


## **Microsoft Outlook 2007 Instructions**

1. Tools > Options
2. Click on the "Mail Setup" Tab
3. Click on the "Email Accounts" button
4. Click on the "New" button
5. Click on "Microsoft Exchange, POP3, IMAP, or HTTP"
6. Click "Next"
7. Check the box for "Manually configure server settings or additional server types"
8. Click "Next"
9. Click "Internet E-mail"
10. Click "Next"

11. Enter Your Name
12. Enter E-mail Address:
13. Account Type: POP3
14. Incoming Mail Server: entrancesolution.com
15. Outgoing Mail Server: entrancesolution.com
16. User Name:
17. Password:
18. Check the box before "Remember Password"
19. DO NOT check the box before "Require logon using Secure Password Authentication (SPA)"

**Change E-mail Account** ✕

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**Internet E-mail Settings** 

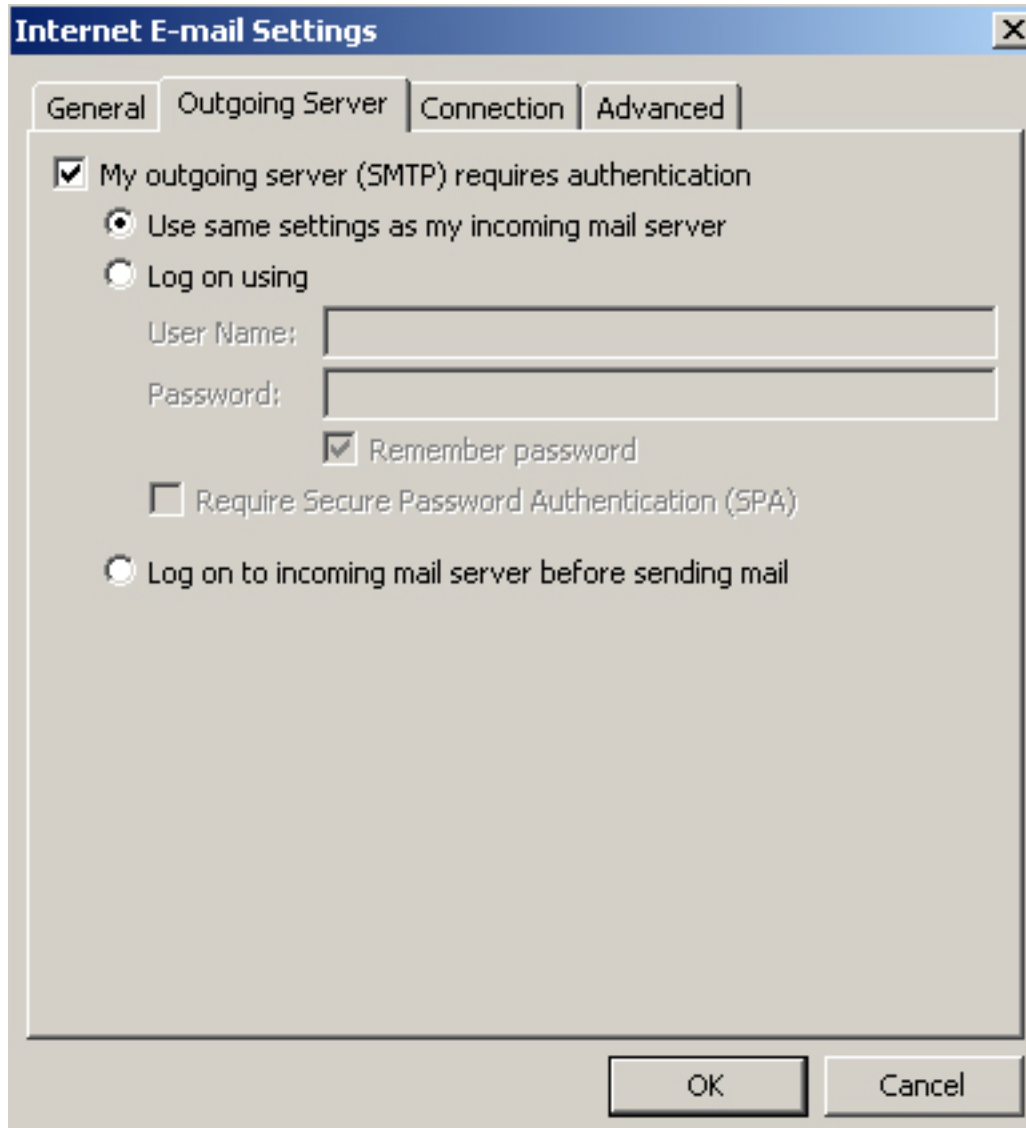
Each of these settings are required to get your e-mail account working.

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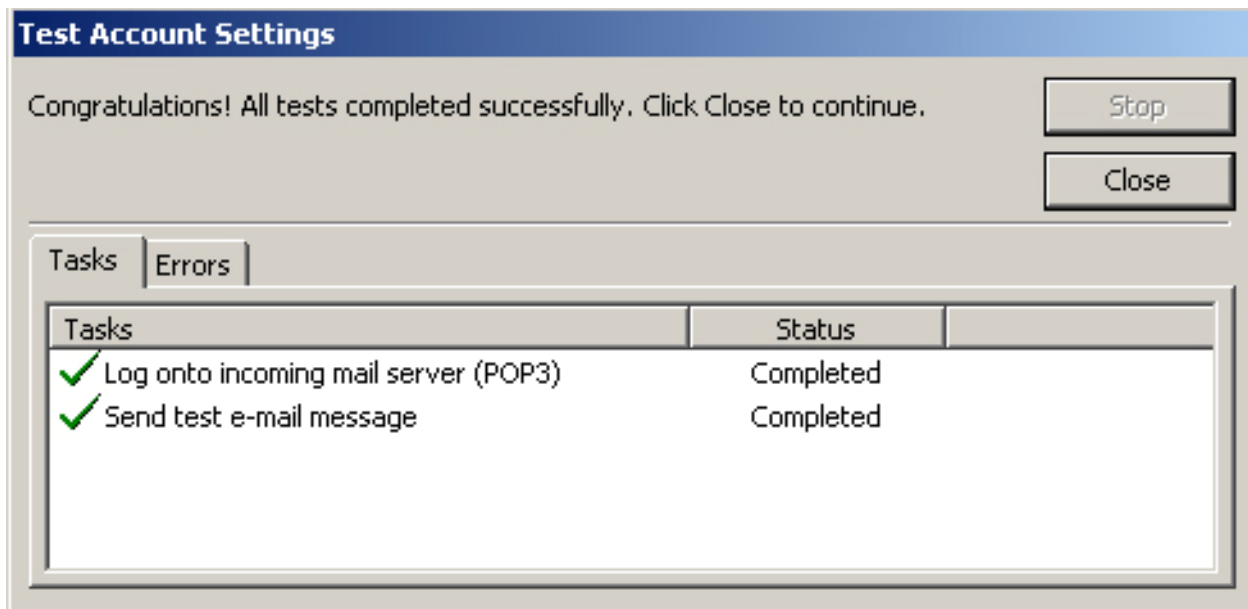
<p><b>User Information</b></p> <p>Your Name: <input type="text" value="Jeffrey Evans"/></p> <p>E-mail Address: <input type="text" value="jeffrejevans@entrancesolutic"/></p> <p><b>Server Information</b></p> <p>Account Type: <input type="text" value="POP3"/></p> <p>Incoming mail server: <input type="text" value="entrancesolution.com"/></p> <p>Outgoing mail server (SMTP): <input type="text" value="entrancesolution.com"/></p> <p><b>Logon Information</b></p> <p>User Name: <input type="text" value="es.jeffreyevans"/></p> <p>Password: <input type="password" value="*****"/></p> <p><input checked="" type="checkbox"/> Remember password</p> <p><input type="checkbox"/> Require logon using Secure Password Authentication (SPA)</p>	<p><b>Test Account Settings</b></p> <p>After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)</p> <p><input type="button" value="Test Account Settings ..."/></p> <p><input type="button" value="More Settings ..."/></p>
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20. Click on "More Settings"
21. Click on the "Outgoing Server" tab
22. Check the box before "My outgoing server (SMTP) requires authentication"



23. Click "OK"
24. Click "Test Account Settings"



25. Click "Close"

26. Click "OK"