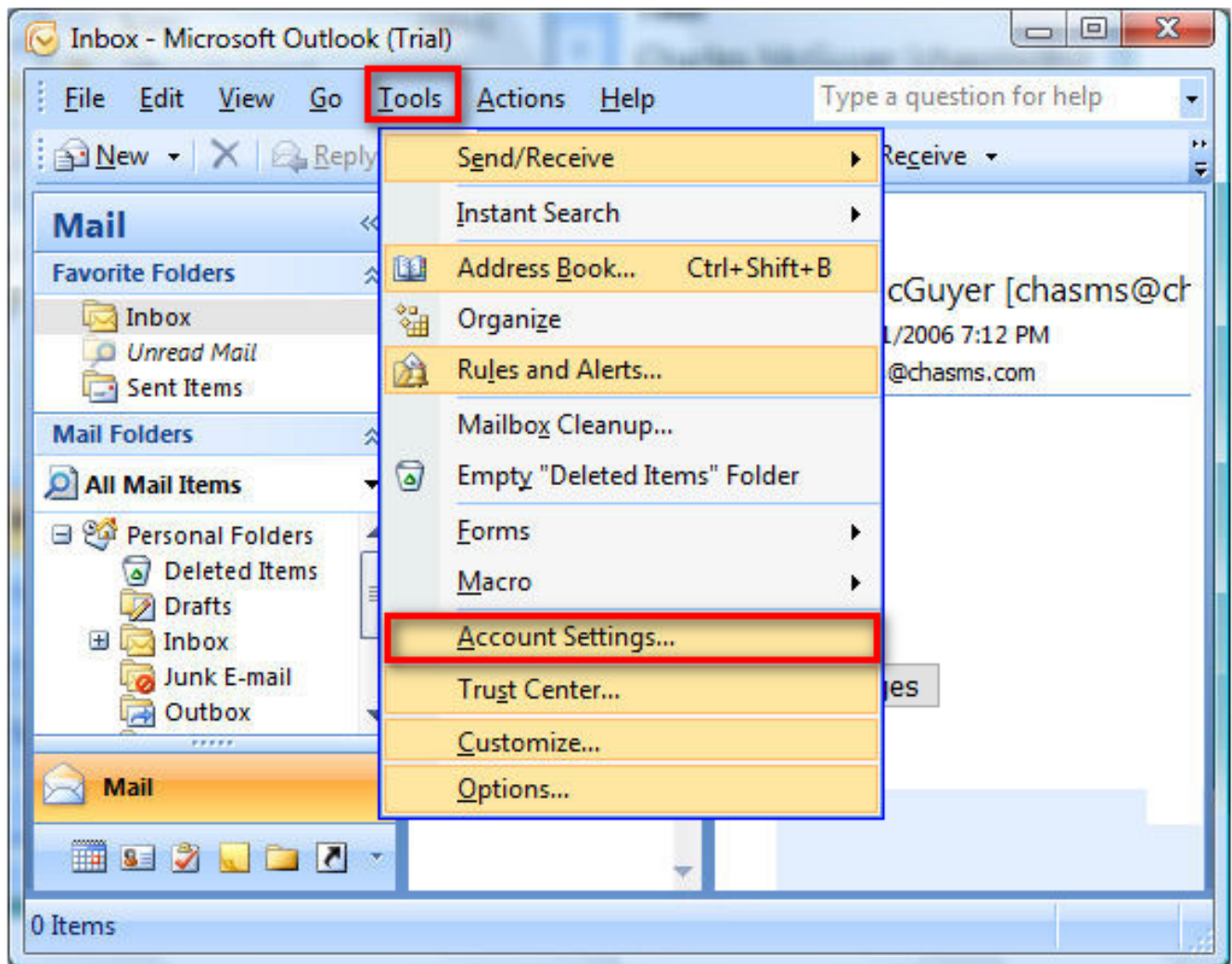
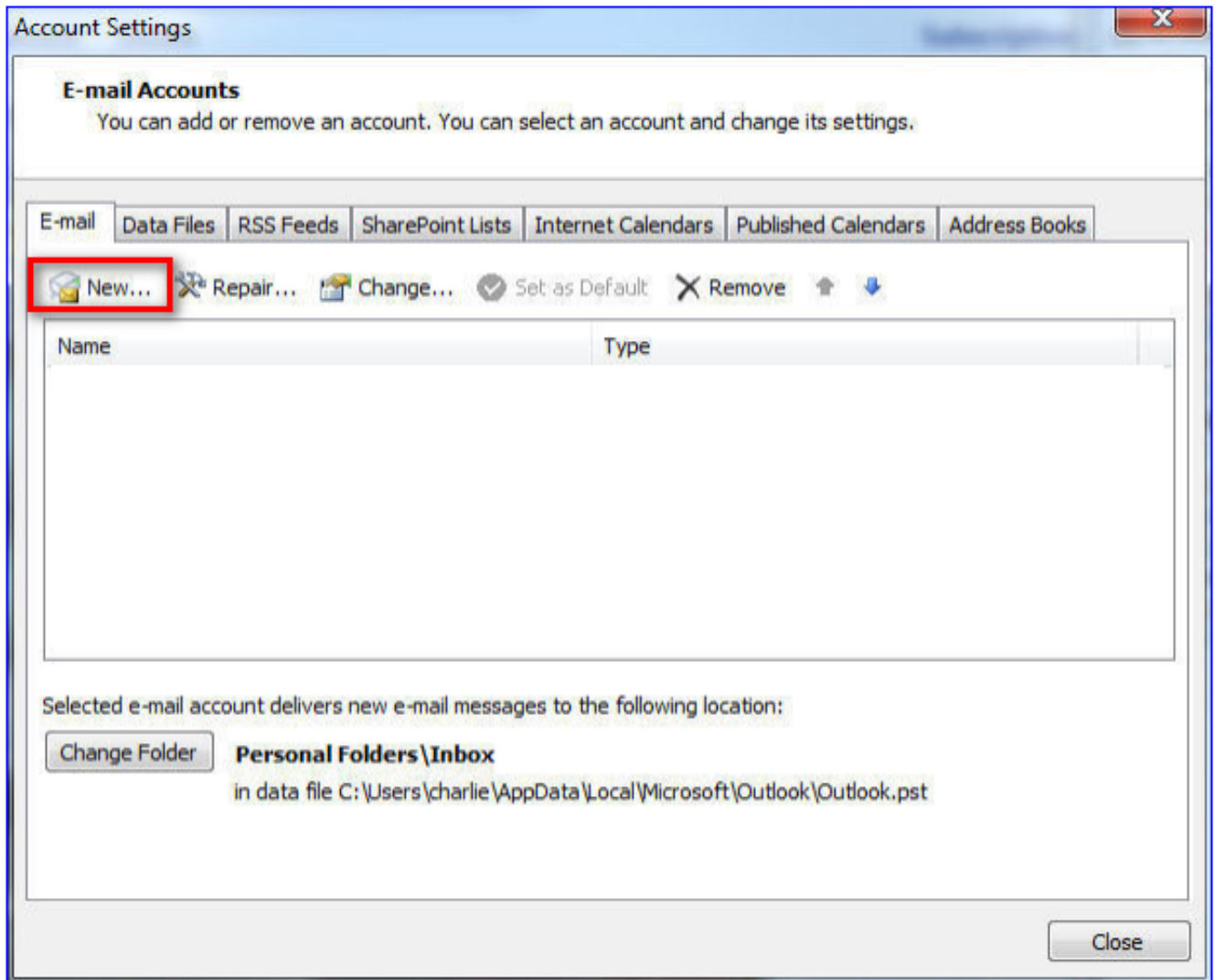


# Outlook 2007

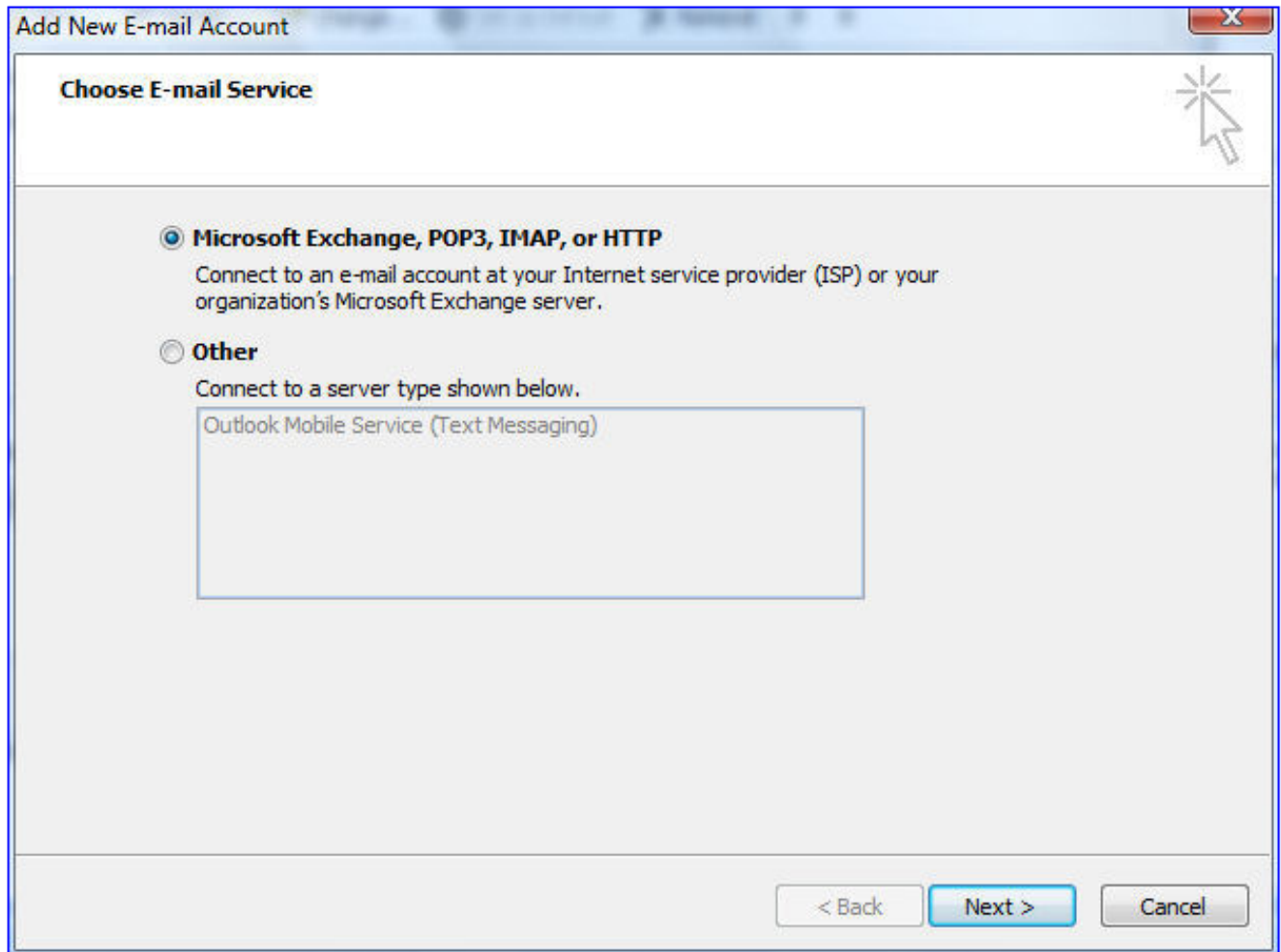
1. In Microsoft Outlook select **Tools** and click on **Account Settings**.



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

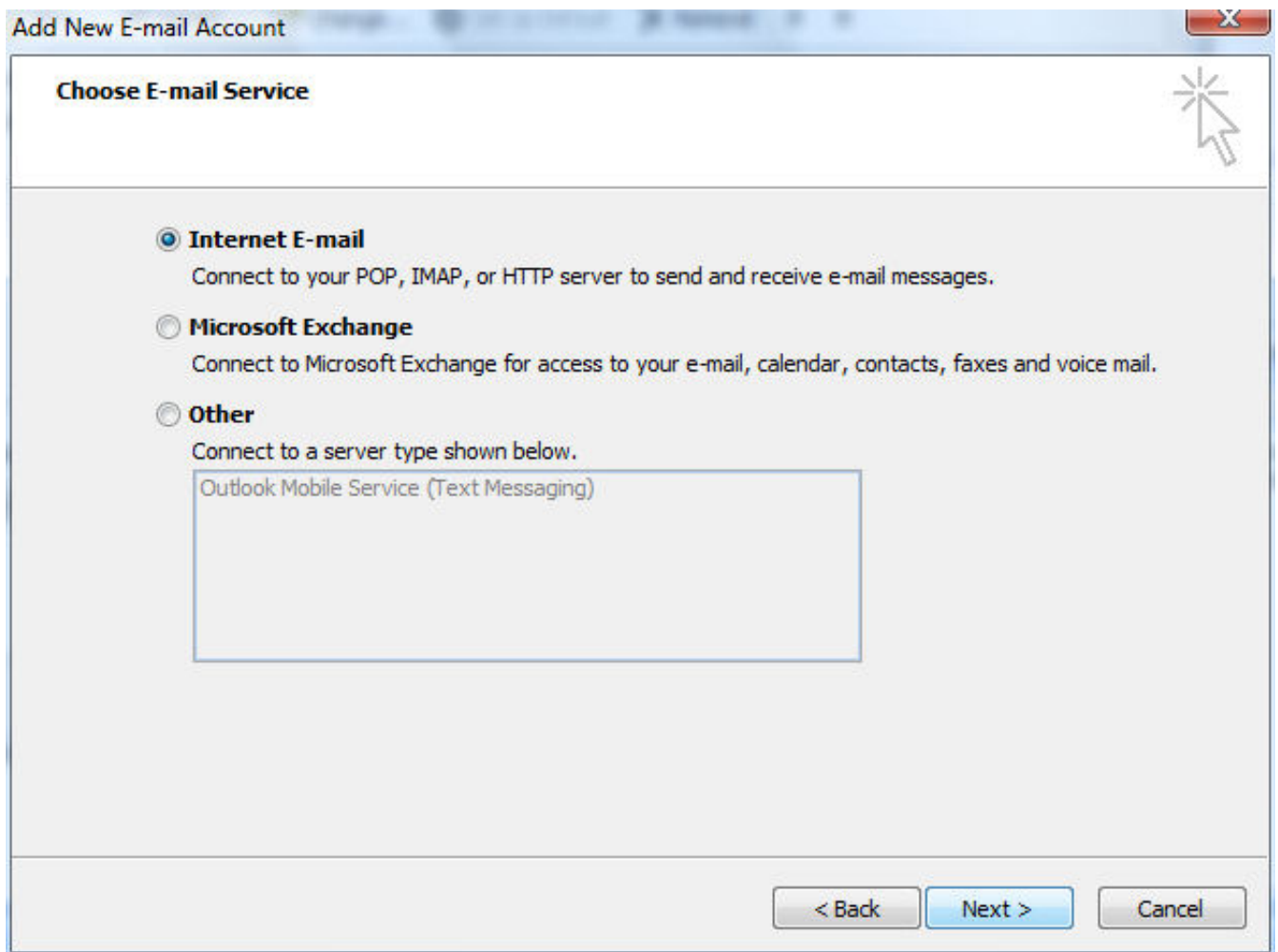
Password:

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: POP3 ▼

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

Password:

☒ Remember password

☐ Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

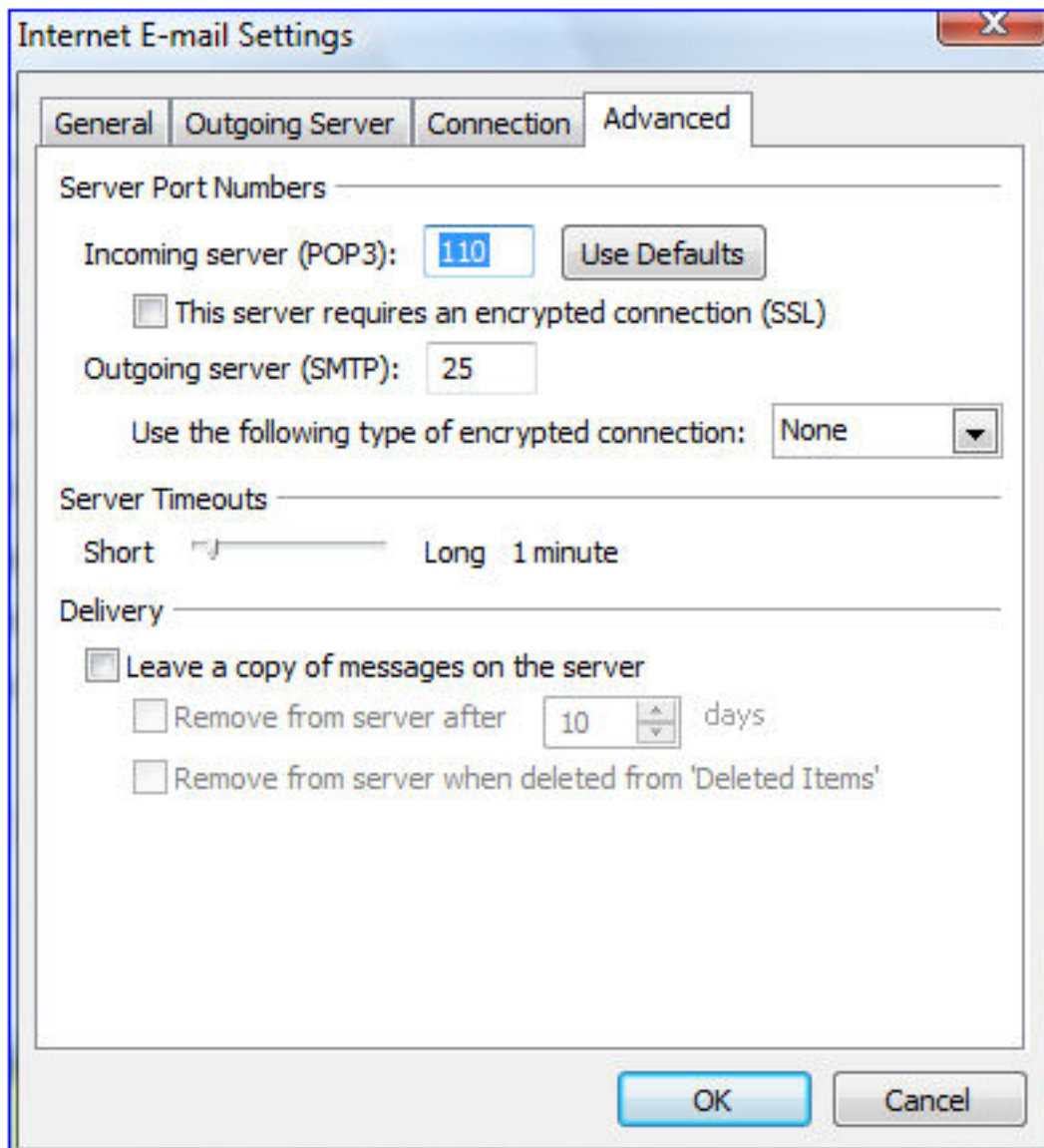
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

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)

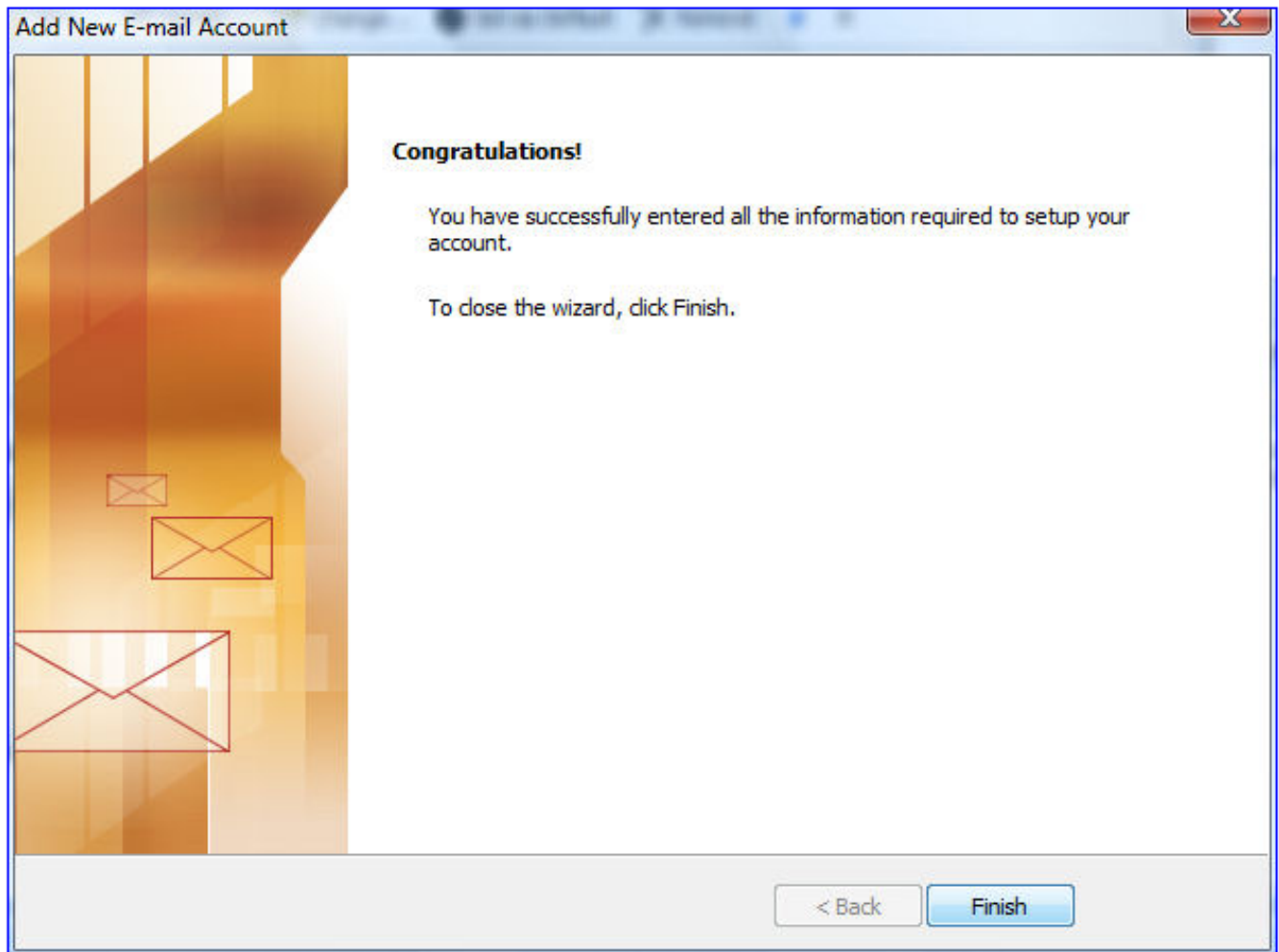
Test Account Settings ...

More Settings ...

< Back **Next >** Cancel

8. Click on **Finish**.





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