

# How to Setup Outlook 2007

## **This document will guide you through on how to setup outlook 2007.**

### **Part One:**

1. When you open your outlook application for the first time, you will see options windows pop-up as showed in the Page 3.
2. Follow all the instructions from Page 3 until Page 9.

### **Part Two:**

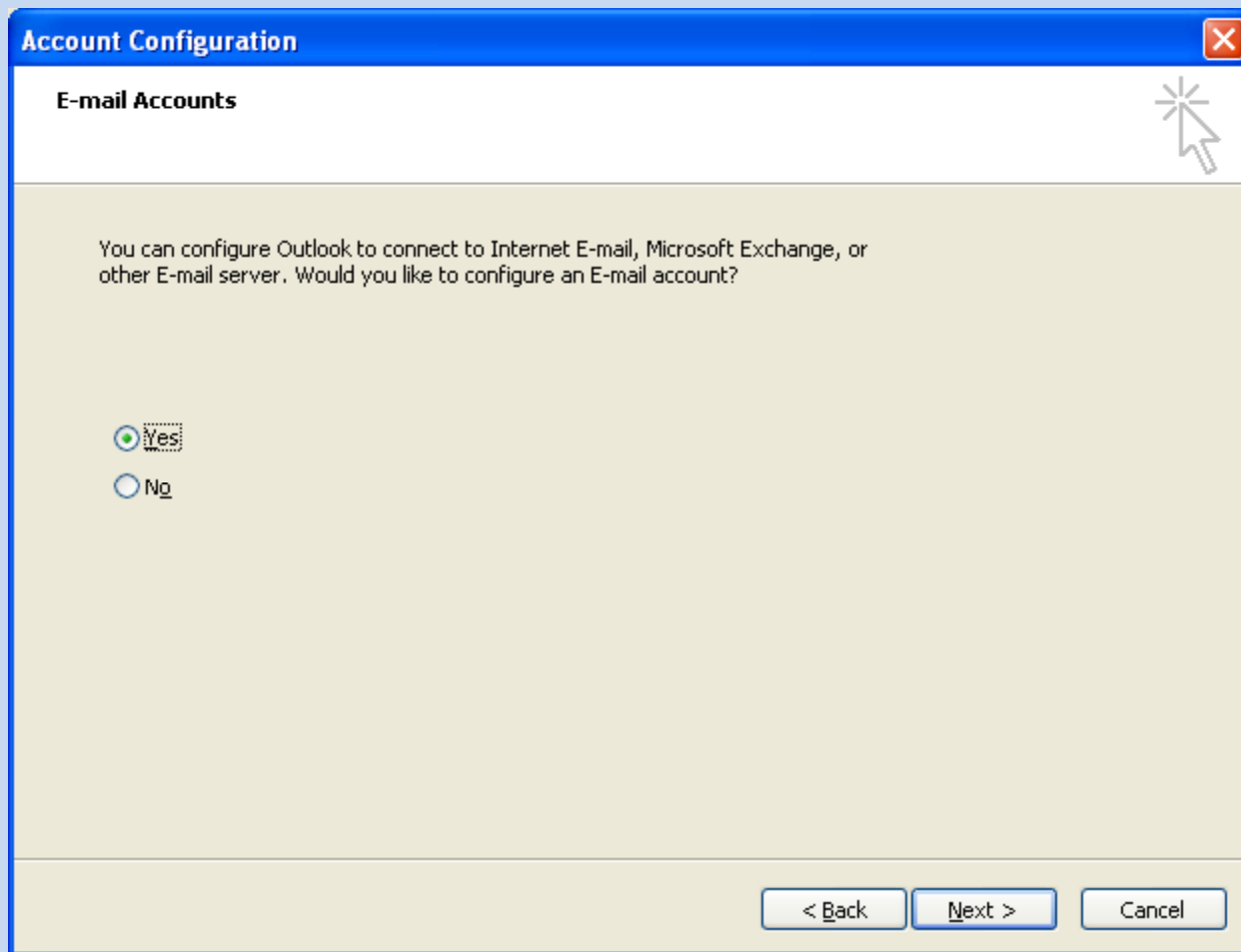
1. If you missed the windows pop-up mentioned in Part One, refer instruction in Page 10.

## 1. Click Next



**2. Select Yes**

**3. Click Next**



4. Tick 'Manual configure server settings or additional server types' at the bottom

5. Then click NEXT

**Add New E-mail Account**

**Auto Account Setup**

Your Name:   
Example: Barbara Sankovic

E-mail Address:   
Example: barbara@contoso.com

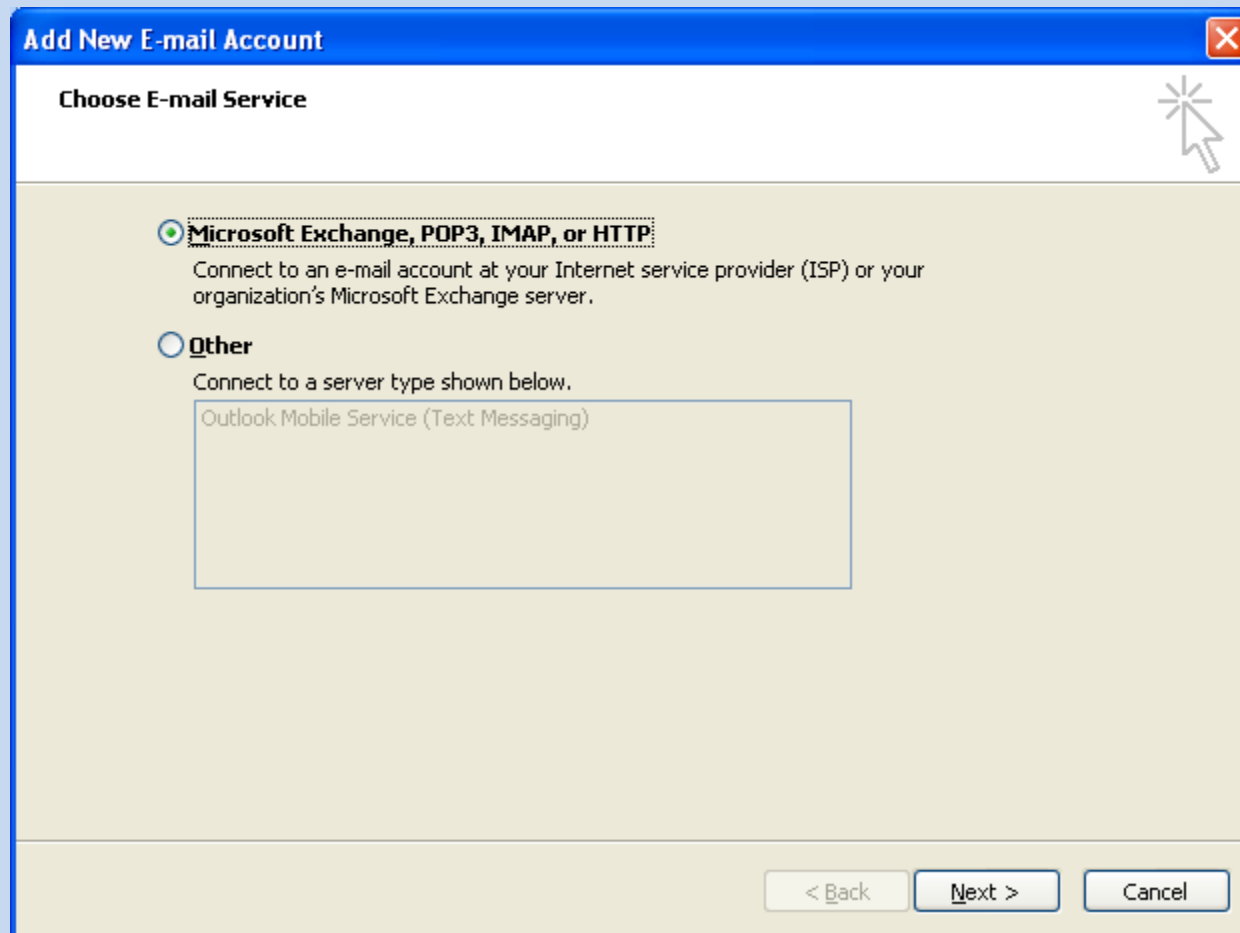
Password:

Retype Password:   
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

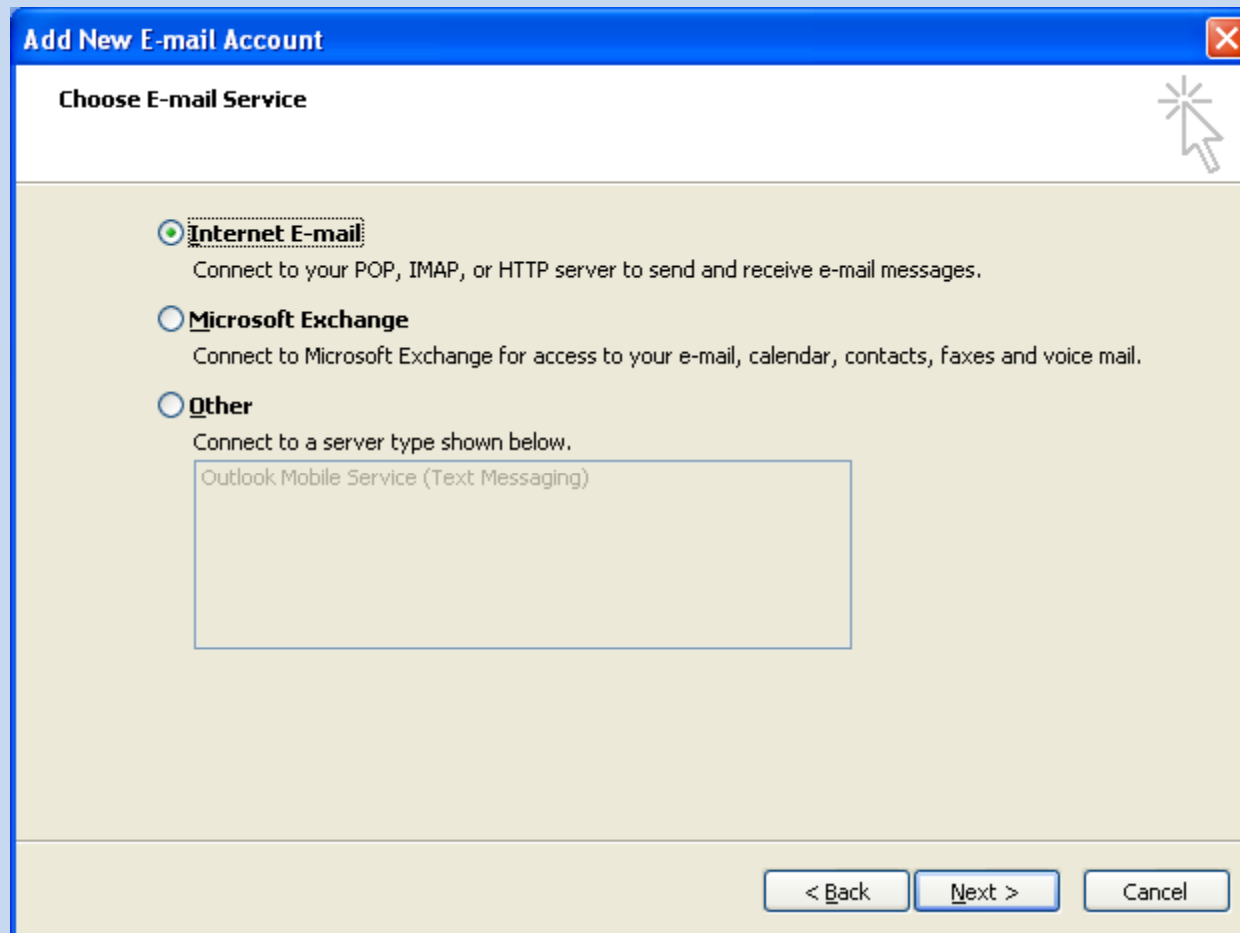
< Back   Next >   Cancel

6. Select Microsoft Exchange, POP3, IMAP, or HTTP
7. Then select NEXT



## 8. Select Internet E-Mail

## 9. Click NEXT



10. Enter the 'User Information' , 'Server Information' and 'Logon Information'
11. Ticked 'Remember Password'
12. Click NEXT

**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: James Kong  
E-mail Address: james.kong@curtin.edu.my

**Server Information**

Account Type: POP3  
Incoming mail server: mail.curtin.edu.my  
Outgoing mail server (SMTP): smtp.curtin.edu.my

**Logon Information**

User Name: james.kong  
Password:   
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

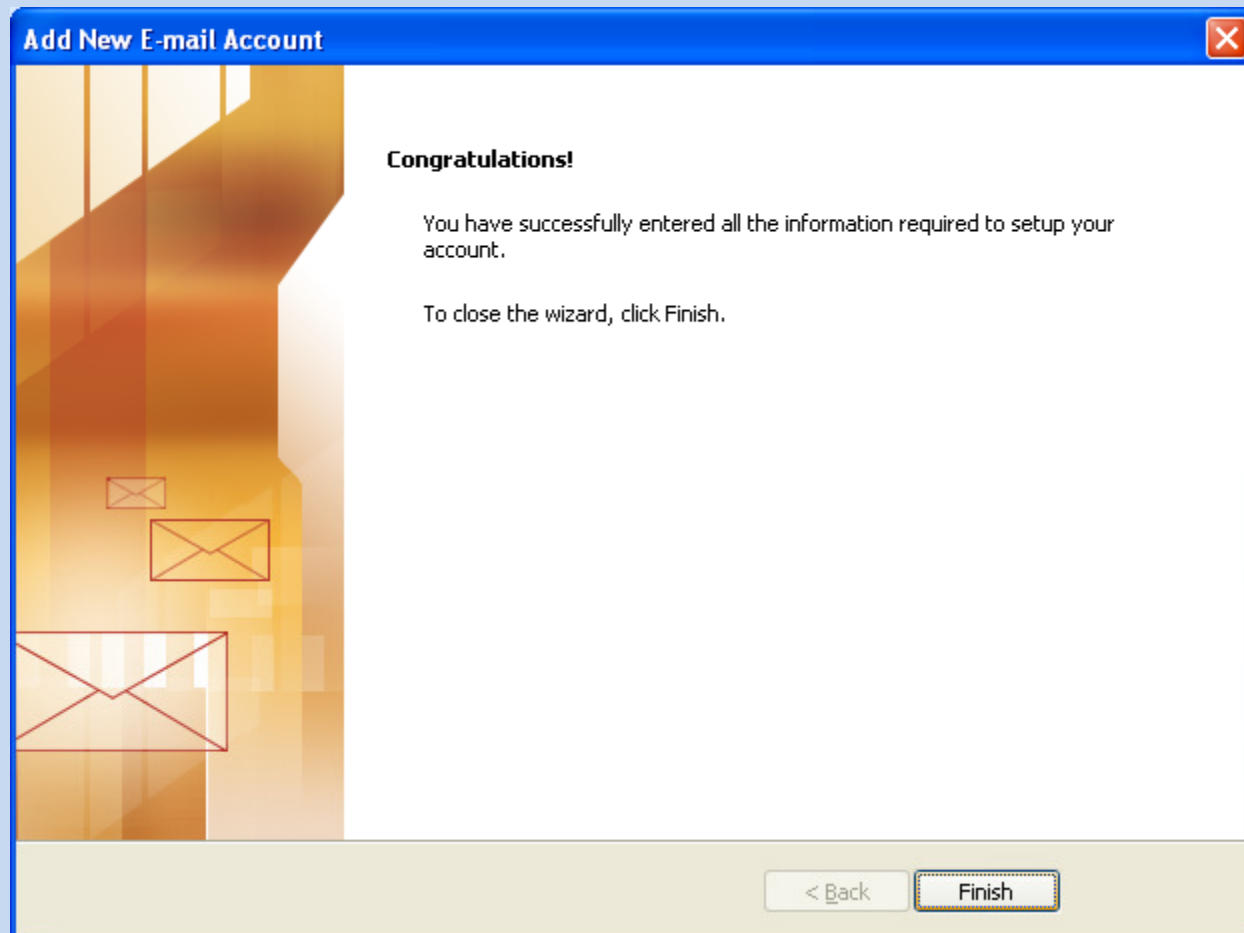
User Information  
Your Name: (Enter your name)  
E-mail Address: (Enter your Curtin email)

Server Information  
Account Type: POP3  
Incoming mail server: mail.curtin.edu.my  
Outgoing mail server(SMTP): smtp.curtin.edu.my

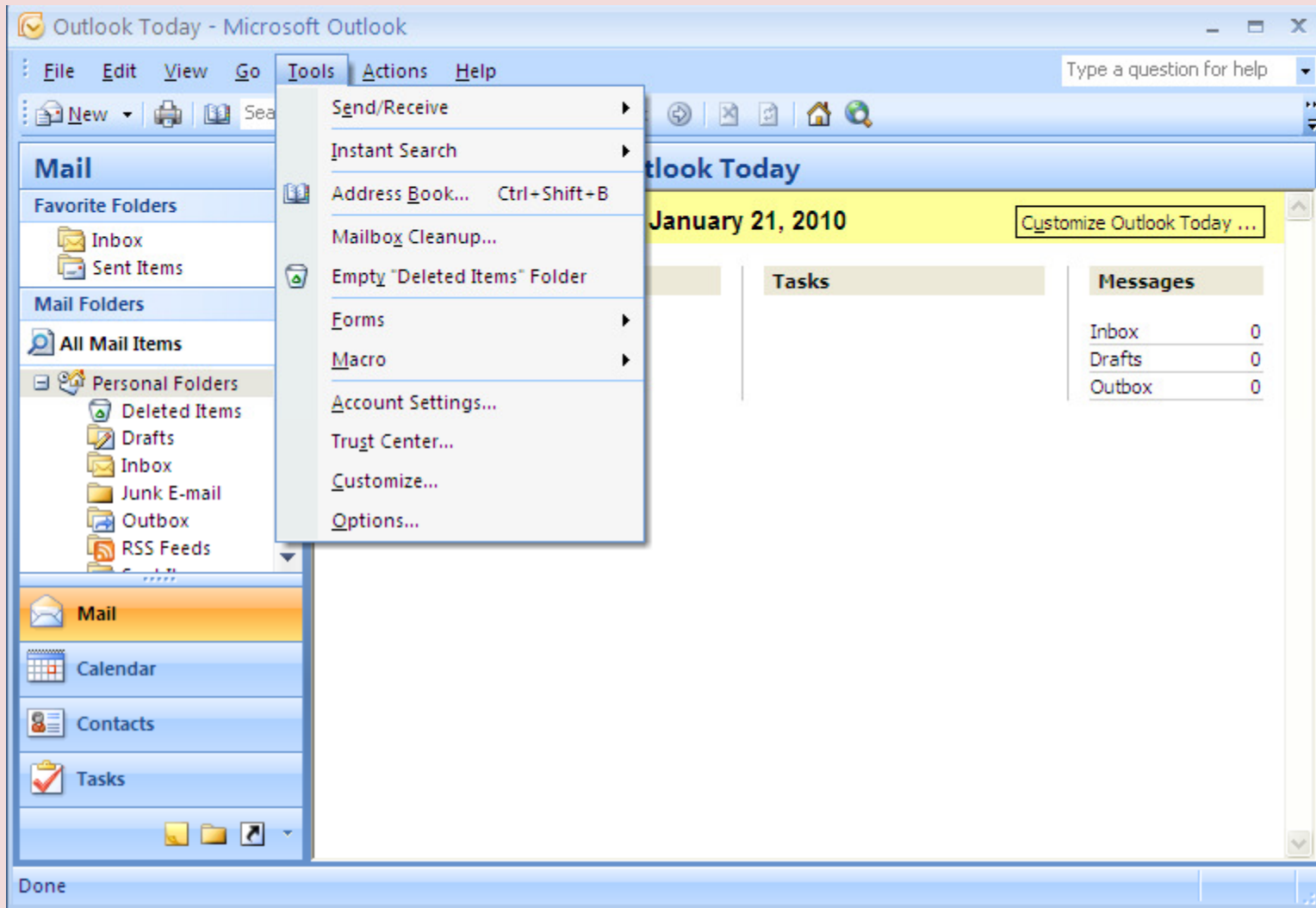
Logon Information  
User Name: (It will automatically entered for you once you type in your email)  
Password: (Enter your date of birth with the format of DDMMYY)

< Back   Next >   Cancel

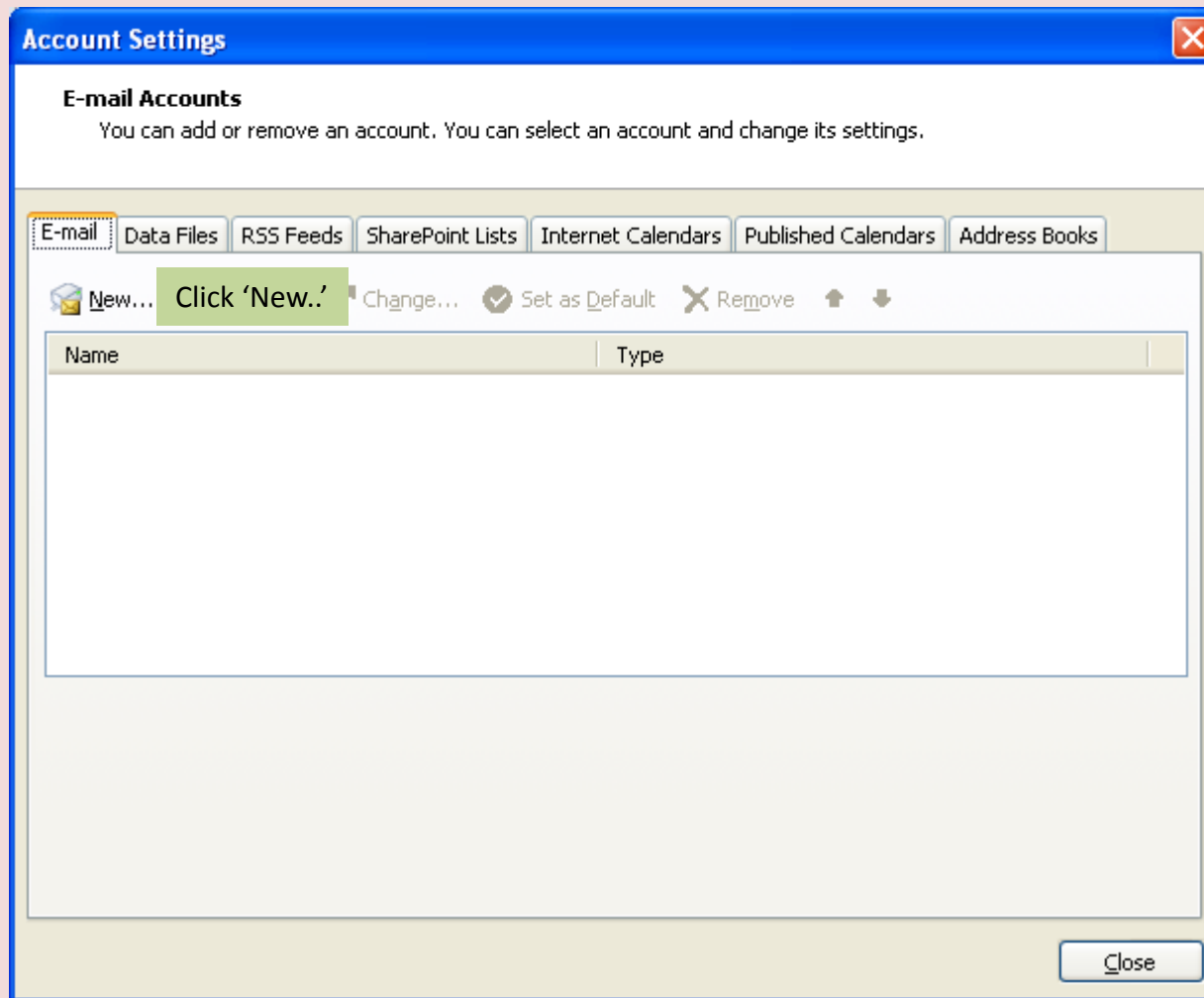
### 13. Click FINISH



## 1. At the menu, Select TOOLS, Account Settings



## 2. At the E-mail tab, click New



4. Click on 'Manual configure server settings or additional server types'
5. Then follow the steps in Part One -Page 6.

**Add New E-mail Account**

**Auto Account Setup**  
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

**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** **Click this option**

< Back   Next >   Cancel