

Setting Up Mail Accounts to send and receive your 1&1 e-mail.

Before you set up a mail account in Outlook you must first have your POP3 mailbox details provided to you by your Account Manager, this will be the following;

How do I setup Microsoft Outlook 2007 to receive e-mail using POP3 protocol?

1. Open Outlook 2007 and click on **Tools** on the Menu bar.



2. Find and click on Account Settings

Eile Edit View Go	Ico	s Actions Help		Type a question for help		
3 New + 🚓 🔟 See		Sgnd/Receive	🔘 🖻 👔 🙆 Q, outlook:today			
Mail		Instant Search +	I Folders - Outlook Today			
Favorite Folders	LL2	Address Book Ctrl+Shift+B				
Inbox D Unread Mail	3	Mailbog Cleanup Empty "Deleted Items" Folder	05 September 2007 Tasks	Cystonize Outlook Today		
Sent Items		Eorms +		Inhow 0		
Mail Folders		Macro +		Drafts 0		
All Mail Items		Account Settings	1	Outbox 0		
Deleted Items Drafts Inbox Junk E-mail Outbox	_	Customize Options				
 BSS Feeds Sent Hens Sarch Folders Archive Folders Deleted Items Search Folders 						
Base See See See See See See See See See S						
Sent Kens Service						
Search Folders Archive Folders Archive Folders Archive Folders Archive Folders Calendar Calendar Calendar Tasks						

3. A new window will pop up (Account Setting window). Under Email tab, find and click on New

~	Data Files	RSS Feeds	SharePoint L	ists Internet Cal	endars P	ublished C	alendars	Address Books	
Nev	v X* P	Repair	Change	Set as Default	X Rem	iove 🕿	\$		- 61
Name				Турі					77
_									

4. Another window will pop up (Add New Email Account window). Just check **Manually configure server settings or additional server types** at the bottom. Click on **Next**

Auto Account Setur		×
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 s	erver settings or additional server types	
1	Rady Next	Canad

5. Find and opt for Internet E-mail

NEW WAR	
cess to your e-mail, calendar, contacts,	, faxes and voice m
ing)	
1	W.

6. Supply all required information

a. User Information:

Your Name : The name of the e-mail address owner Email Address : The e-mail address you want to setup

b. Server Information: Account Type : Click on the drop down arrow and choose POP3

c. Logon Information: User name : It should be your e-mail address Password : The password for your e-mail address

Internet E-mail Settings Each of these settings a	re required to get your e-mail accou	int working.
User Information Your Name: E-mail Address: Server Information Account Type: Incoming mail server: Outgoing mail server (SMTP):	lan test@mydomainname.com POP3 v pop.1and1.co.uk auth.smto.1and1.co.uk	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) Iest Account Settings
Logon Information User Name: Password: Reguire logon using Secure	test@mydomainname.com ******** Remember password Password Authentication (SPA)	More Settings

7. Click on More Settings at the bottom right

8. Another window will pop up (Internet E-mail Settings). Under Outgoing tab, check My outgoing Server (SMTP) requires authentication. Then click OK

-	
eneral Outgoing	Server Connection Advanced
My outgoing ser	ver (SMTP) requires authentication
🛞 Use same se	ettings as my incoming mail server
O Log on using	,
User Name:	
Password:	
	L Demember exervised
	V REDEDDE DESSOUTT
Require	Secure Password Authentication (SPA)
Require	Secure Password Authentication (SPA)
C Require	Secure Password Authentication (SPA)
C Require	Secure Password Authentication (SPA)
C Require	Secure Password Authentication (SPA)
C Require	Secure Password Authentication (SPA)
C Require	Secure Password Authentication (SPA)
C Require	Secure Password Authentication (SPA)
C Require	Secure Password Authentication (SPA)
C Require	Secure Password Authentication (SPA)
C Require	Secure Password Authentication (SPA)

9. Click Next

User Information		Test Account Settings
Your Name:	lan	After filling out the information on this screen, we
E-mail Address:	test@mydomainname.com	button below. (Requires network connection)
Server Information		
Account Type:	POP3	Lest Account Settings
Incoming mail server:	pop.1and1.co.uk	
Outgoing mail server (SMTP):	auth.smtp.1and1.co.uk	
Logon Information		
Liser Name:	test@test.com	
Password:	****	
	Remember password	

10. Click Finish

