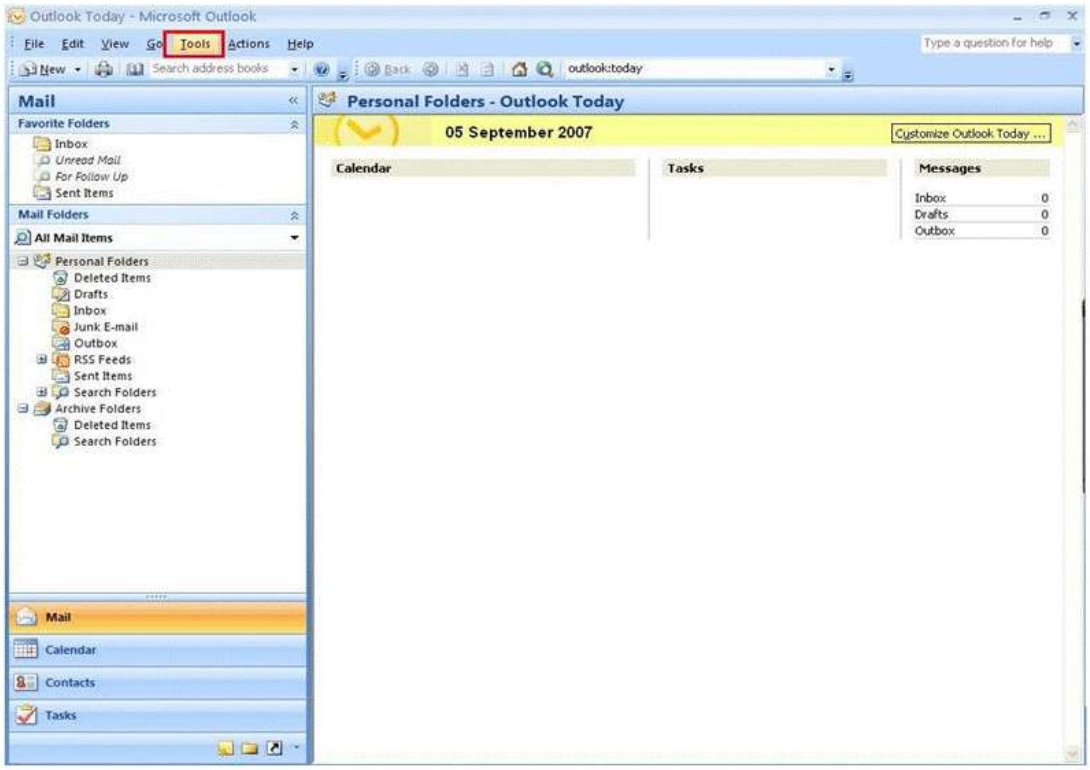
Setting Up Mail Accounts to send and receive your 1&1 e-mail.

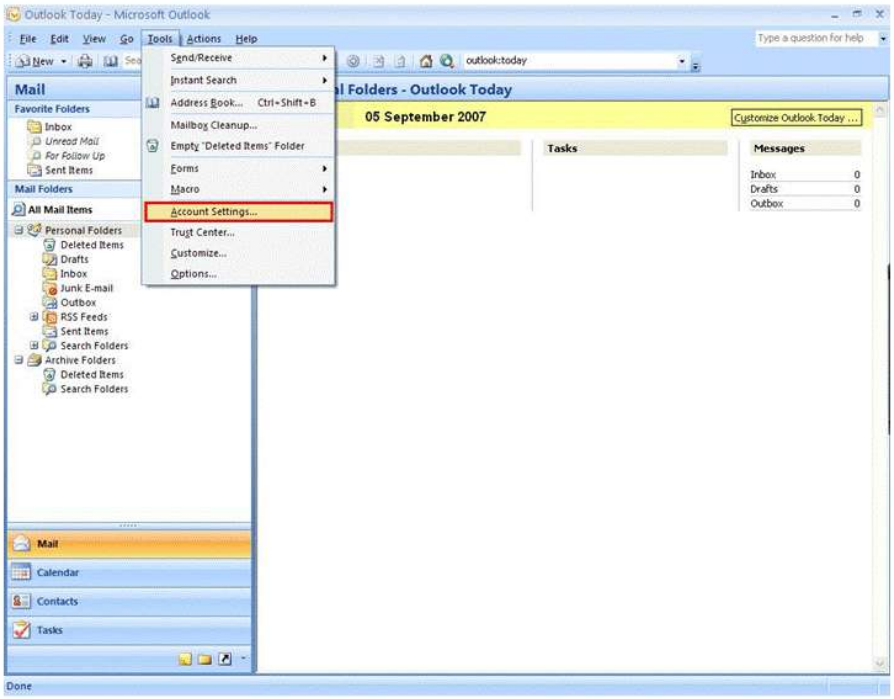
Before you set up a mail account in Outlook you must first have your POP3 mailbox details provided to you by your Account Manager, this will be the following;

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

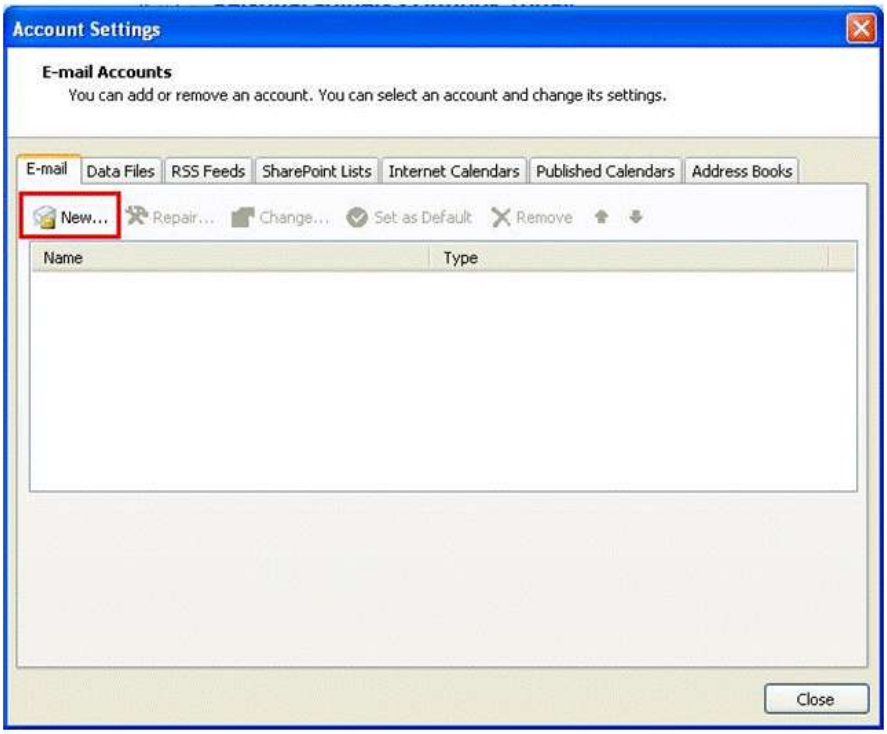
1. Open Outlook 2007 and click on **Tools** on the Menu bar.



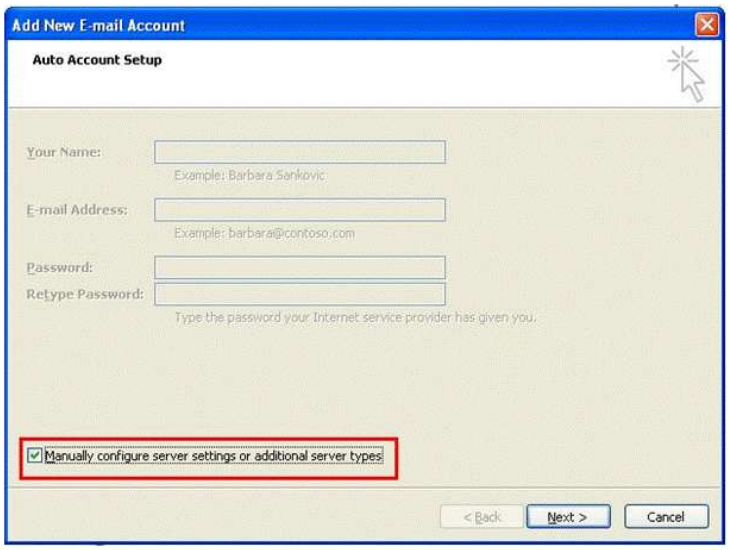
2. Find and click on **Account Settings**



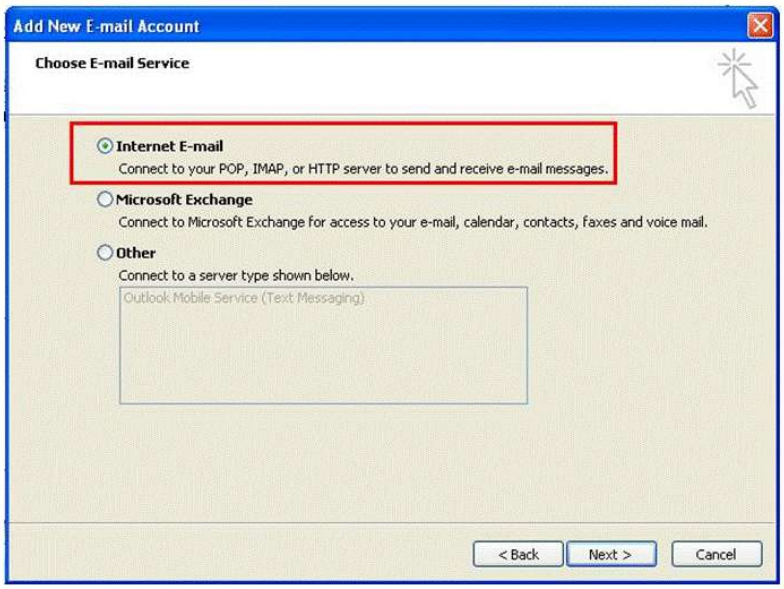
3. A new window will pop up (Account Setting window). Under **Email** tab, find and click on **New**



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**



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



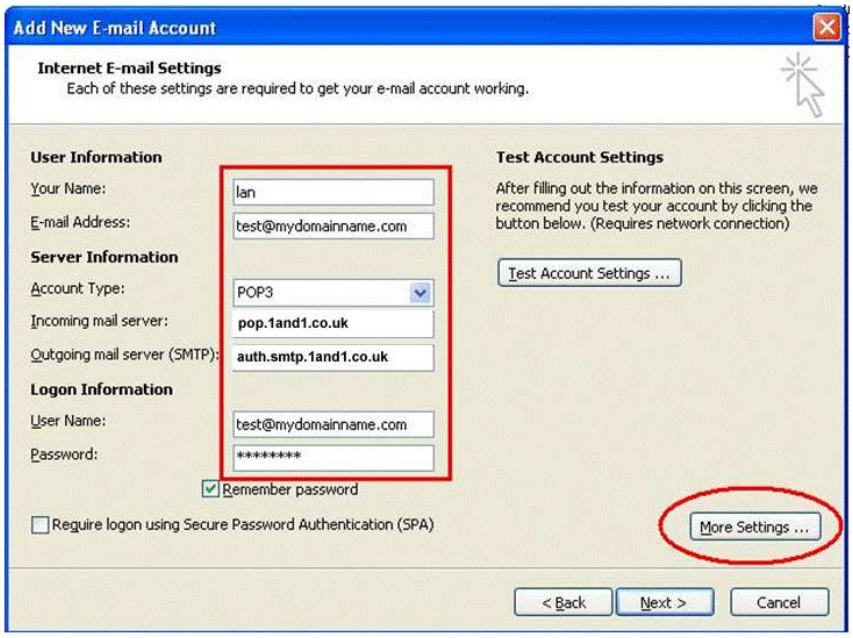
6. Supply all required information

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

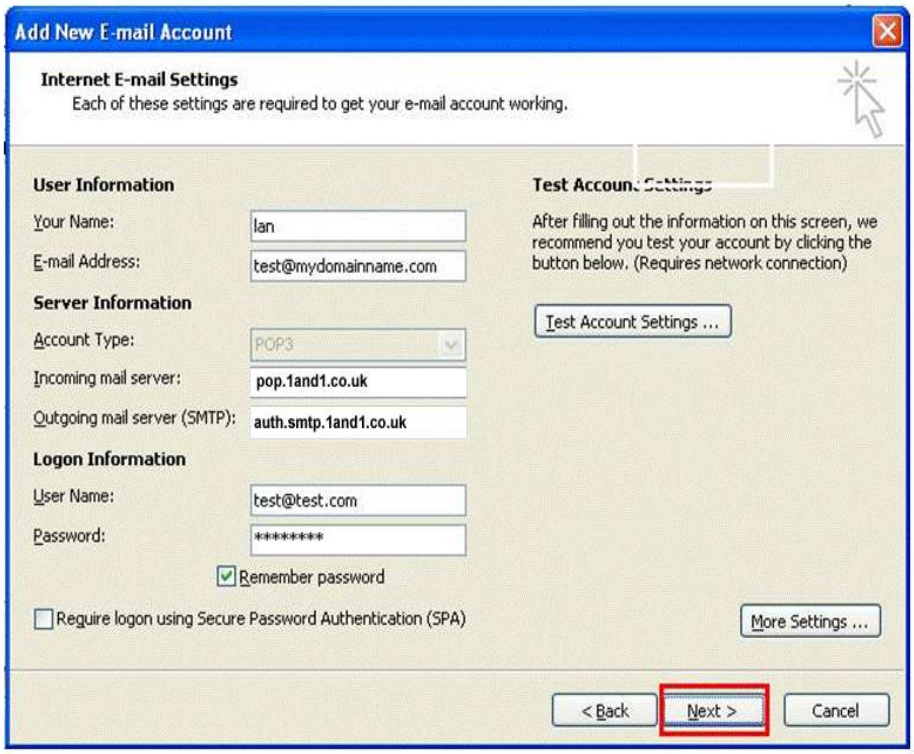


7. Click on **More Settings** at the bottom right

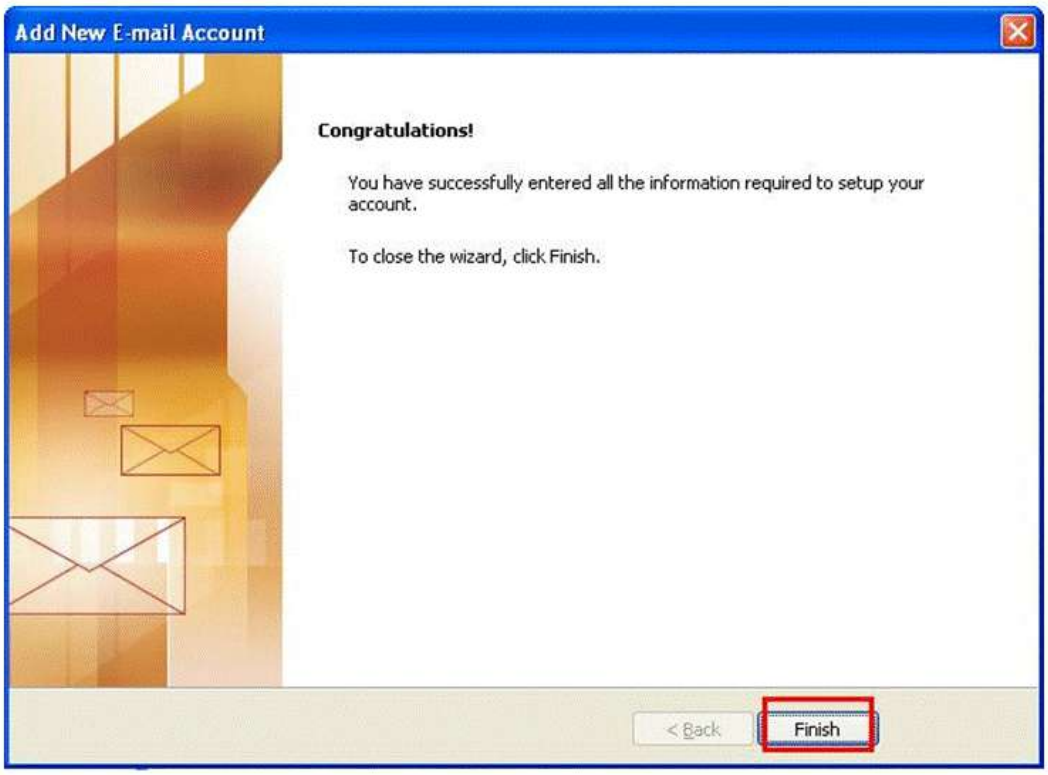
8. Another window will pop up (Internet E-mail Settings). Under **Outgoing tab**, check **My outgoing Server (SMTP) requires authentication**. Then click **OK**

Internet E-mail Settings
General
Outgoing Server
Connection
Advanced
My outgoing server (SMTP) requires authentication
Use same settings as my incoming mail server
Log on using
User Name:
Password:
Remember password
Require Secure Password Authentication (SPA)
Log on to incoming mail server before sending mail
OK
Cancel

9. Click **Next**



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