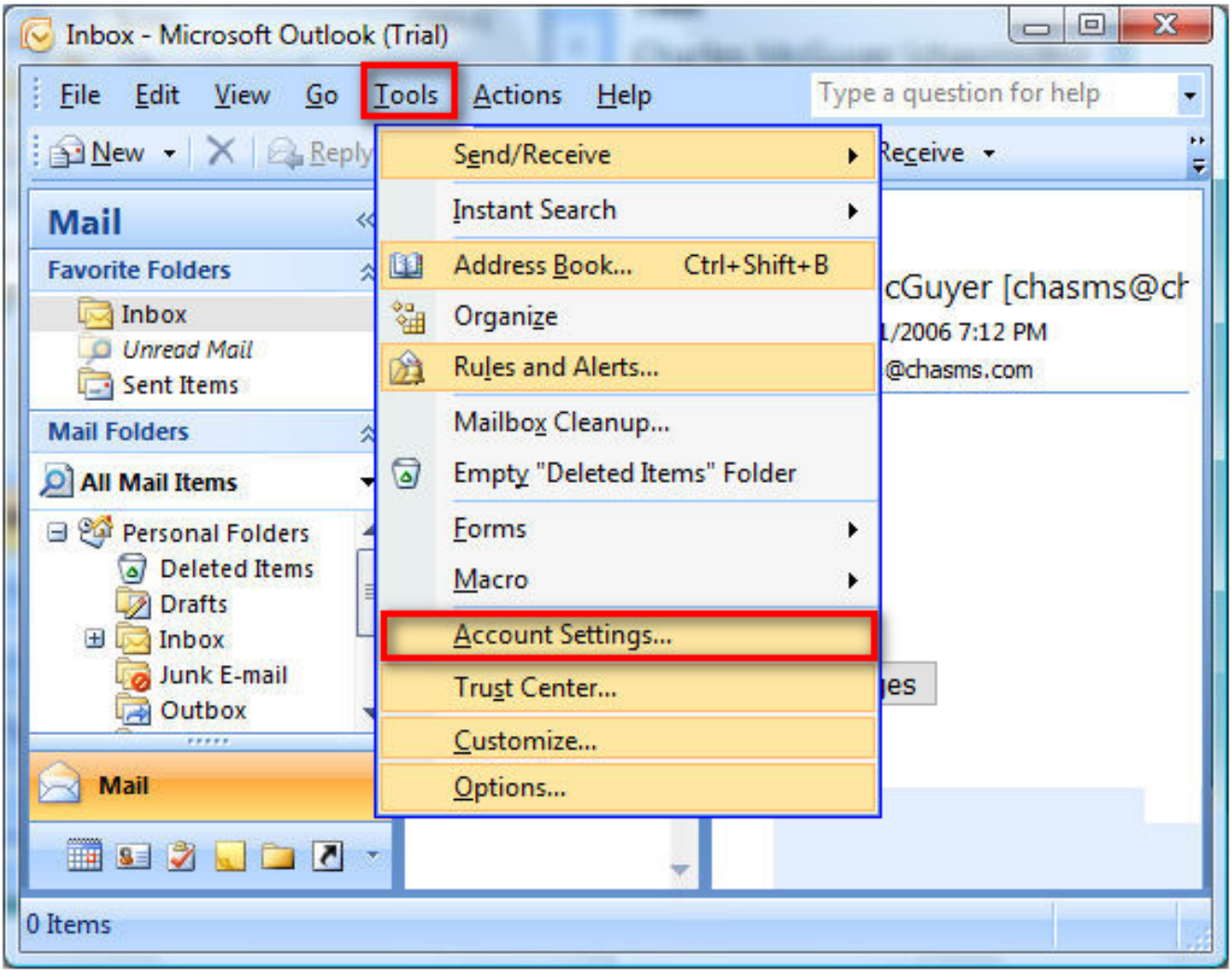
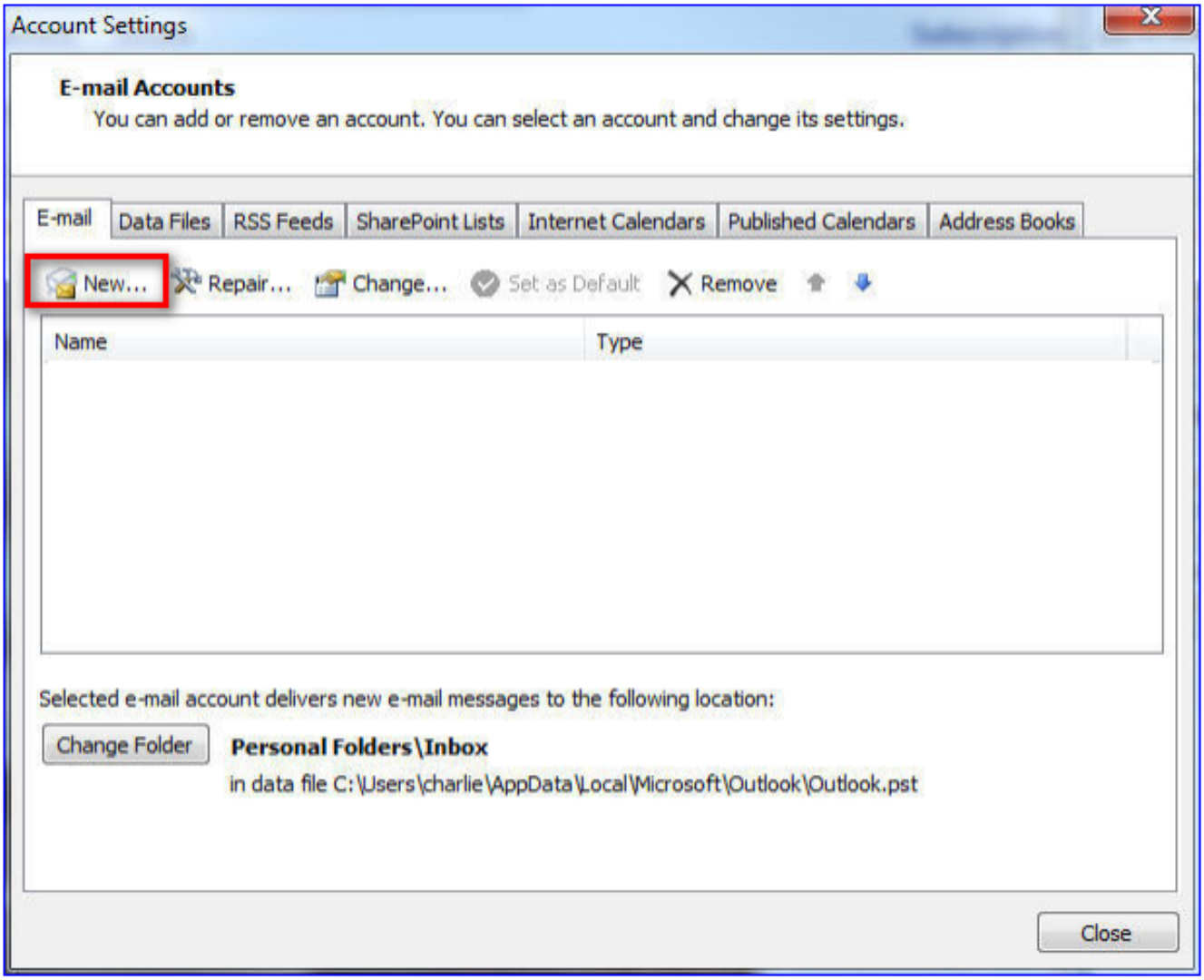
Outlook 2007

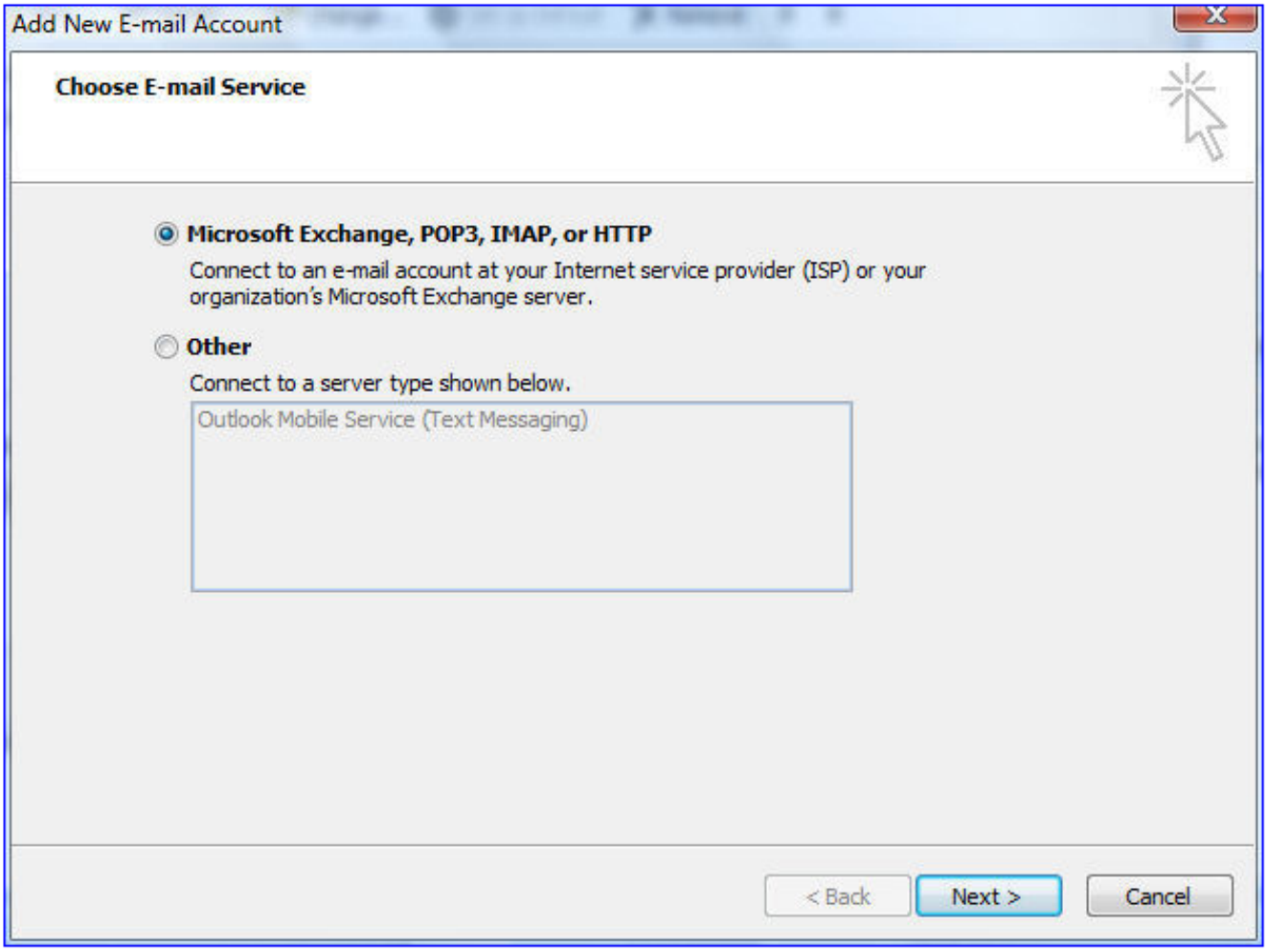
1. In Microsoft Outlook select **Tools** and click on **Account Settings**.



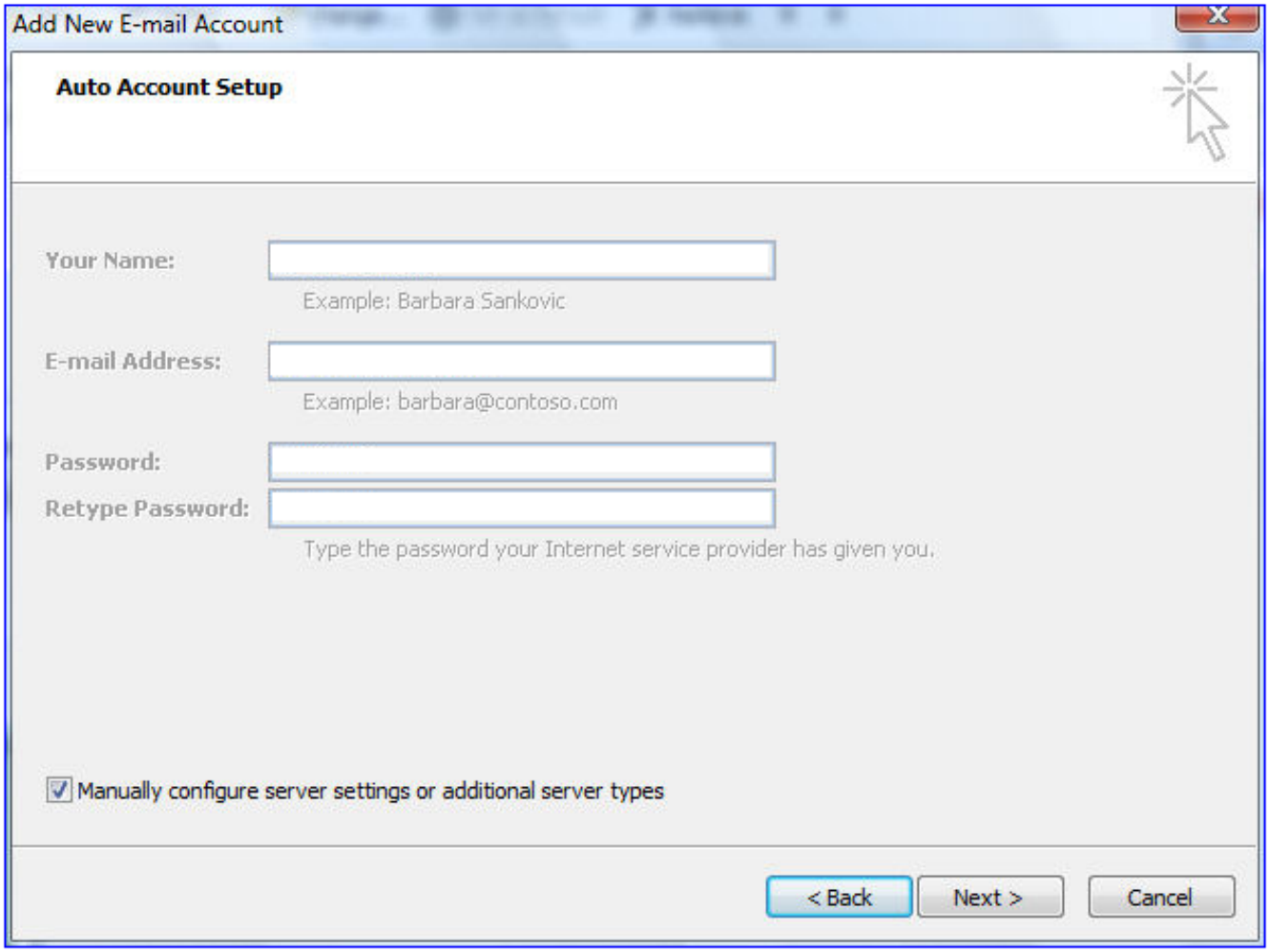
2. Select **New.**



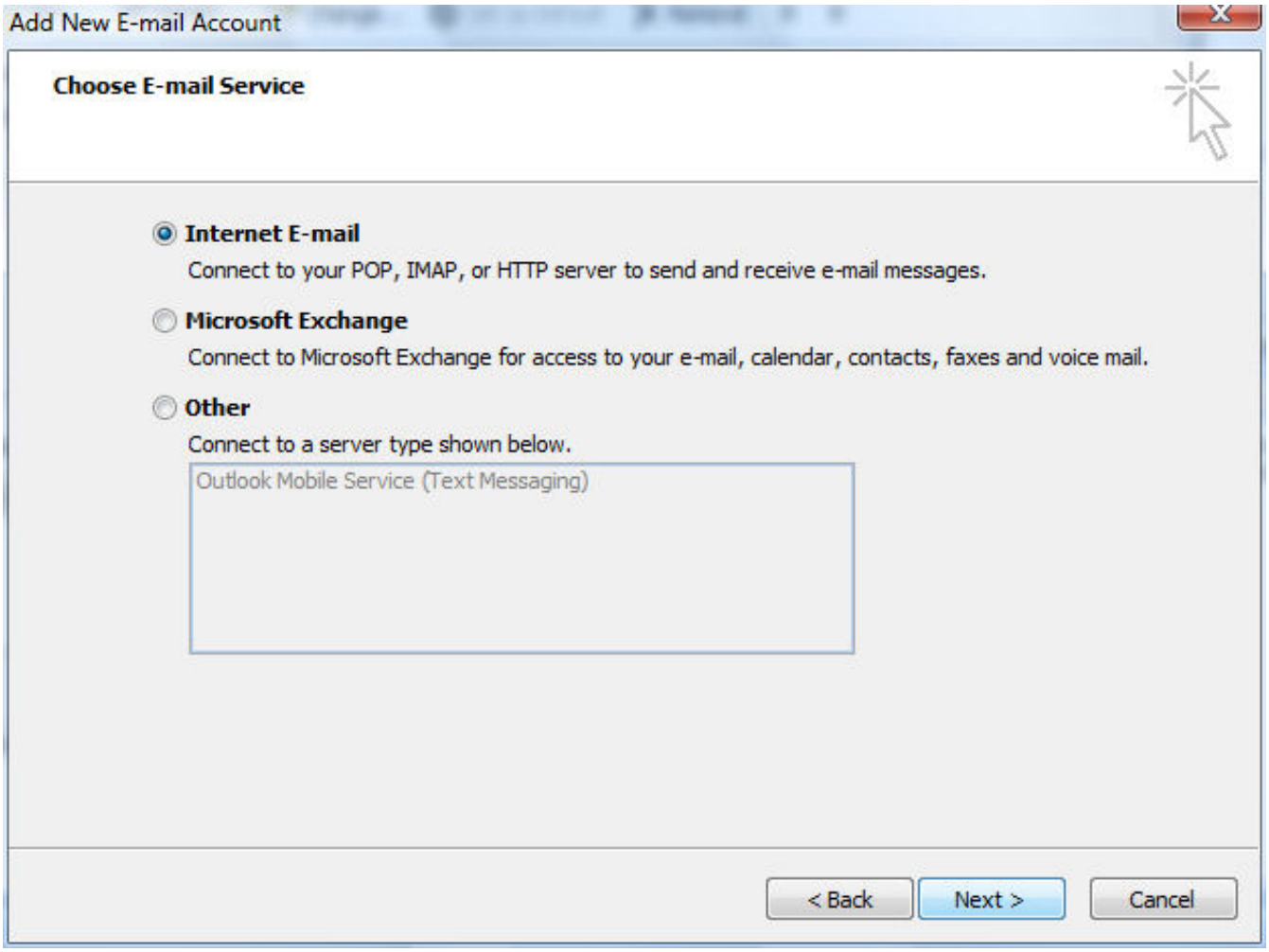
3. Make sure **Microsoft Exchange, POP3, IMAP or HTTP** is selected and click on **Next**.



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.

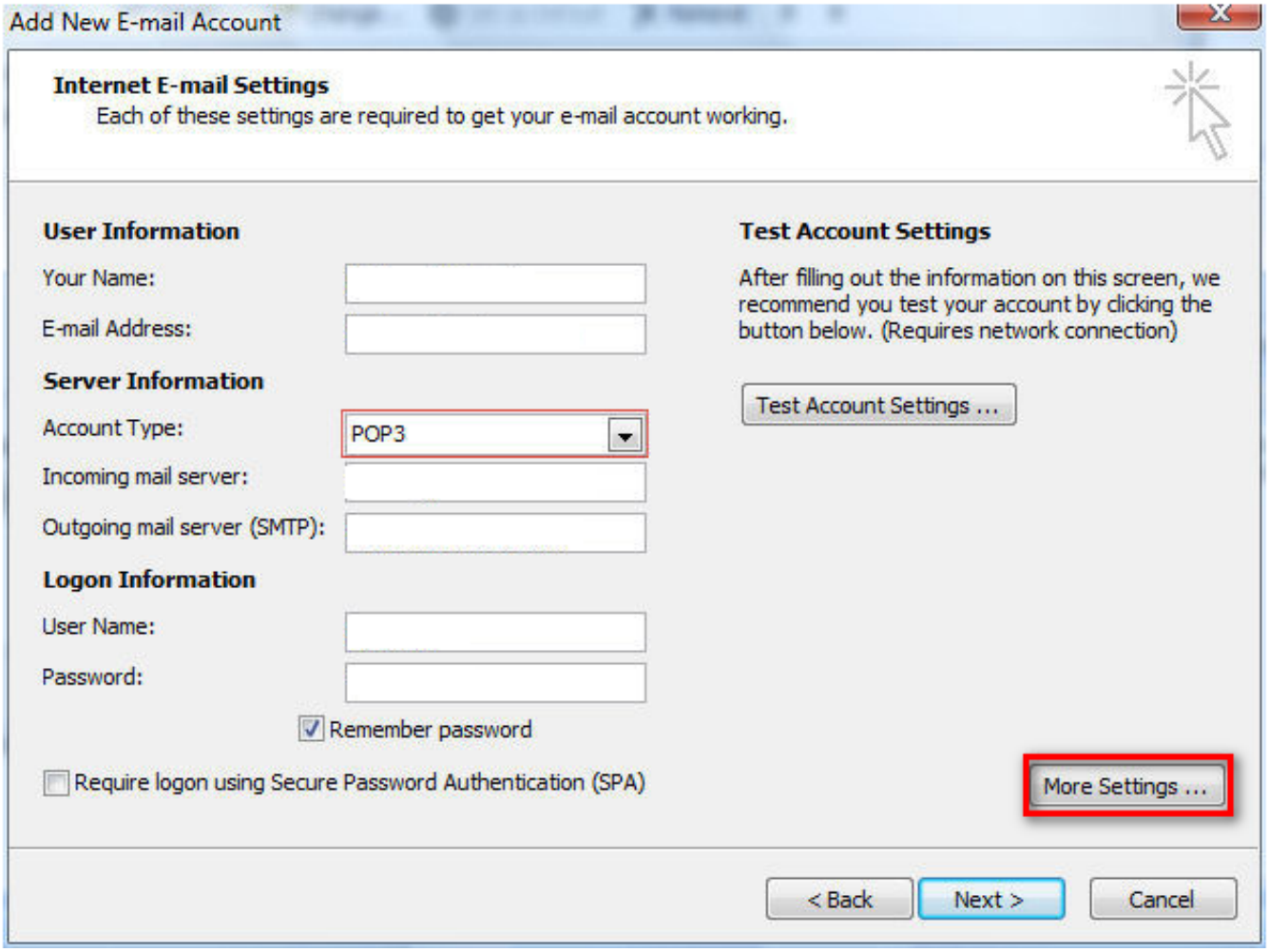
• **Account Type**: POP3

• **Incoming mail server**: pop3.spintel.net.au

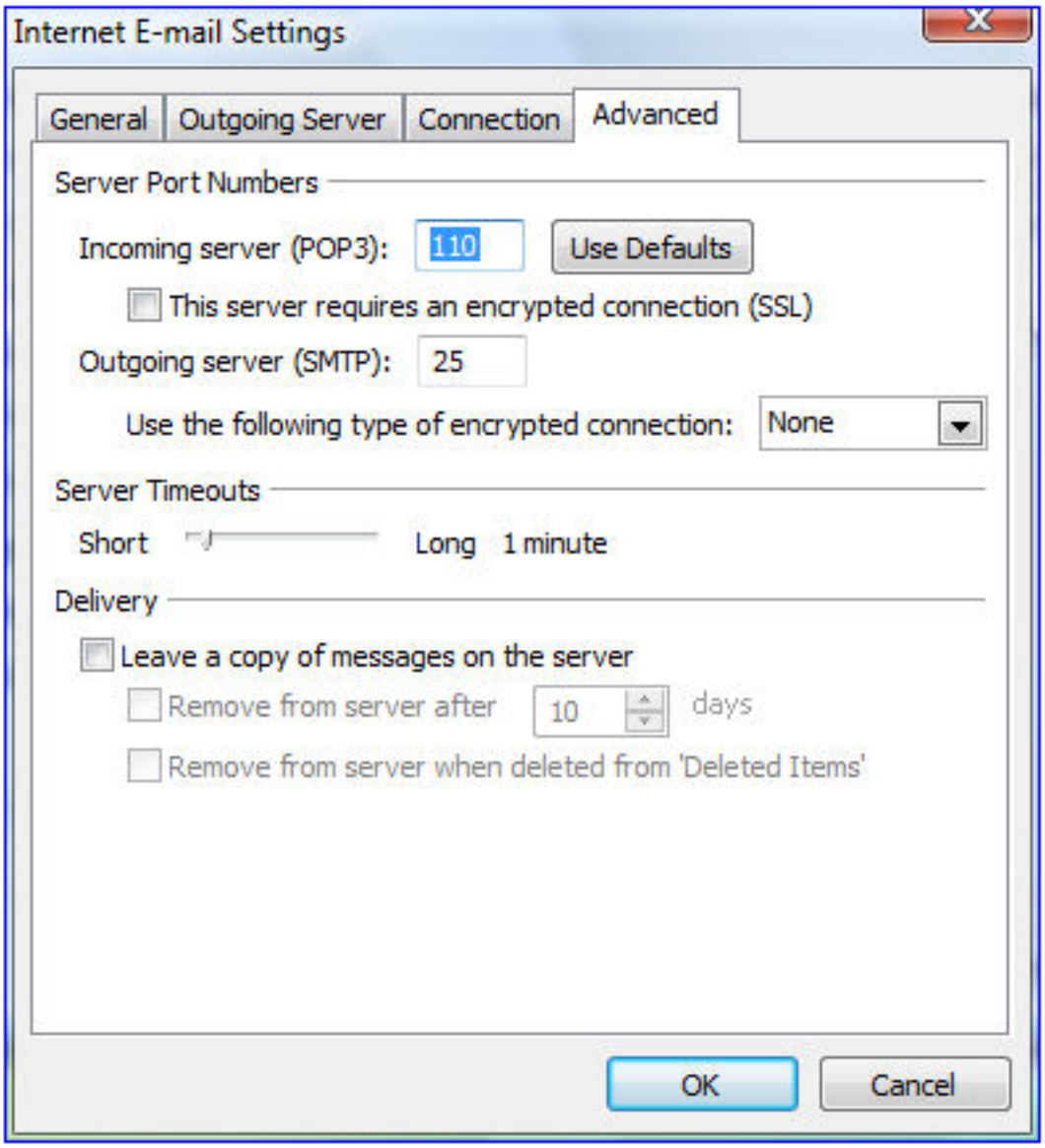
• **Outgoing mail server**: smtp.spintel.net.au

• **Username**: First part of your SpinTel email address (If your address was 'john.doe@spin.net.au' you would only type 'john.doe')

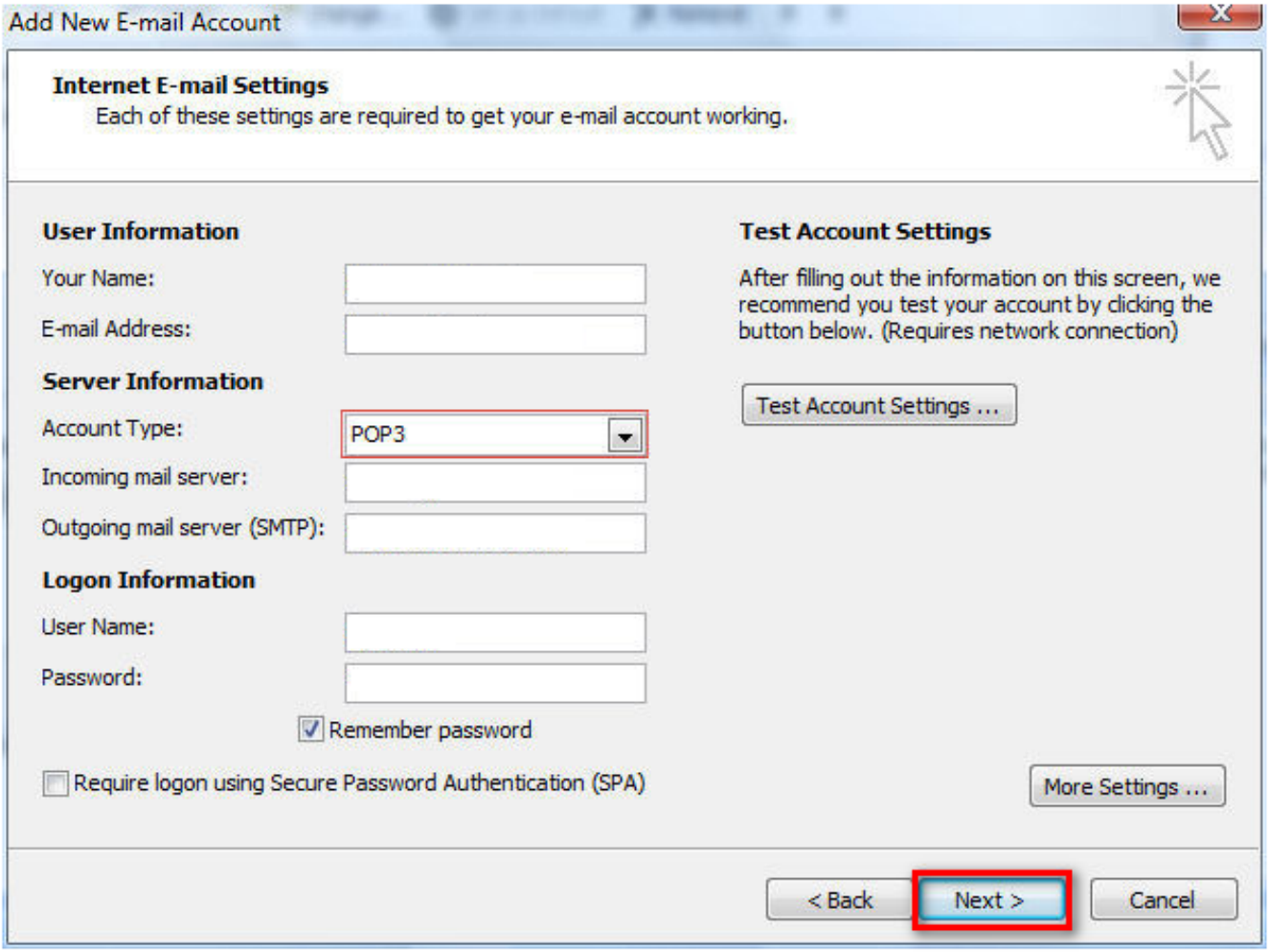
• **Password**: Your SpinTel email password



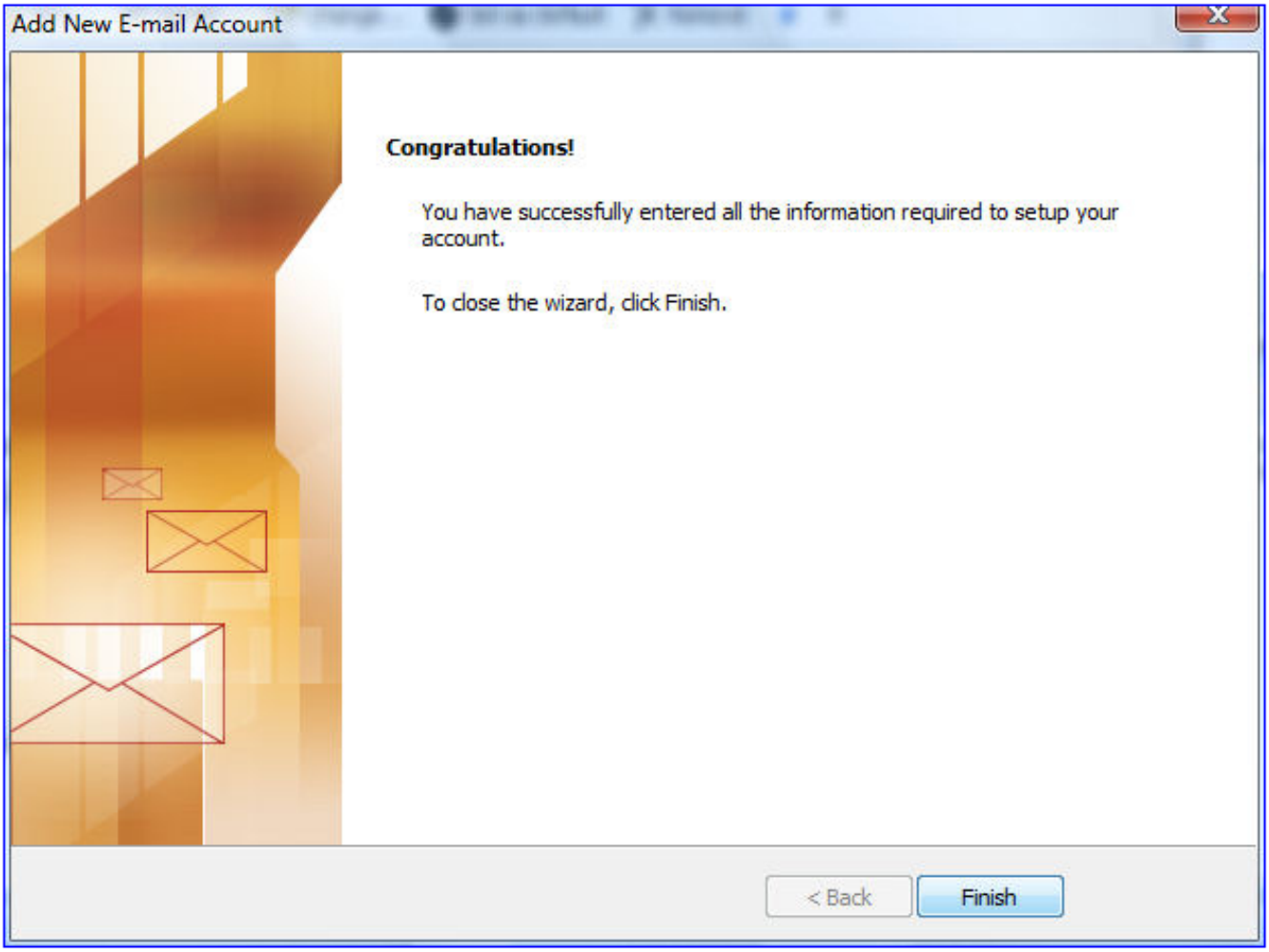
Click on **More Settings**, select **Advanced**, make sure **Incoming server** port is set to 110 and **Outgoing server** port is set to 25, then click **OK**.



7. Click on **Next.**



8. Click on **Finish**.



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