



OUTLOOK 2007

MANUAL

SETTING UP AN E-MAIL ACCOUNT IN OUTLOOK 2007

PREPARATION

Before using this manual, please make sure you have the following:

- ✓ You have created an email address using your Customer Area
- ✓ You can log in using webmail
- ✓ Your plan allows POP or IMAP access
- ✓ The outgoing server of your internet provider.

STEPS IN OUTLOOK 2007

- Step 1** 1. Open your Outlook 2007.
- Step 2** 2. Go to the menu 'Tools'.
- Step 3** 3. Open 'Account Settings'.
- Step 4** 4. Select 'New...'
- Step 5** 5. Select 'Microsoft Exchange, POP3, IMAP, or HTTP', and choose Next.
- Step 6** 6. Check the box that says 'Manually configure server settings or additional server types'.
- Step 7** 7. Select 'Internet E-mail', and choose Next.
- Step 8** 8. Fill in your name, and full email address.
- Step 9** 9. If you want to sync your email between different devices, use IMAP. If you want to download your email locally, use POP3.

- Step 10** 10. For the incoming server, fill in the following: imap.yourdomain.tld. For the domain monkeybusiness.nu, for example, use imap.monkeybusiness.nu
- Step 11** 11. Fill in the outgoing server of your ISP for the outgoing server.
- Step 12** 12. Your username is your full email address.
- Step 13** 13. Fill in the password you supplied when choosing your email address.
- Step 14** 14. Test your account settings. If both checks are green, add your account.
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