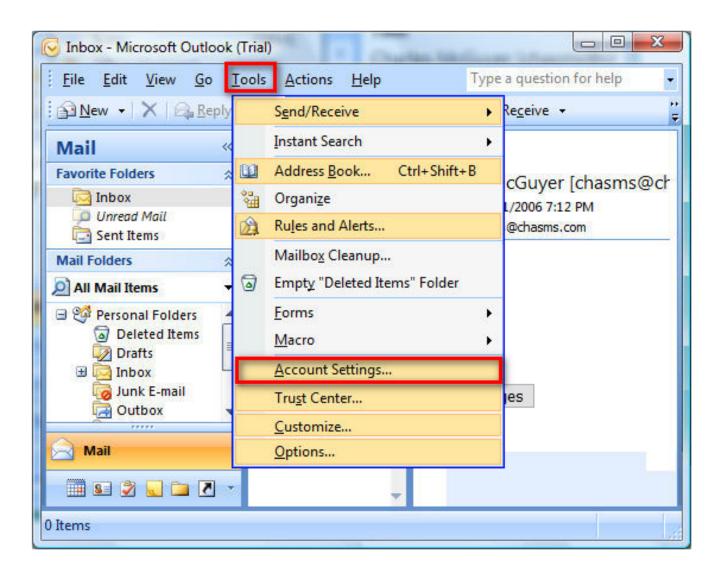
Outlook 2007

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



2. Select New.

mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
👌 Ne	ew 澤 R	epair 😭	Change 📀	Set as Default 🗙 R	emove 👚 🌷	
Vame	0			Туре		
lecte	d e-mail acco	ount delivers	new e-mail messaç	ges to the following loc	cation:	
19912	d e-mail acco		new e-mail messag olders \Inbox	ges to the following loo	cation:	

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

	nail Service	×
۲	Microsoft Exchange, POP3, IMAP, or HTTP	
	Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.	
	Other	
0	Connect to a server type shown below.	
	Outlook Mobile Service (Text Messaging)	

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

Id New E-mail Accoun		*
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 s	erver settings or additional server types	
	< Back Next >	Cancel

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

hoose E	-mail Service
	Internet E-mail
	Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.
	🔘 Microsoft Exchange
	Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.
	le Other
	Connect to a server type shown below.
	Outlook Mobile Service (Text Messaging)
	< Back Next > Cancel

- 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

Internet E-mail Settings Each of these settings are required to get your e-mail accourt	nt working.
User Information	Test Account Settings
Four Name:	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Server Information	Test Account Settings
Account Type: POP3	
incoming mail server:	
Dutgoing mail server (SMTP):	
Logon Information	
Jser Name:	
Password:	
Remember password	
Require logon using Secure Password Authentication (SPA)	More Settings
	< Back Next > Cancel

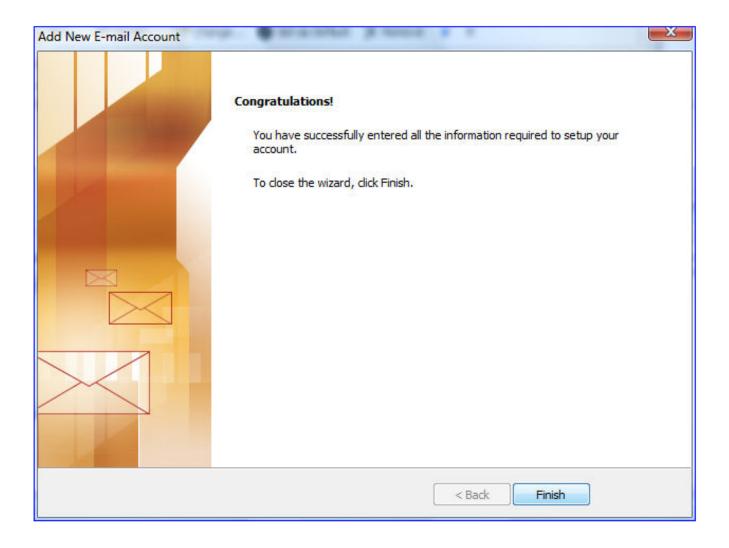
Click on **More Settings**, select **Advanced**, make sure **Incoming server** port is set to 110 and **Outgoing server** port is set to 25, then click **OK**.

General	Outgoing Server	Connection	Advanced	
Server P	ort Numbers			
Incomi	ng server (POP3):	110	Use Defaults	1
	This server require		ed connection	(SSL)
Outooi	ing server (SMTP):			(000)
12.000				••••••
Us	e the following typ	e of encrypte	d connection:	None
Server T	imeouts			
Short	-j	Long 1 min	ute	
Delivery		0.228		
Lea	we a copy of mess	ages on the s	erver	
	Remove from serv	ver after	o 🔶 days	5
	Remove from serv	ver when dele	ted from 'Delet	ted Items'

7. Click on Next.

Internet E-mail Settings Each of these settings are required to get your e-mail acco	unt working.		
User Information	Test Account Settings		
Your Name:	After filling out the information on this screen, we		
E-mail Address:	recommend you test your account by dicking the button below. (Requires network connection)		
Server Information			
Account Type: POP3	Test Account Settings		
Incoming mail server:			
Dutgoing mail server (SMTP):			
Logon Information			
Jser Name:			
Password:			
Remember password			
Require logon using Secure Password Authentication (SPA)	More Settings		
	(arrive and and arrive		

8. Click on **Finish**.



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