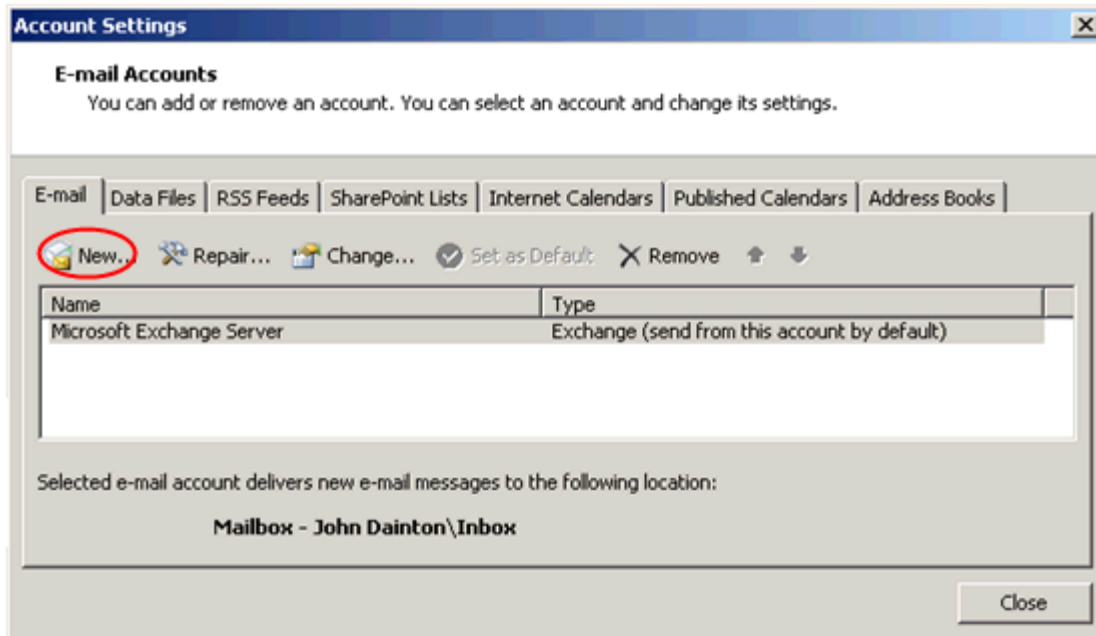


## Setting up a standard or advanced mailbox with Outlook 2007

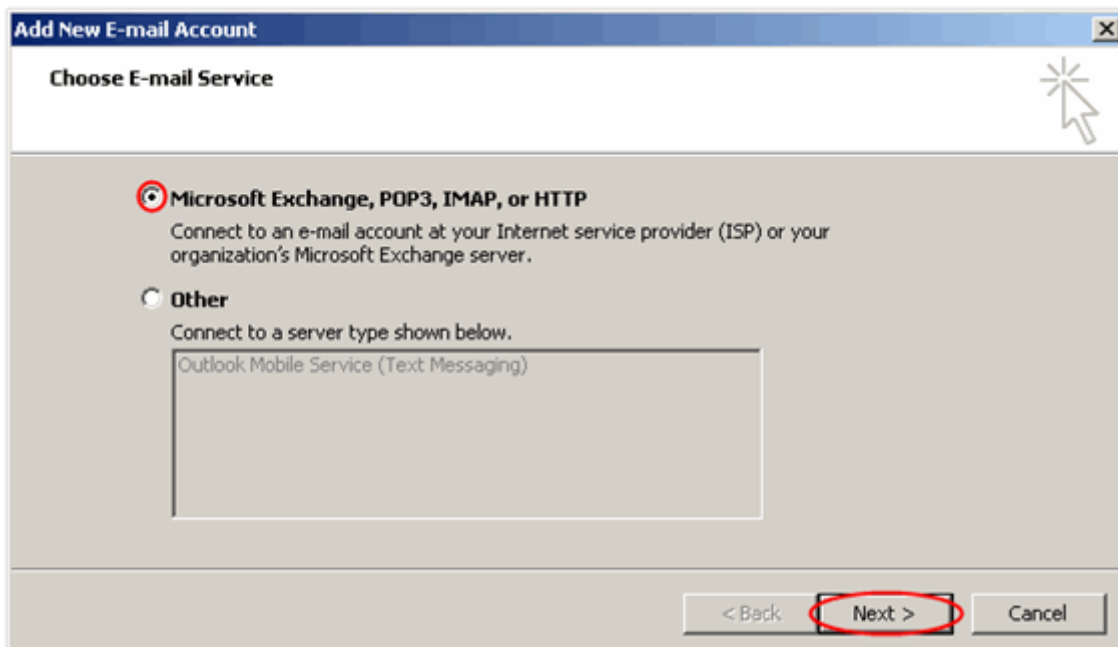
You can access Standard and Advanced mailboxes using Microsoft Outlook 2007.

**Step 1:** Open Outlook 2007, click **Tools** in the top menu, then click **Account Settings**.

**Step 2:** Select the *E-mail* tab and click **New**.



**Step 3:** Select **POP3** from the list of available server types, then click **Next**.



**Step 4:** Select *Manually configure server settings of additional server types* and click **Next**

**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

**Step 5:** Select **Internet E-mail** and click next.

**Step 6:** Enter your name in the *Your Name* text-box and your email address in the *E-mail Address* text-box

**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 ...

**More Settings ...**

< Back   Next >   Cancel

**Step 7:** Enter and confirm your mailbox password in the *Password* text-box, then select *Remember password*.

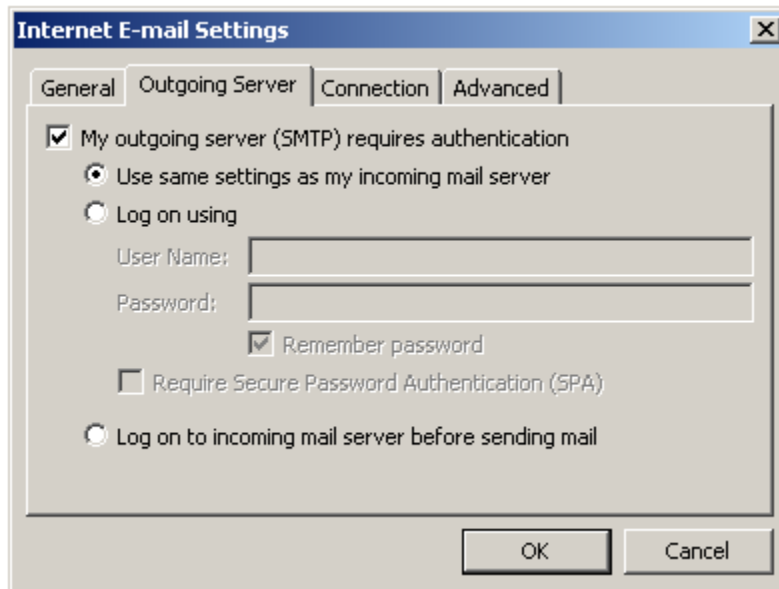
**Step 8:** In the *Incoming mail server (POP3)* text-box, enter your POP3 mailserver - e.g. mail.yourdomain.co.uk

If this is a **Standard mailbox** and you connect with a provider other than **Fasthosts Broadband** or **Dial**, follow your provider's instructions for setting up their **SMTP server**, then skip to step 13.

**Step 9:** In the *Outgoing mail server (SMTP)* text-box, enter **smtp.fasthosts.co.uk**.

**Step 10:** Click on **More Settings**

**Step 11:** Click the *Outgoing Server* tab and tick **My outgoing server (SMTP) requires authentication** and **Use same settings as my incoming mail server**.



**Note:** Some ISPs will block port 25 for sending emails. If this is the case with your ISP you should click the **Advanced** tab and change your outgoing SMTP port from 25 to 225.

**Step 12:** Click **OK**

**Step 13:** Click the **Test Account Settings** button and correct any errors that it identifies.

**Note:** Outlook's Test Account Settings procedure occasionally fails even if the account settings are correct. If it repeatedly fails and you are certain that the account settings are correct, skip to step 12, then test your setup by sending an email to yourself.

**Step 13:** When the test gives you the message *Congratulations! All tests completed successfully*, click the **Next** button, then click the **Finish** button.