

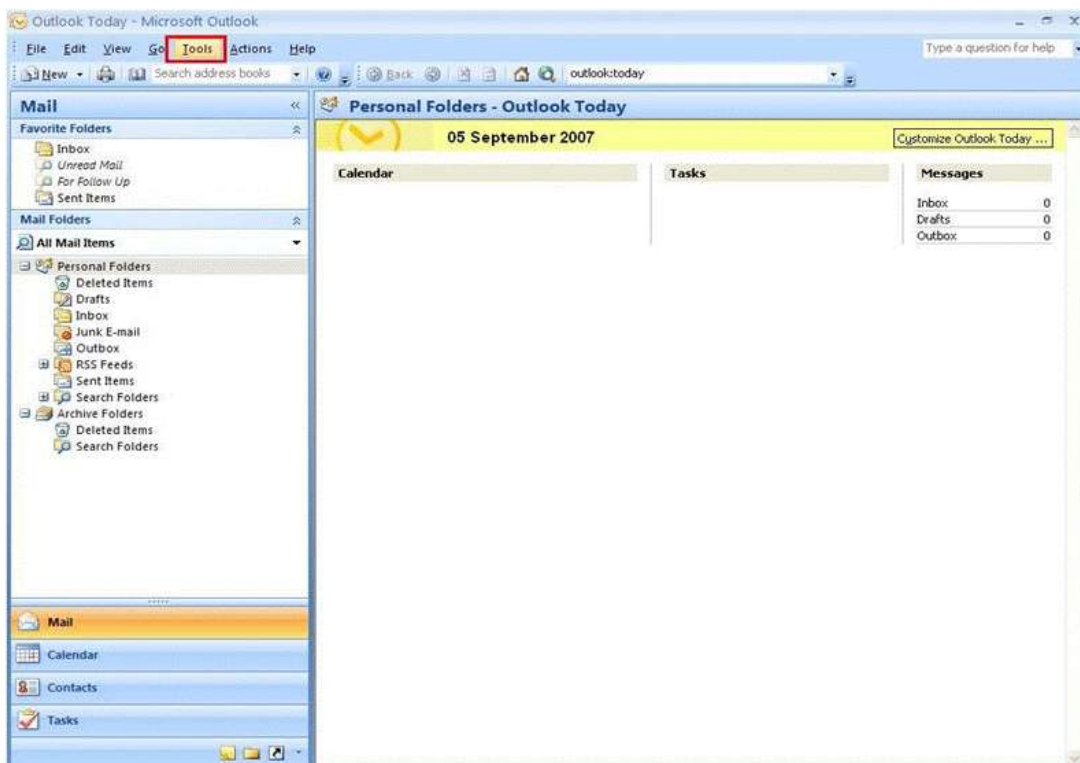


Setting Up Mail Accounts to send and receive your 1&1 e-mail.

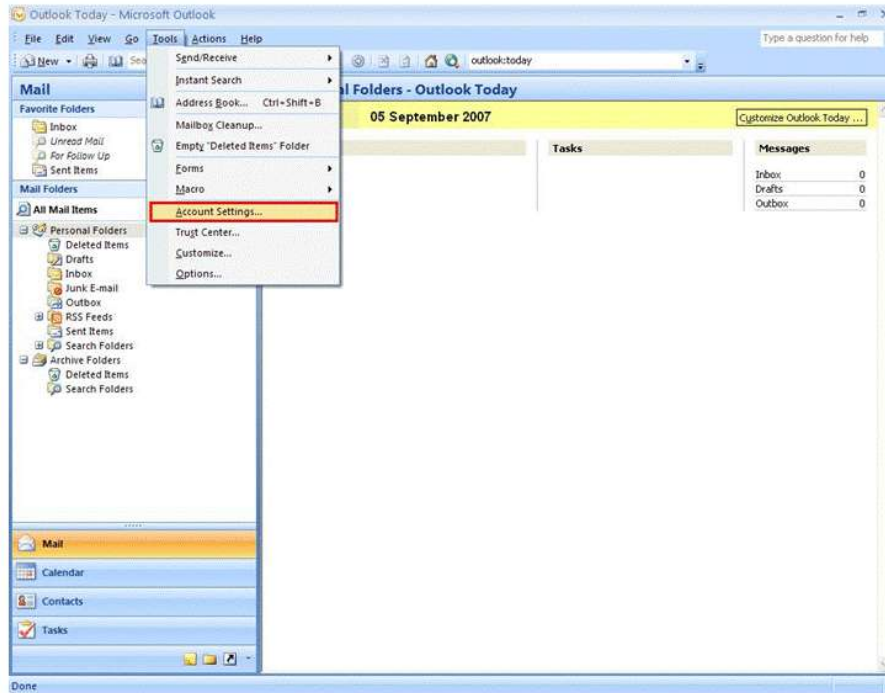
Before you set up a mail account in Outlook you must first have your POP3 mailbox details provided to you by your Account Manager, this will be the following;

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

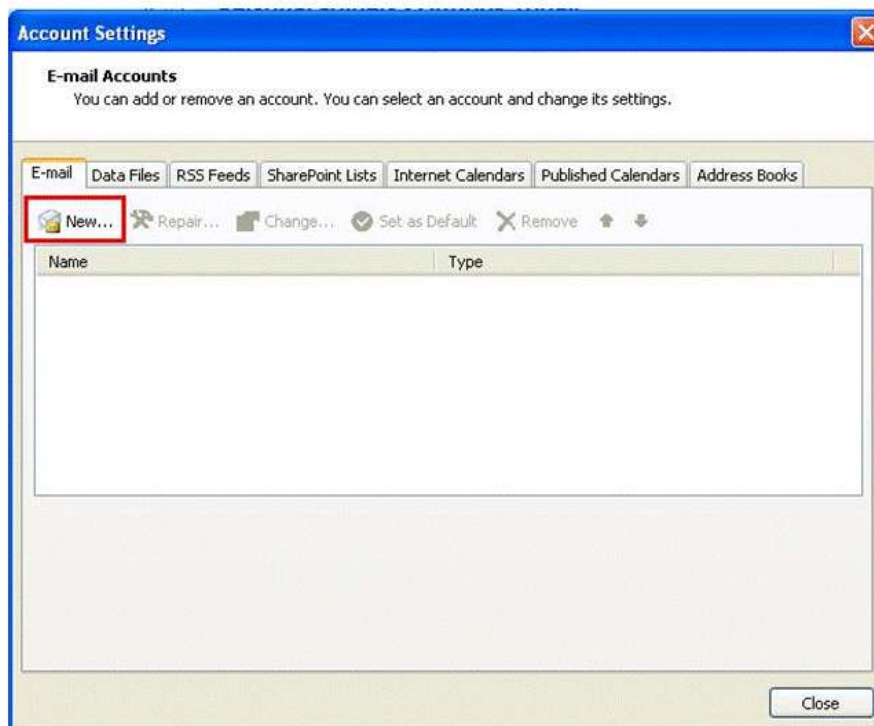
1. Open Outlook 2007 and click on **Tools** on the Menu bar.



2. Find and click on **Account Settings**



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



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**

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Senkovic

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

5. Find and opt for **Internet E-mail**

Add New E-mail Account

Choose E-mail Service

Internet E-mail
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

Microsoft Exchange
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

Other
Connect to a server type shown below.
Outlook Mobile Service (Text Messaging)

< Back Next > Cancel

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

Incoming Mail Server : pop.1and1.co.uk
Outgoing Server : auth.smtp.1and1.co.uk

c. Logon Information:

User name : It should be your e-mail address

Password : The password for your e-mail address

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: lan
E-mail Address: test@mydomainname.com

Server Information
Account Type: POP3
Incoming mail server: pop.1and1.co.uk
Outgoing mail server (SMTP): auth.smtp.1and1.co.uk

Logon Information
User Name: test@mydomainname.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

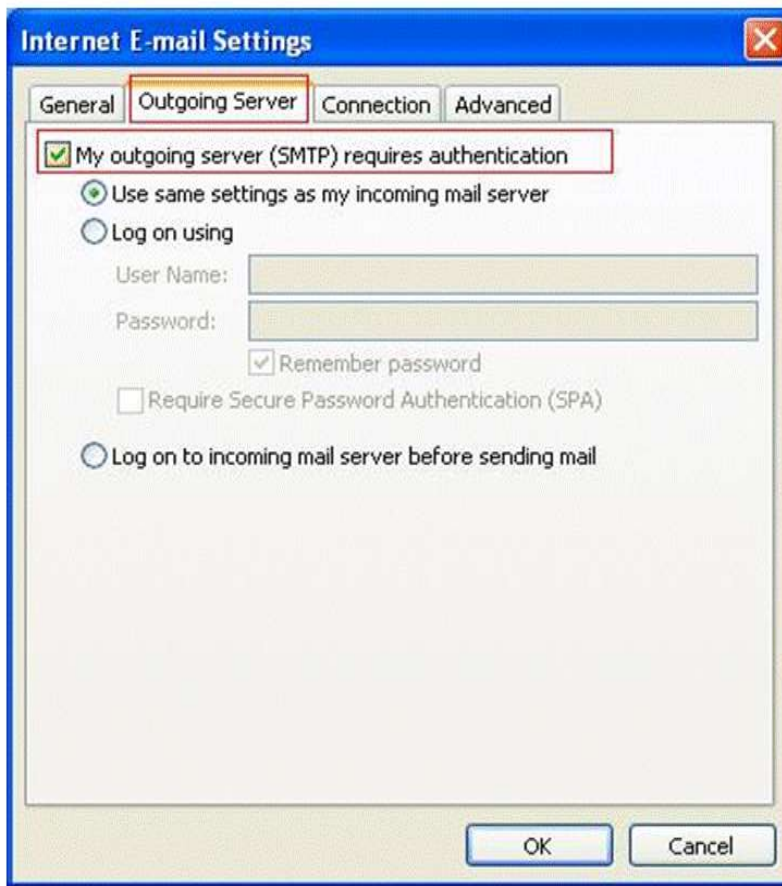
Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

More Settings ...

< Back Next > Cancel

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**



9. 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:
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)

10. Click **Finish**

Add New E-mail Account



Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back

Finish