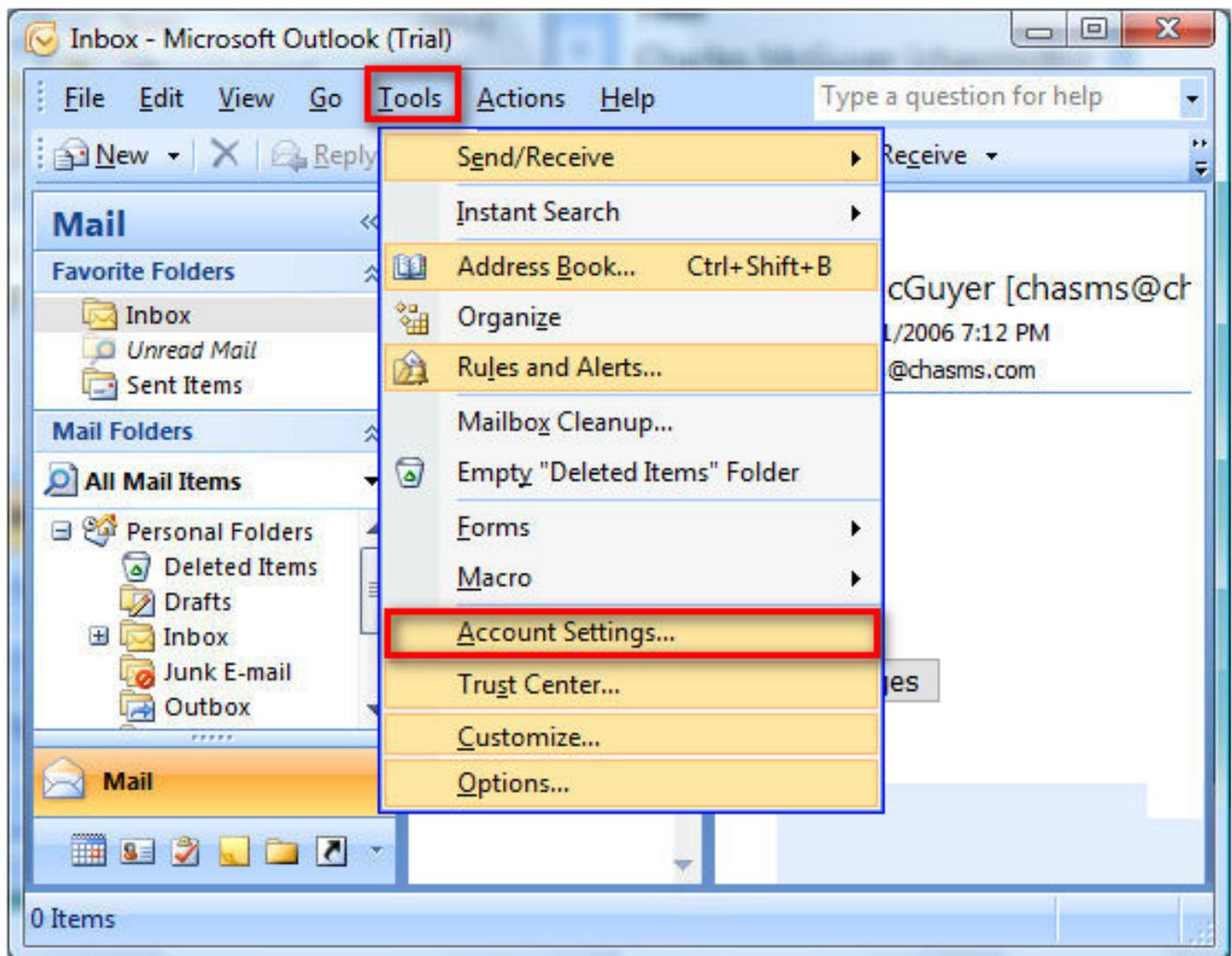
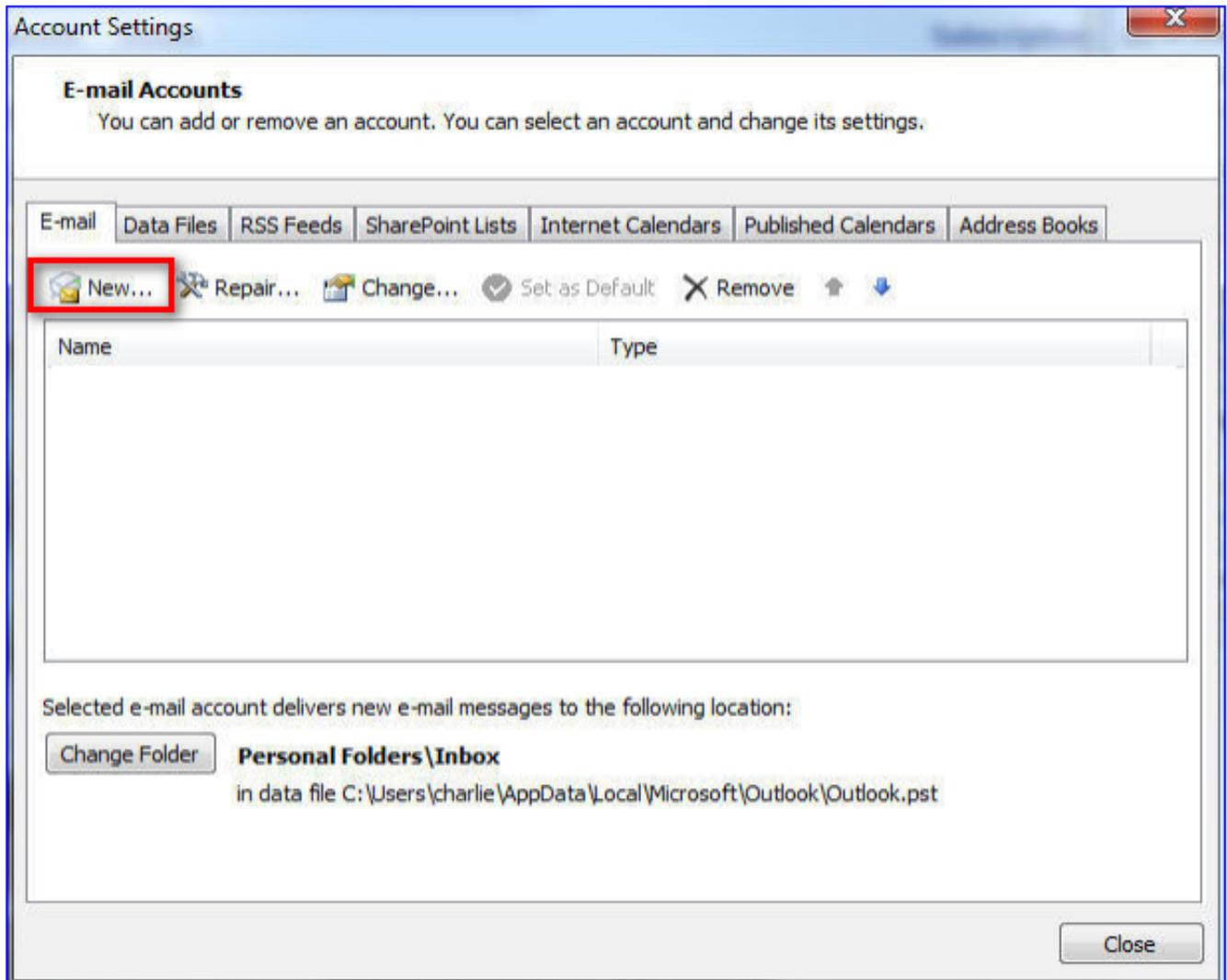


Outlook 2007

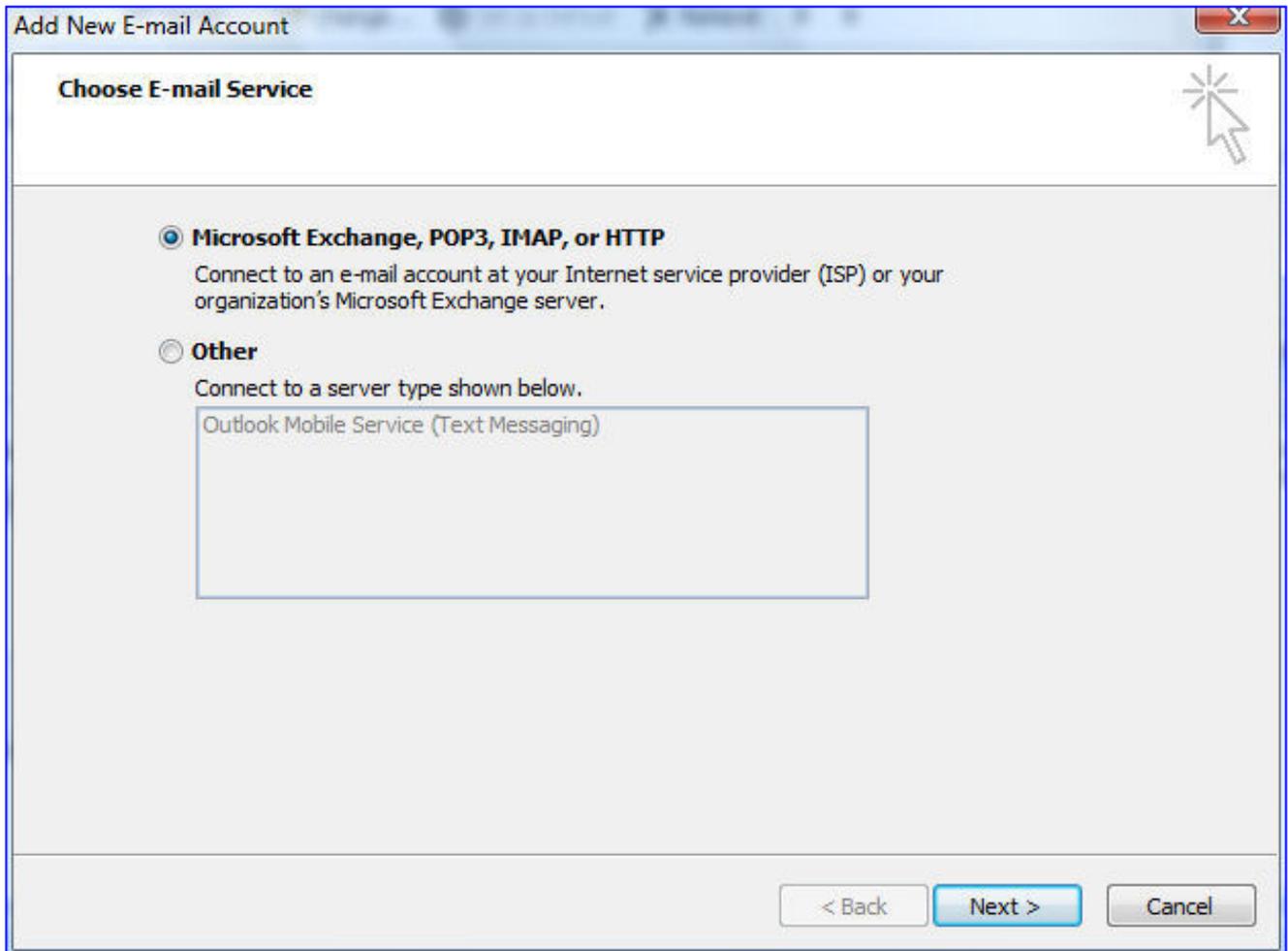
1. In Microsoft Outlook select **Tools** and click on **Account Settings**.



2. Select New.



3. Make sure **Microsoft Exchange, POP3, IMAP or HTTP** is selected and click on **Next**.



4. Place a tick in the box next to **Manually configure server settings or additional server types** and click on **Next**.

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

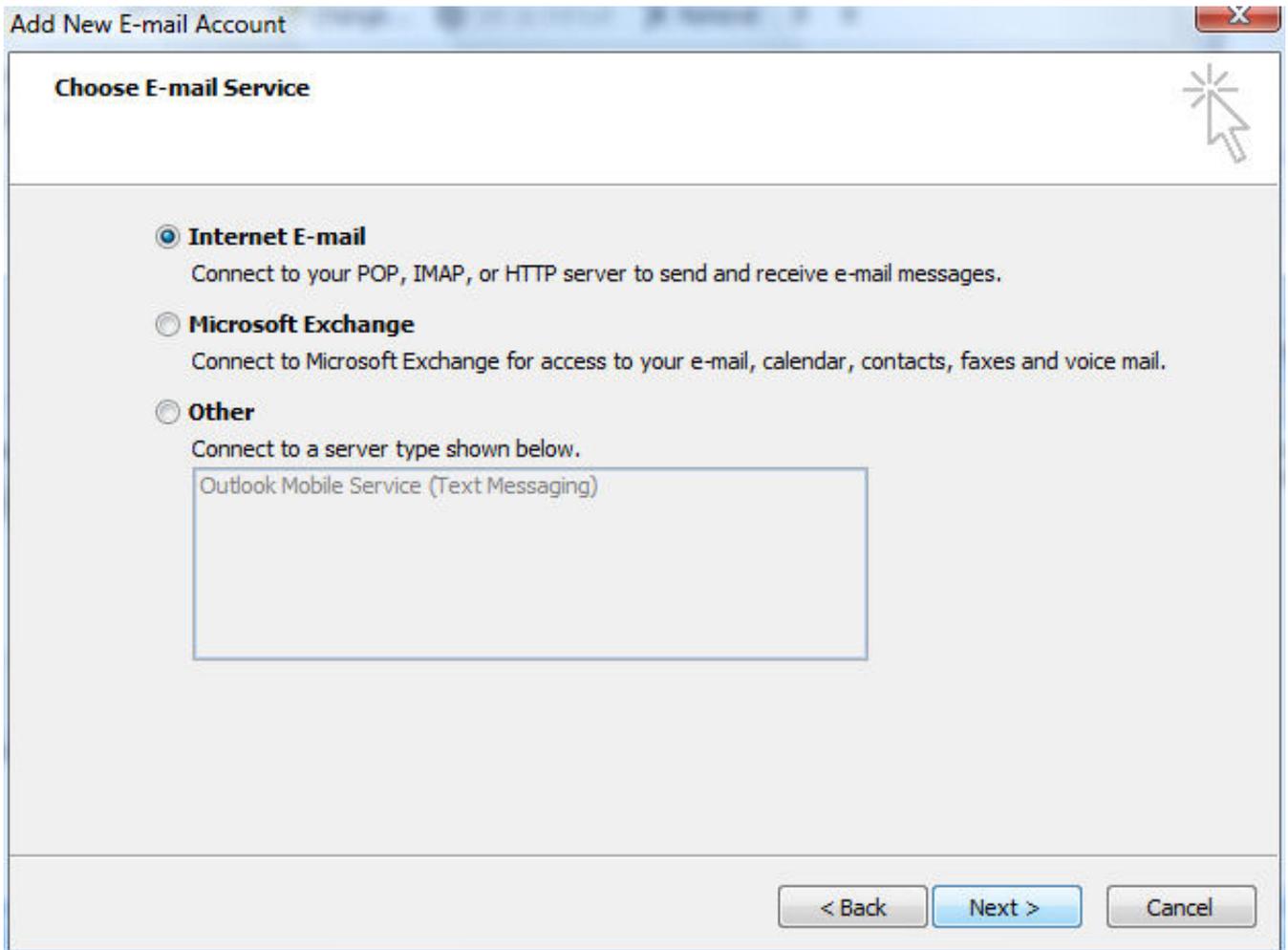
Password:

Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

5. Select **Internet E-mail** and click on **Next**.



6. Enter the following information:

- **Your Name:** Enter your name the way you want it displayed.
- **E-mail Address:** Enter your SpinTel email address.
- **Account Type:** POP3
- **Incoming mail server:** pop3.spintel.net.au
- **Outgoing mail server:** smtp.spintel.net.au
- **Username:** First part of your SpinTel email address (If your address was 'john.doe@spin.net.au' you would only type 'john.doe')

- **Password:** Your SpinTel email password

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

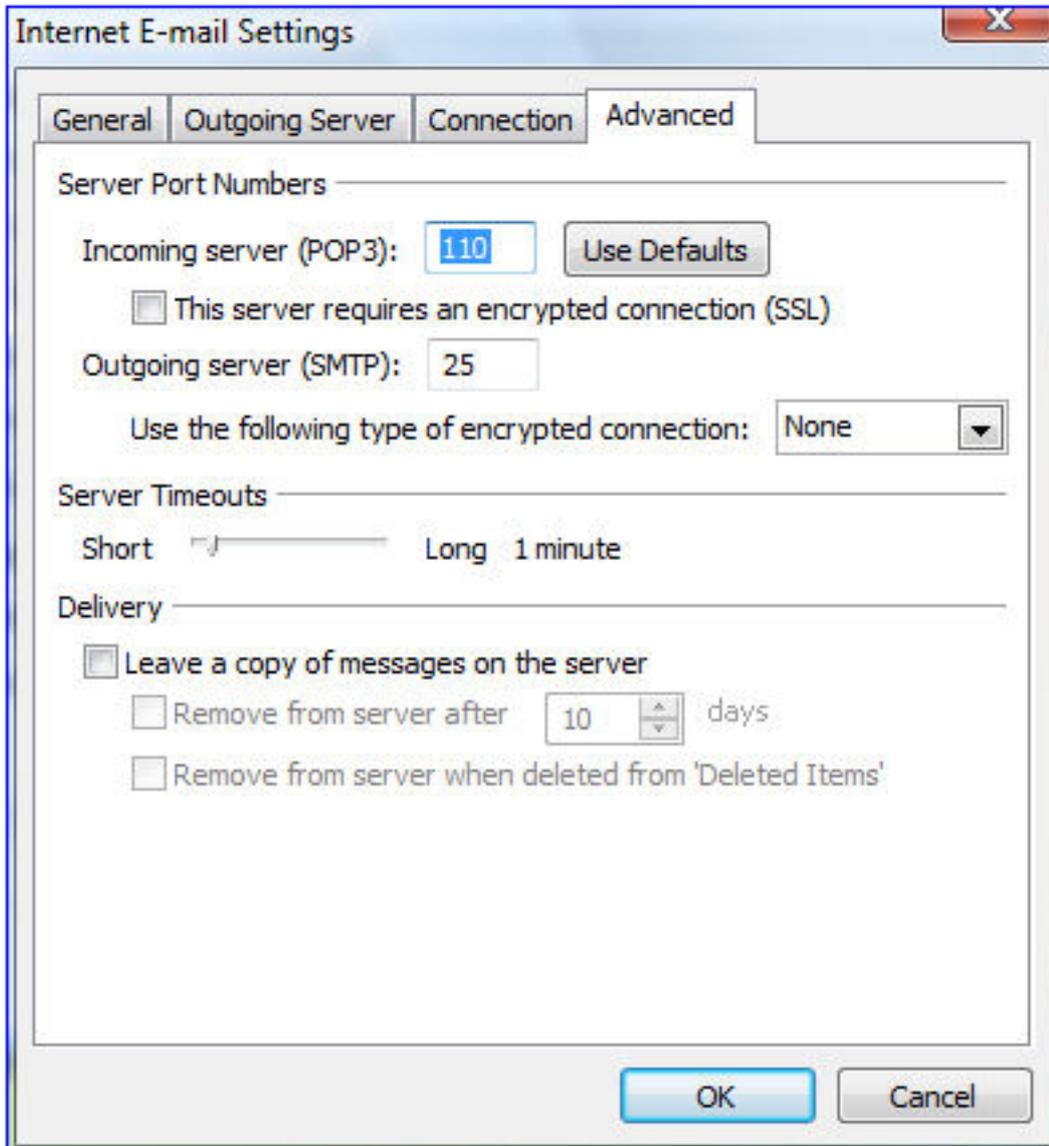
User Information
Your Name:
E-mail Address:

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)

Click on **More Settings**, select **Advanced**, make sure **Incoming server** port is set to 110 and **Outgoing server** port is set to 25, then click **OK**.



7. Click on **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

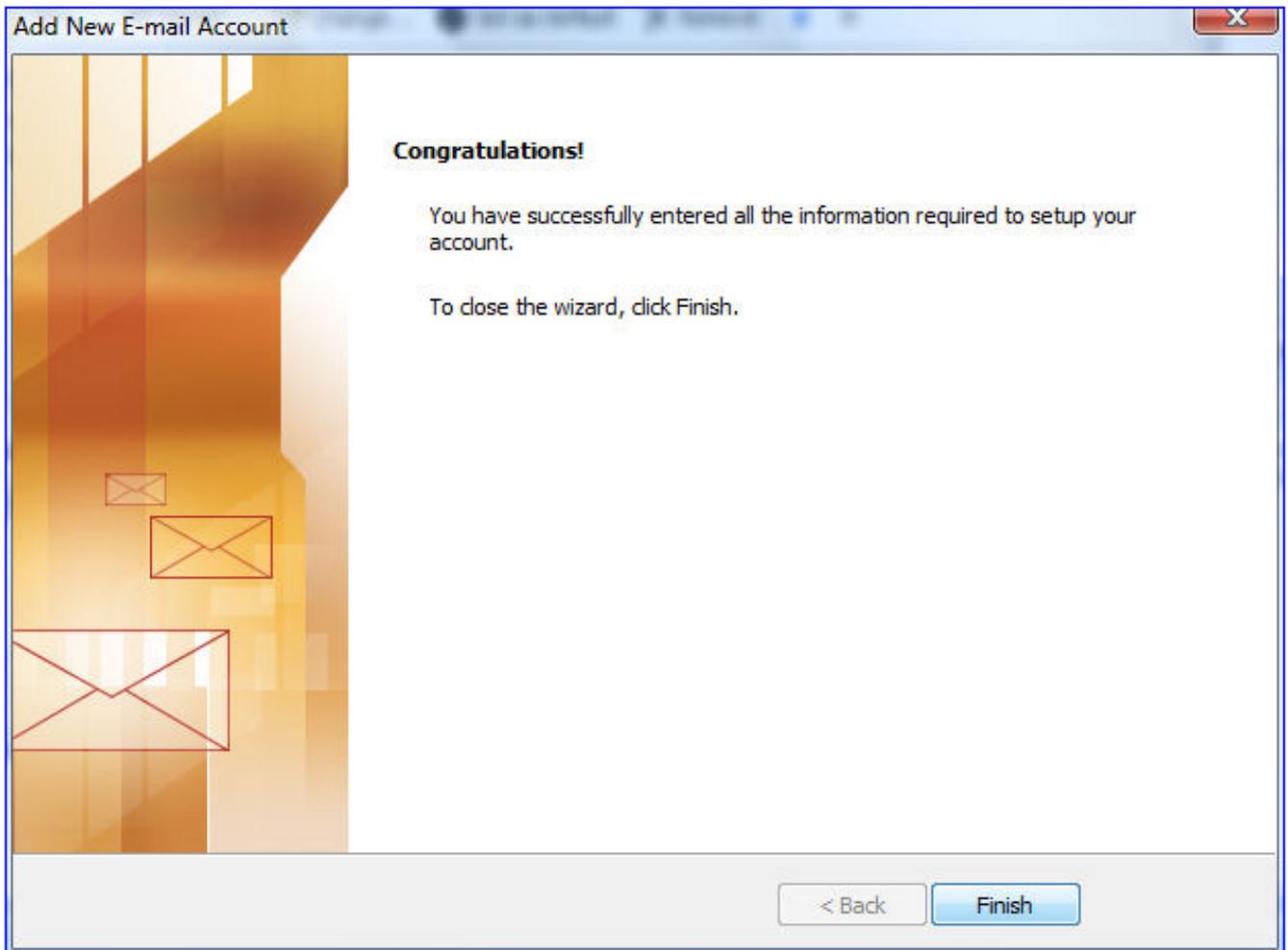
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back **Next >** Cancel

8. Click on **Finish**.



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