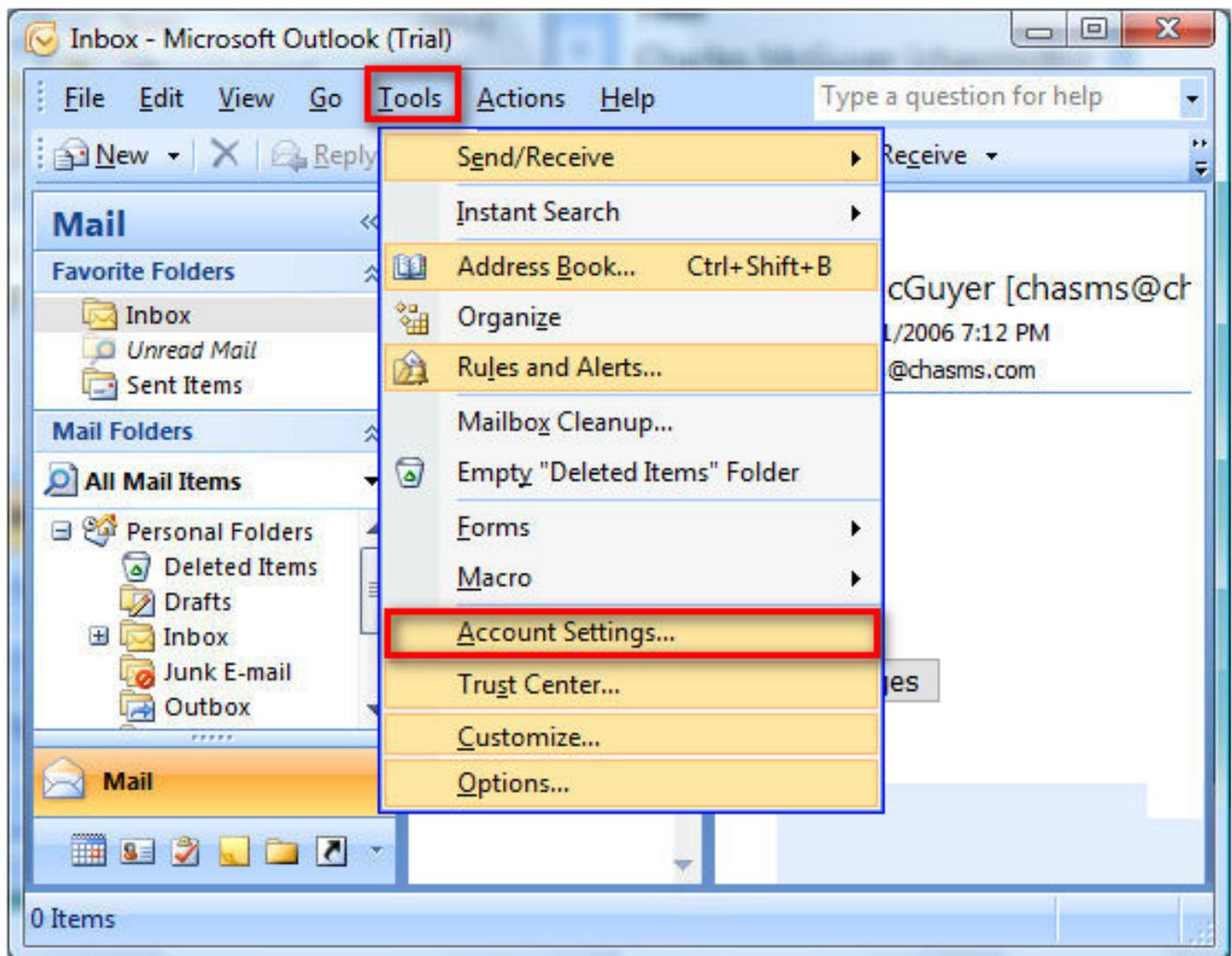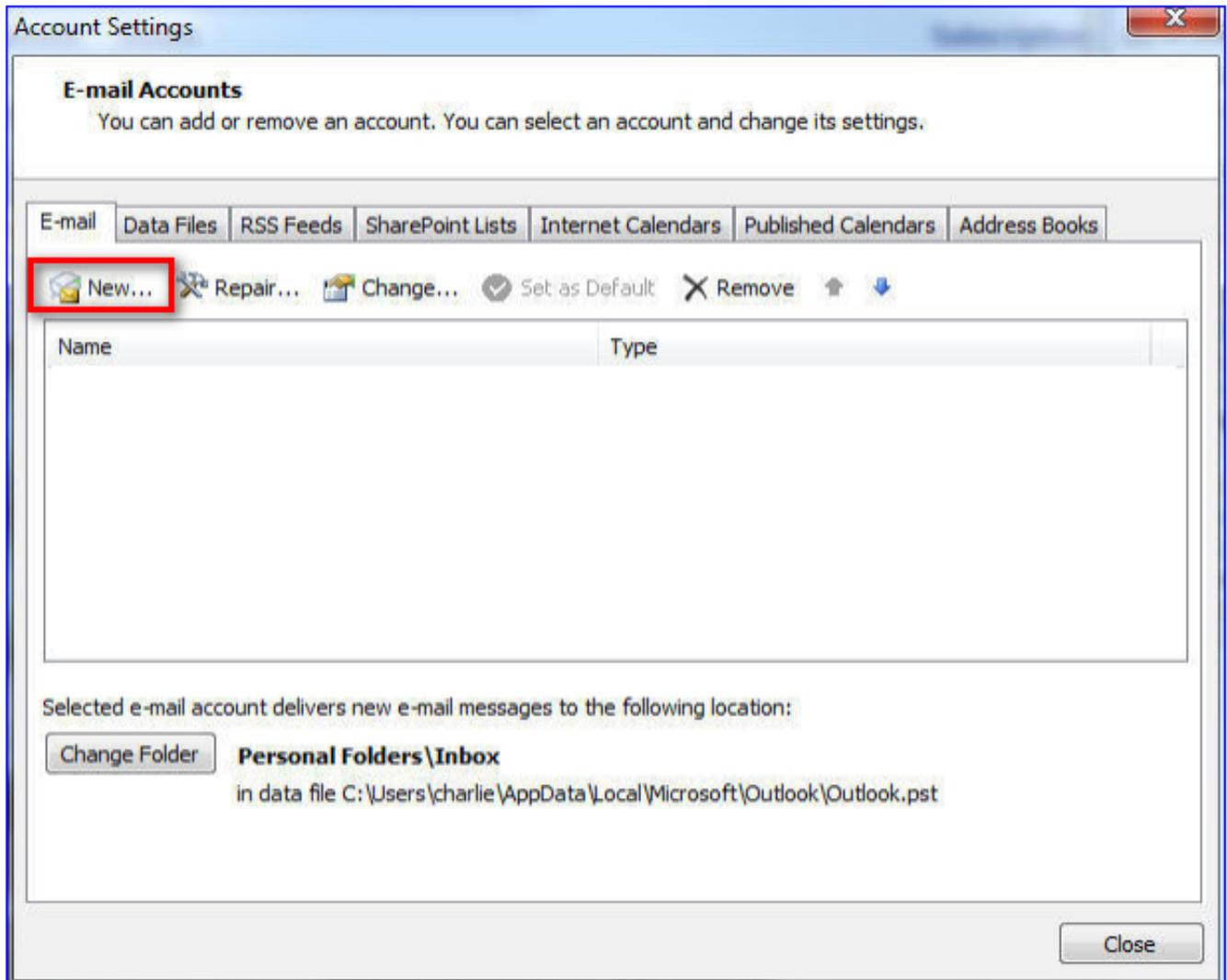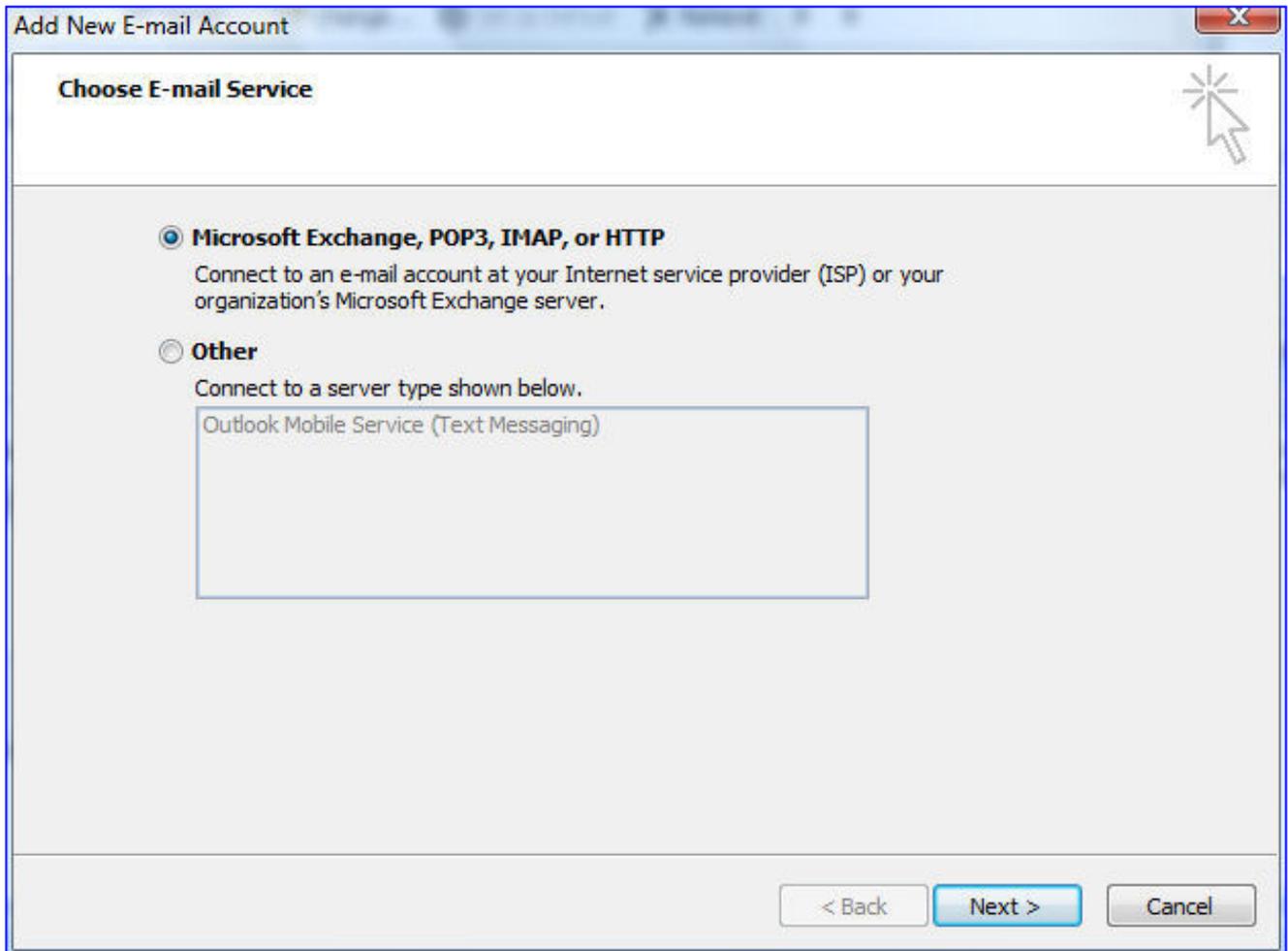# Outlook 2007

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.**

5. Select **Internet E-mail** and click on **Next.**
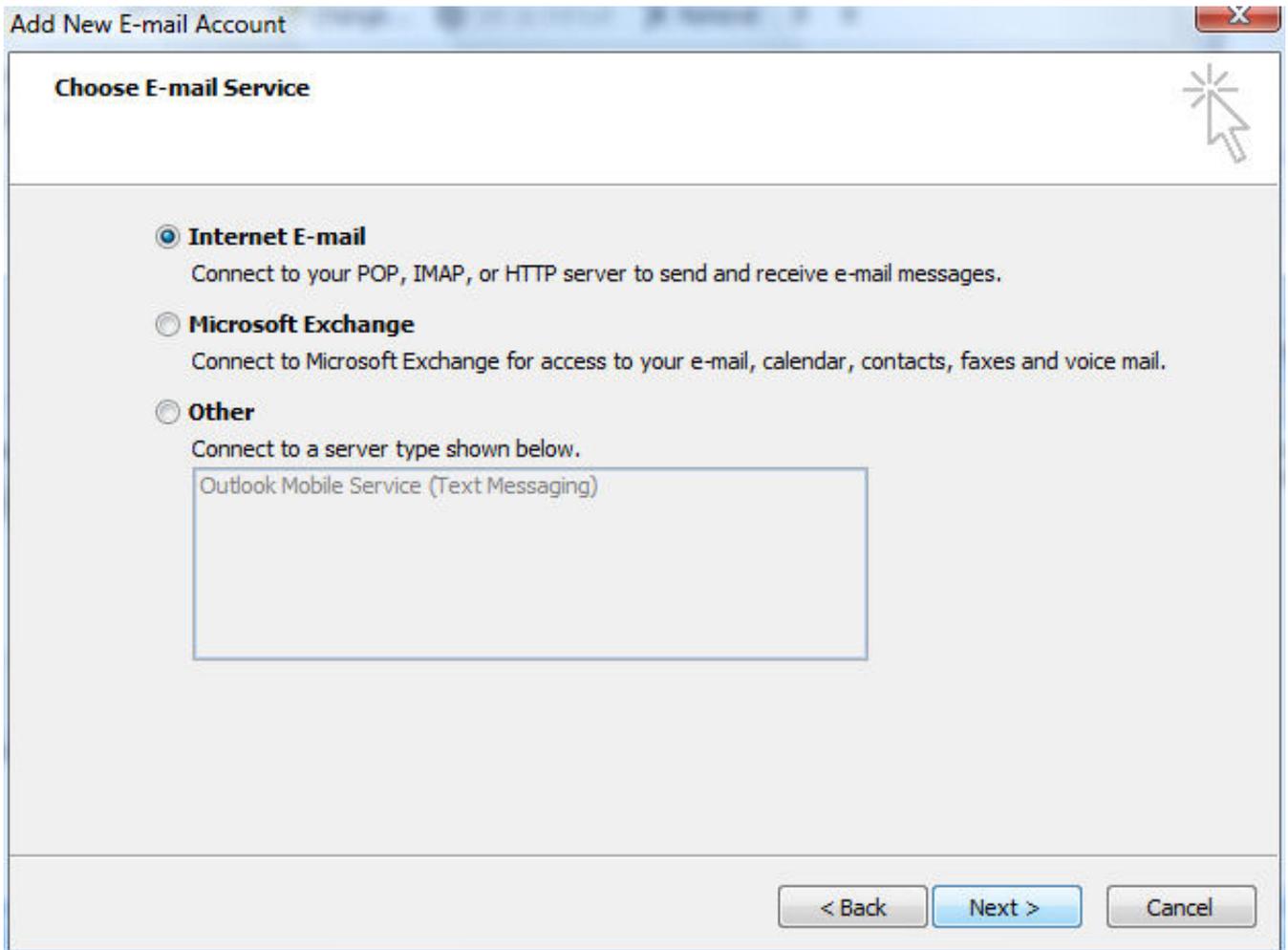
6. Enter the following information:

• **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

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**.
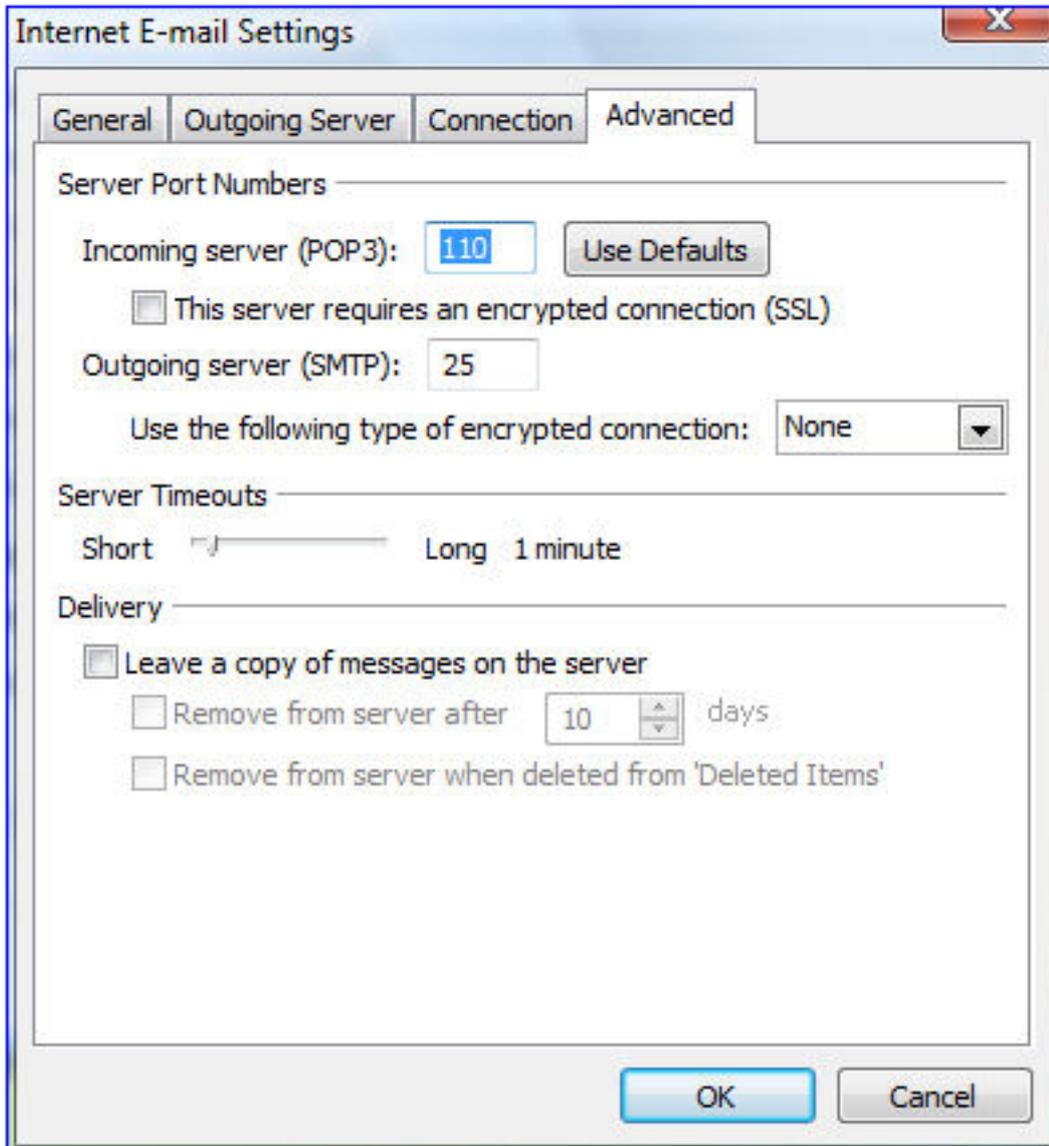
Internet E-mail Settings

| General | Outgoing Server | Connection | **Advanced** |

Server Port Numbers

Incoming server (POP3): `110` [Use Defaults]

☐ This server requires an encrypted connection (SSL)

Outgoing server (SMTP): `25`

Use the following type of encrypted connection: [None ▾]

Server Timeouts

Short ──┬──────── Long   1 minute

Delivery

☐ Leave a copy of messages on the server

   ☐ Remove from server after `10` ⬍ days

   ☐ Remove from server when deleted from 'Deleted Items'

[OK]   [Cancel]

7. Click on **Next.**

8. Click on **Finish**.

Online URL: https://articles.spintel.net.au/article/outlook-2007.html