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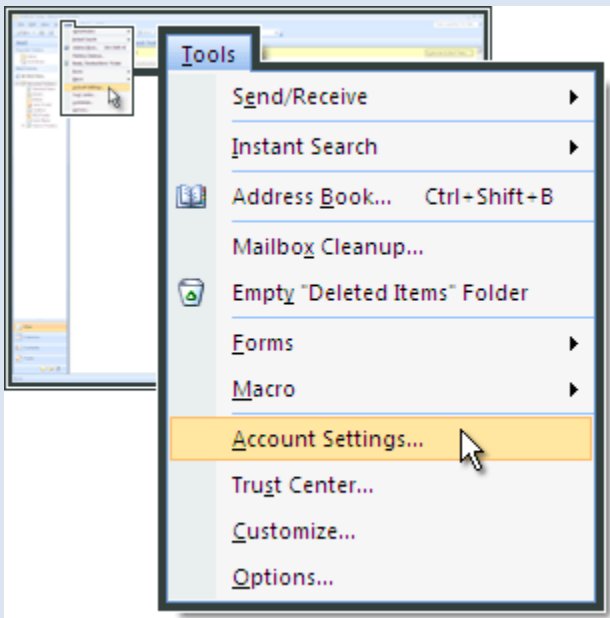
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## Setting up Microsoft Outlook 2007

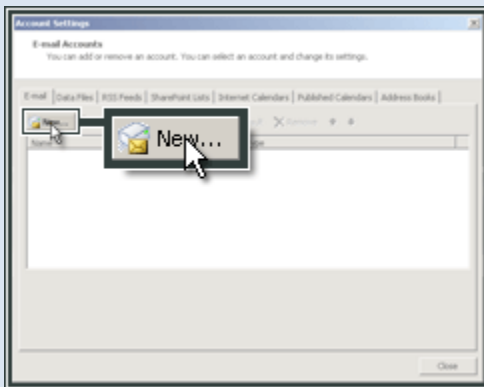


# Setting up Microsoft Outlook 2007

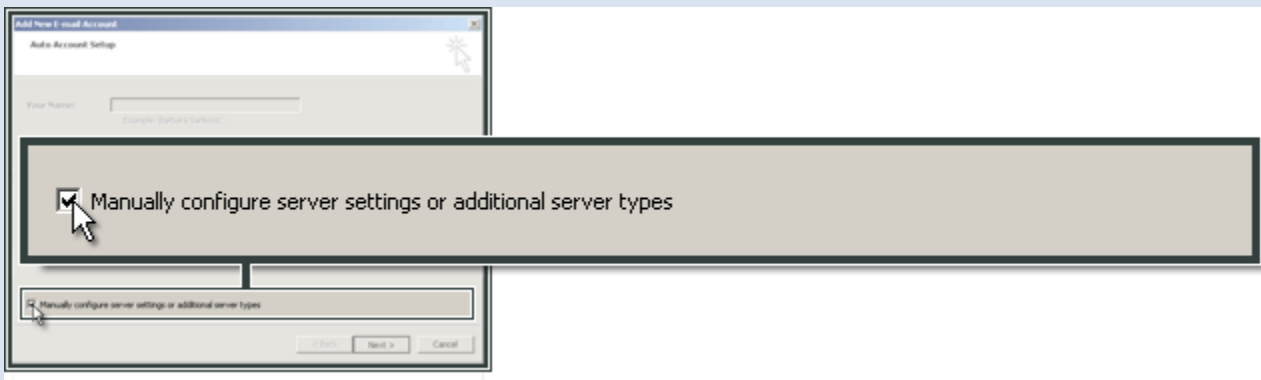
Open **Outlook** and select **Tools**. Click **Account Settings**.



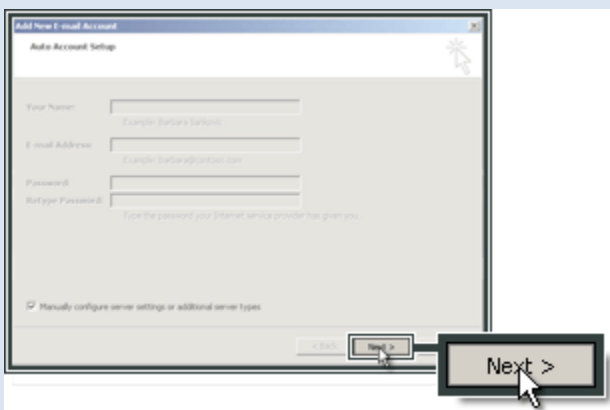
Click **New**.



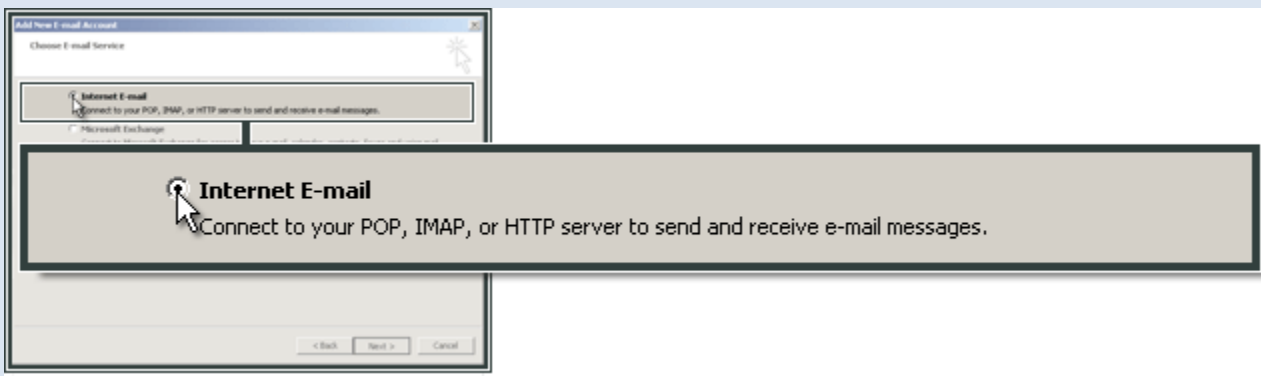
Check **Manually configure server settings or additional server types**.



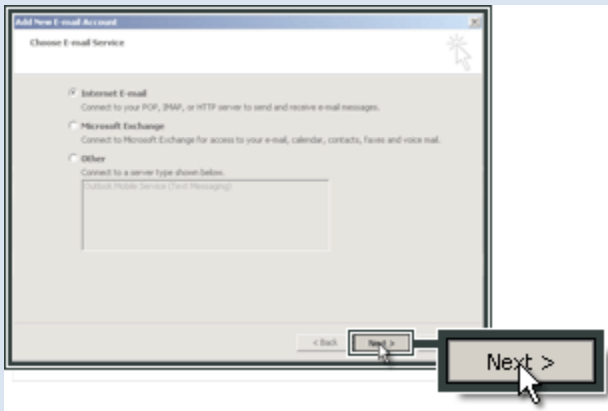
Click **Next**.



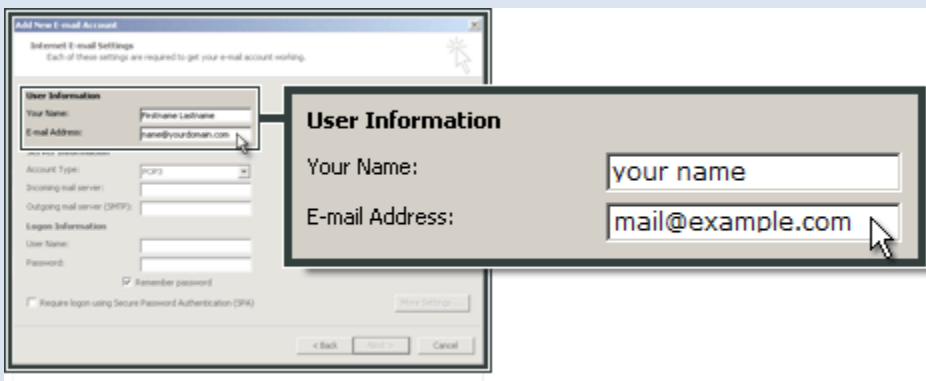
Select **Internet E-mail**.



Click **Next**.



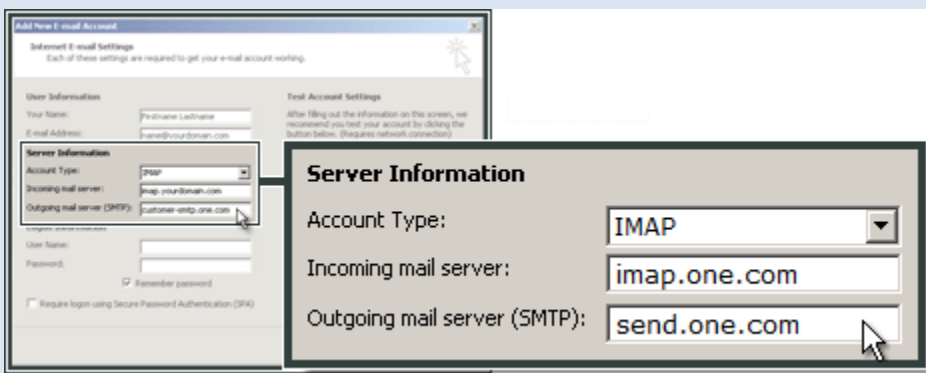
Enter **Your Name** and **E-mail Address**.



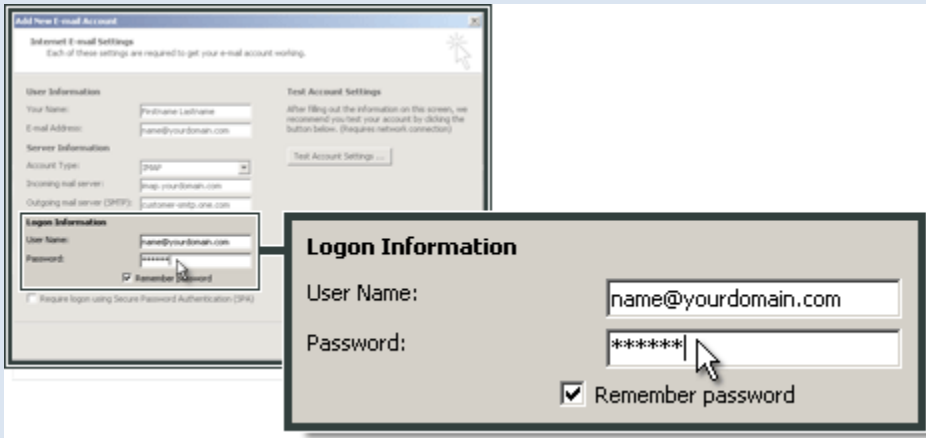
Choose **IMAP** as your account type.

For **Incoming mail server (IMAP)**, enter **mail.(your email name).co.za**

For **Outgoing mail server (SMTP)**, enter **mail.(your email name).co.za**

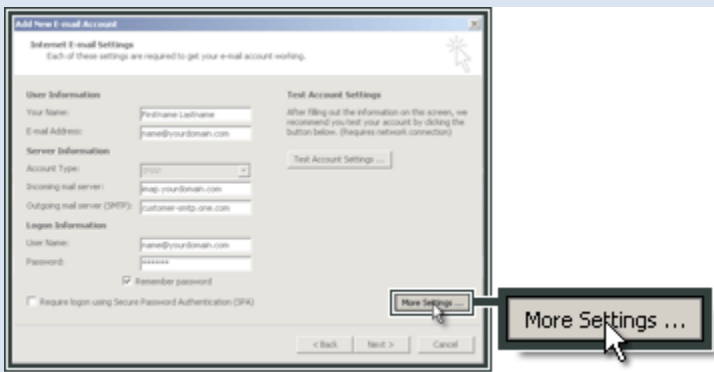


In **Logon Information** enter the **e-mail address** and **password** that you created in the control panel.

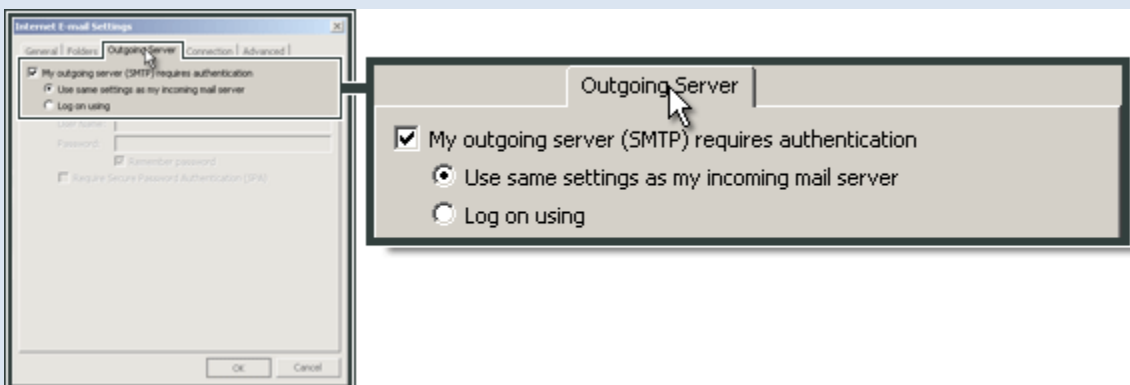


Configuration of the SMTP server in Outlook 2007

Click **More Settings**.



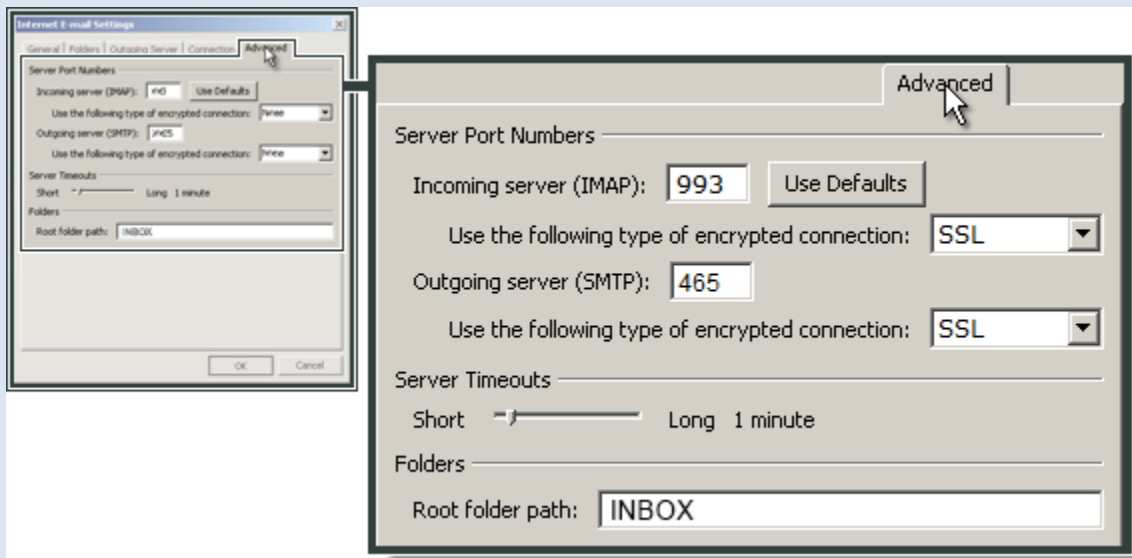
Select **Outgoing Server** and then **My outgoing server (SMTP) requires authentication**.



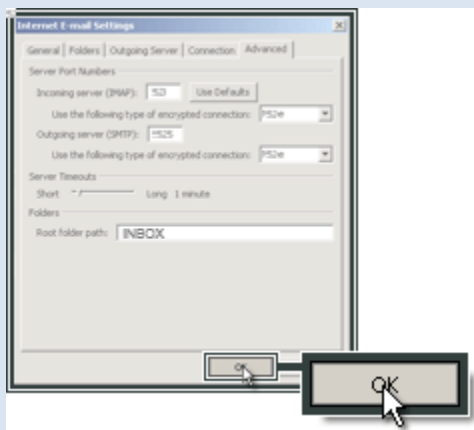
Select **Advanced**. In **Incoming Server (IMAP)** enter **993** and select **SSL**.

For **Incoming server (pop3)** enter **995** and select **SSL**.

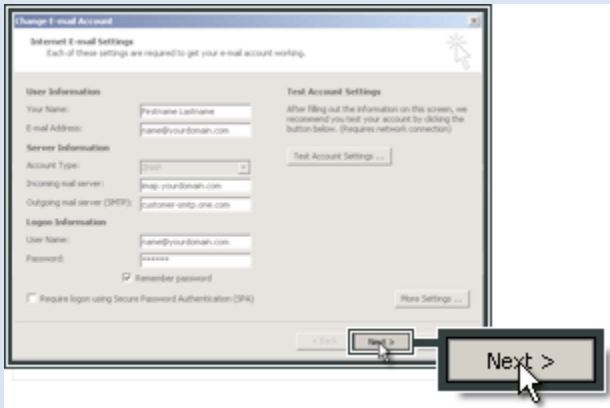
In **Outgoing server (SMTP)** enter **465** and select **SSL**. For **Root folder path** enter **INBOX** with uppercase letters.



Click **OK**.



Click **Next**.



Click **Finish**.

