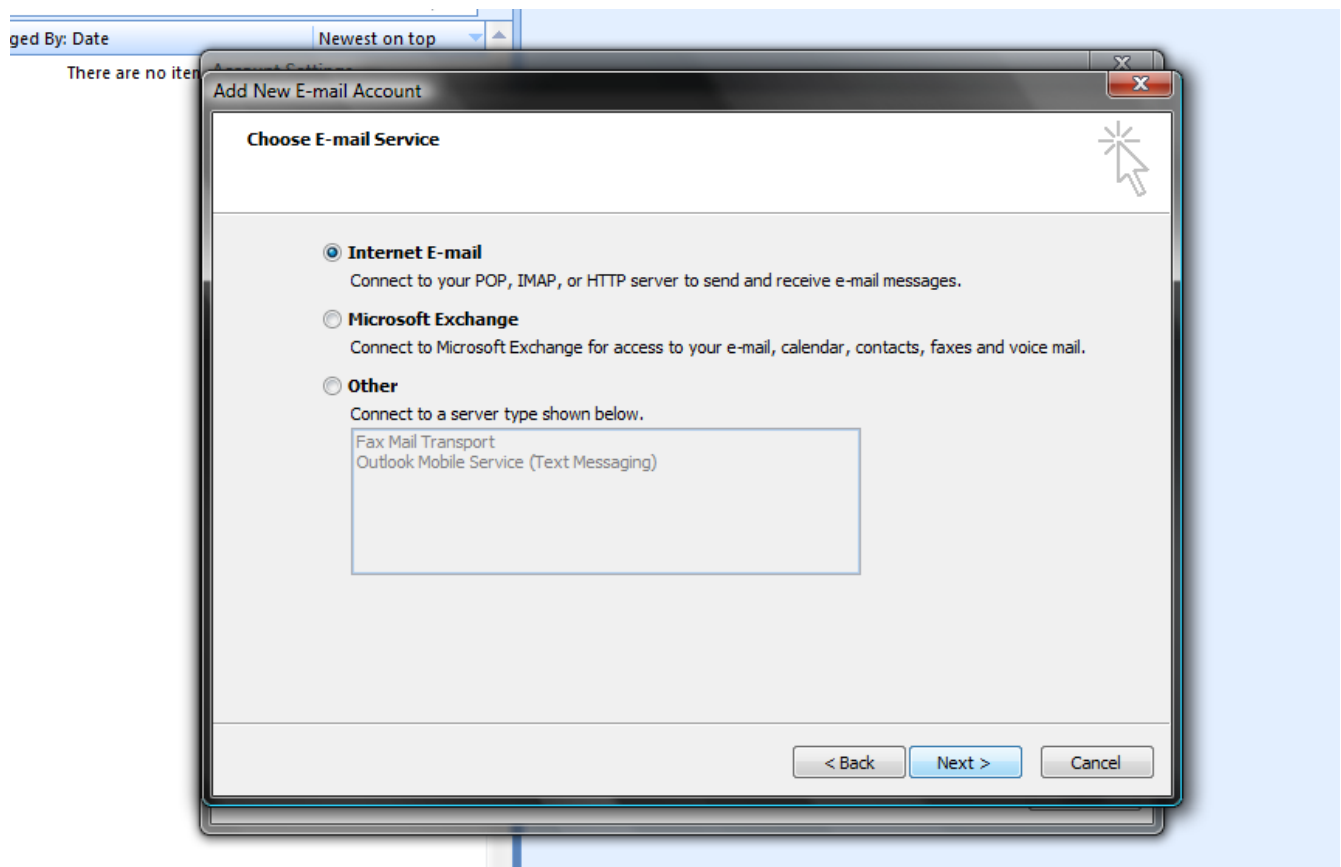
Click on **Tools** and then **Account Settings**



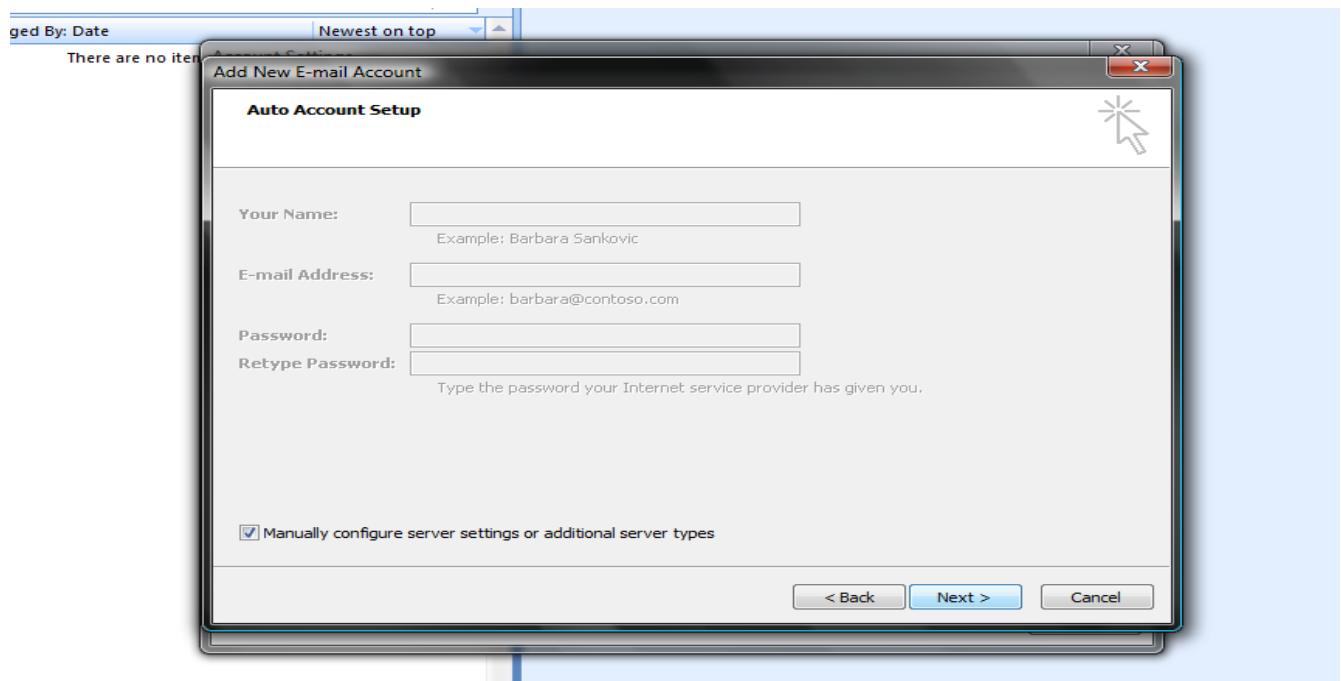
Under the **Email** tab click on **New**



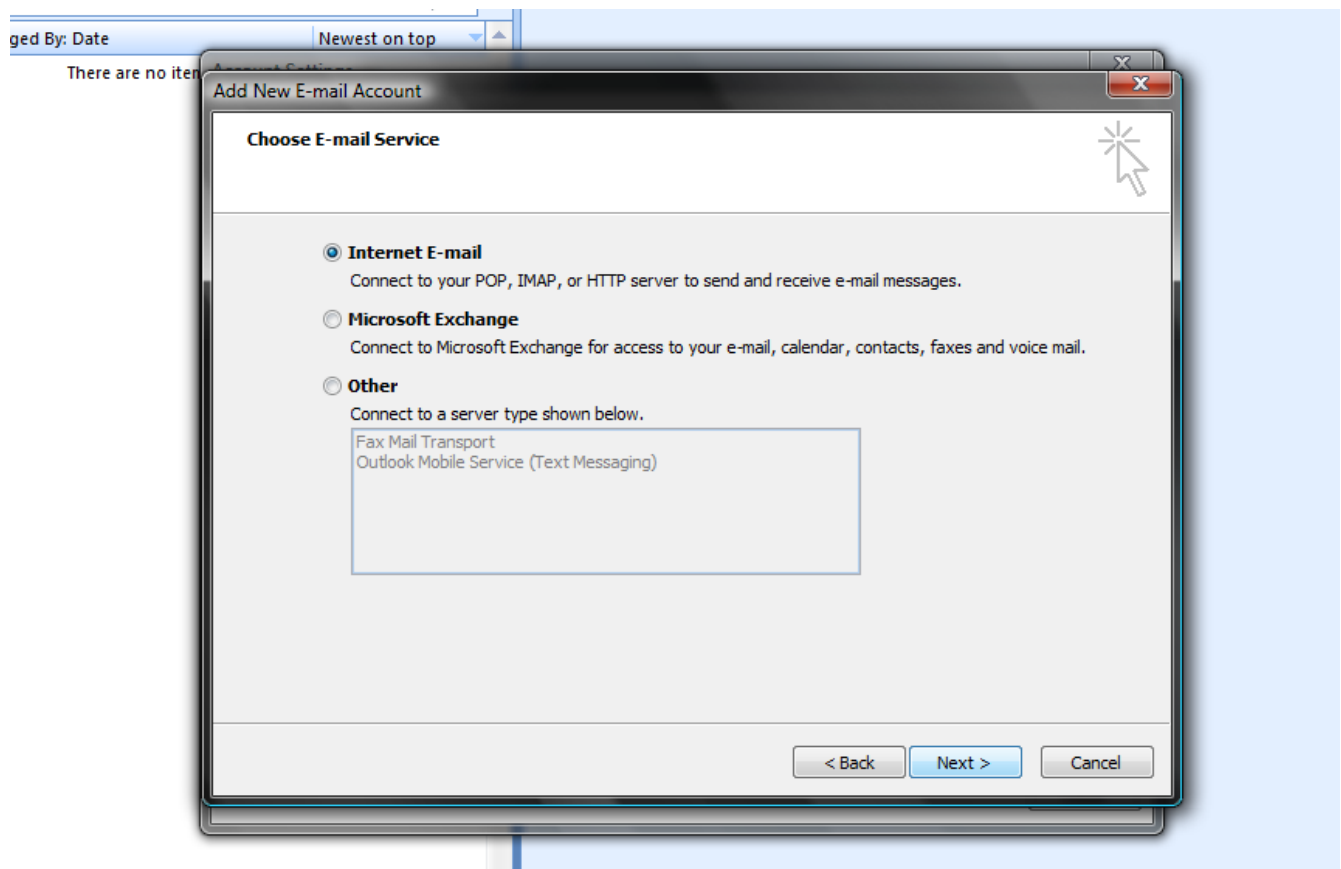
Choose Microsoft Exchange, POP3, IMAP or HTTP



Select the box at the bottom - Manually configure server settings or additional server types, and click Next



Choose Internet E-mail and click Next



Fill in all the information listed below;

- **Your name:** How you would like your name displayed in your messages
- **E-mail Address:** Your full E-mail address example; user@domain.com
- **Account Type:** Choose either IMAP or **POP3**
- **Incoming mail server:** mail.domain.com
- **Outgoing mail server (SMTP):** mail.domain.com
- **User Name:** Your full e-mail example; user@domain.com
- **Password:** password for the account

When complete, click the **More Settings...** button at the bottom right

ged By: Date Newest on top

There are no items in this folder.

Add New 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:

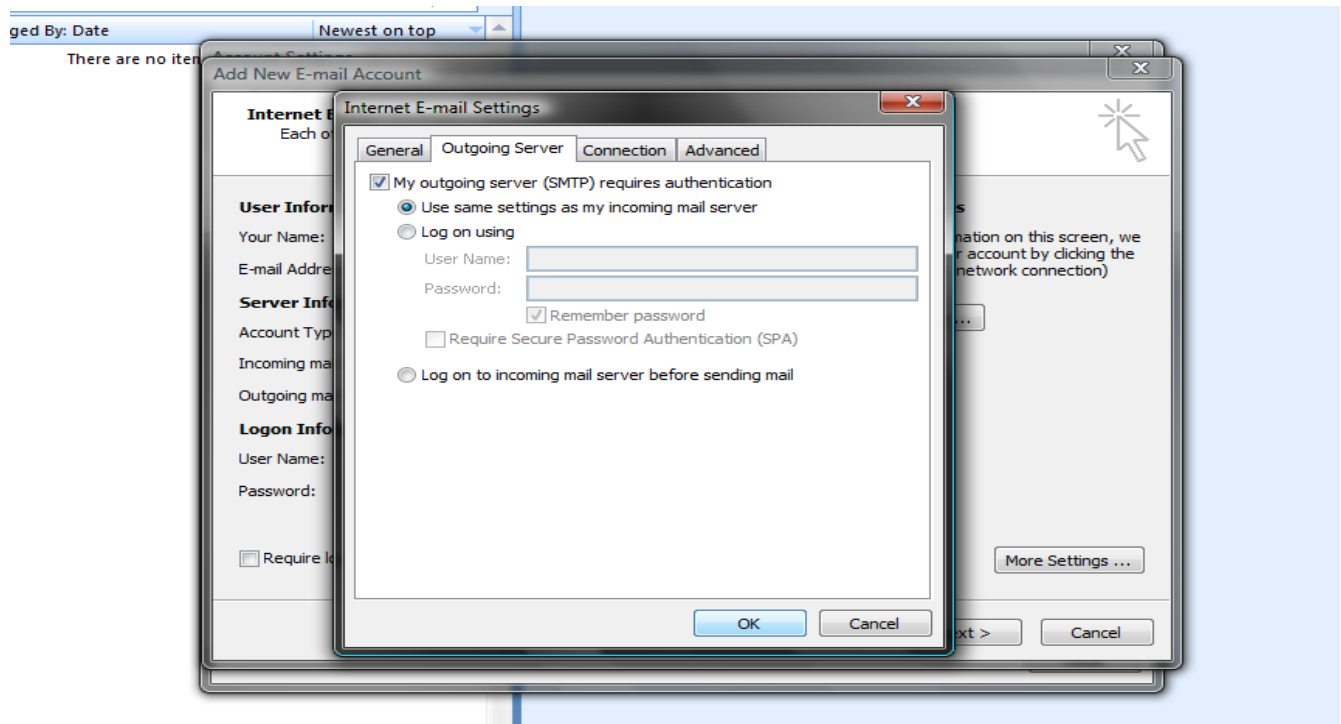
☒ Remember password

☐ 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)

Click on the **Outgoing Server** tab and
check off **My outgoing server (SMTP) requires authentication** and
choose **Use same settings as my incoming mail server**
Then click **Next**



Click on **Next**, and then **Finish** to complete your setup!
Congratulations!!!

