

Outlook 2007 Settings

USER GUIDE

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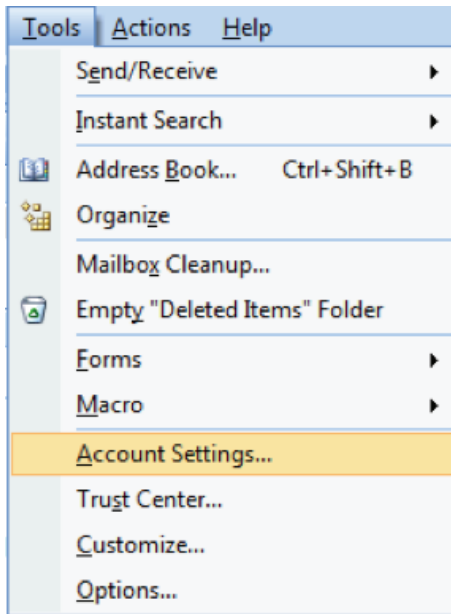
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Overview

In order to use Outlook 2007 with your Windstream Hosted Email, please follow the steps in this guide.

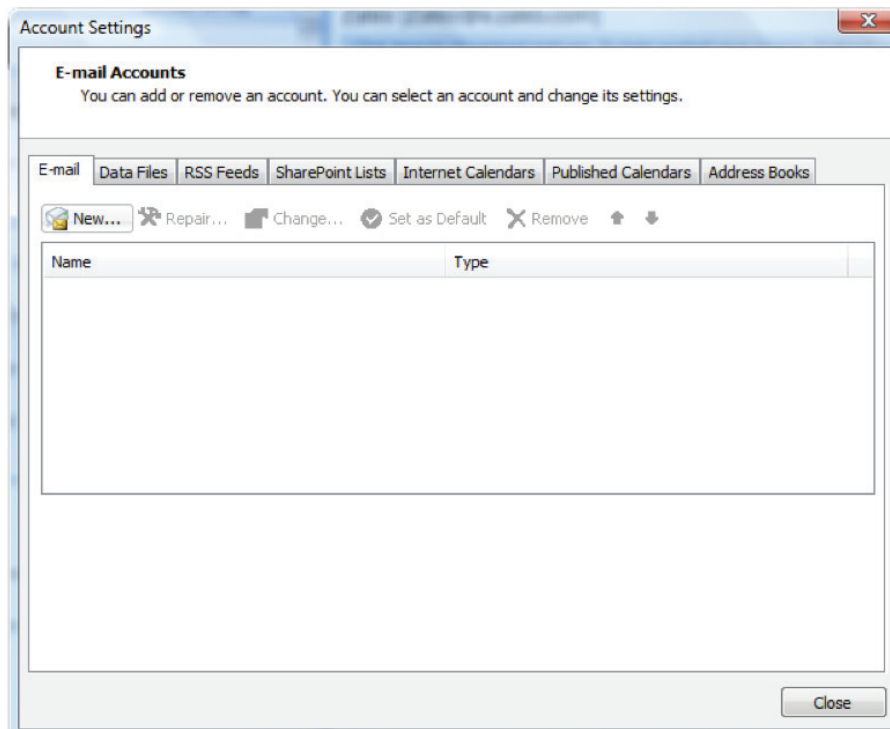
Step 1: Tools

Open Microsoft Outlook. At the top, click **Tools** and then select **Account Settings**.



Step 2: E-Mail Accounts

Click the **New** button on the **E-mail Accounts** screen.



Step 3: Manually Configure

Check the box at the bottom for **Manually configure server settings or additional server types**.

Note: Depending upon whether any previous accounts have been setup in Outlook, the next couple screens may vary in order, but are nearly identical.

You will see either a **Choose E-mail Service** or a settings window with **Manually configure server settings or additional server types**. The key point is to check the box to **Manually configure server settings or additional server types** and select the type of email service for the account (POP/IMAP).

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

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

Password:

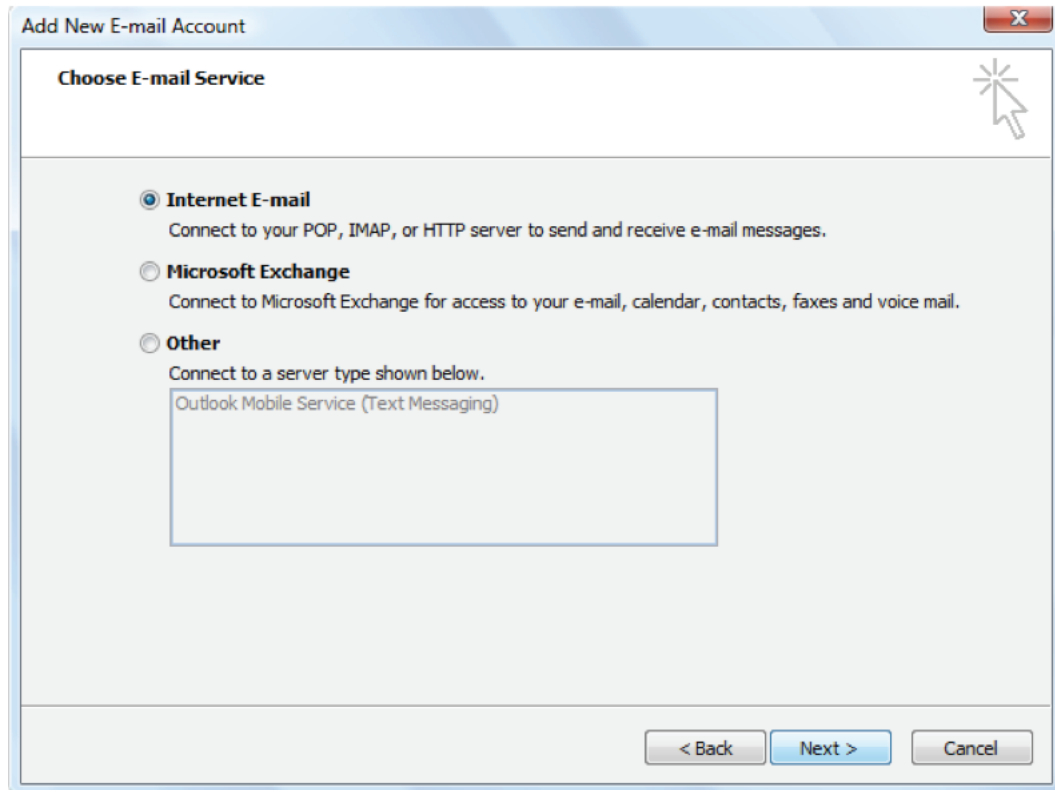
Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back Next > Cancel

Step 4: E-Mail Service Screen

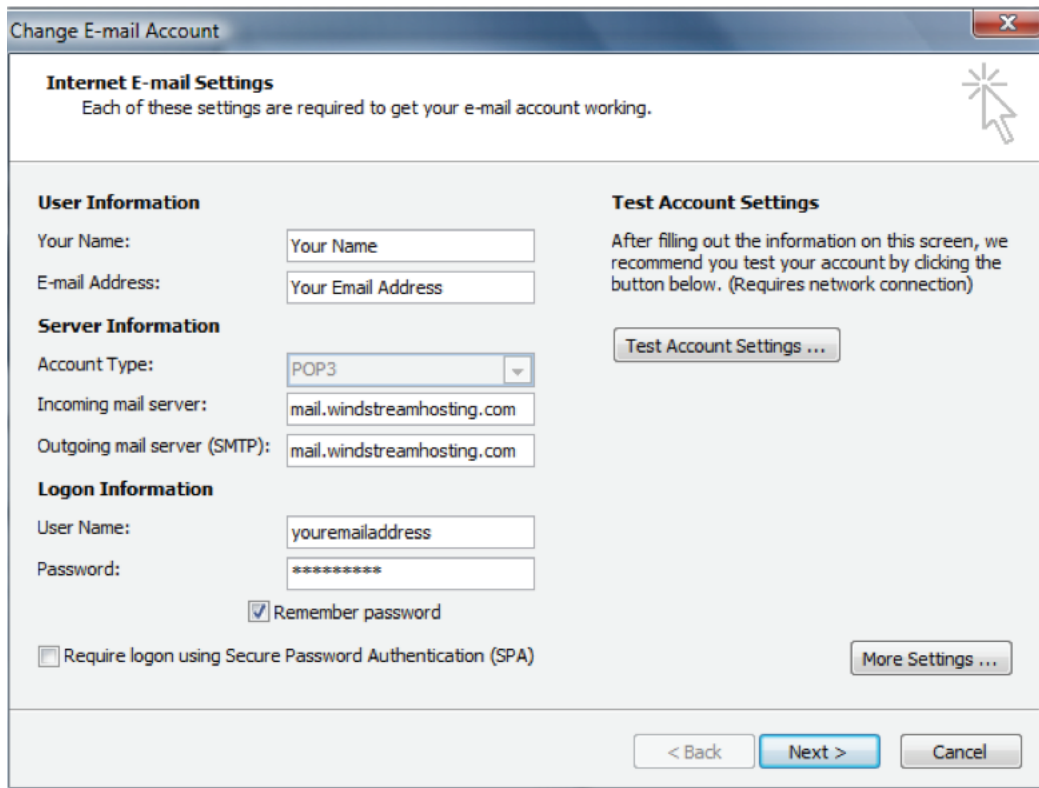
At the **Choose E-mail Service** screen, select **Internet E-mail** and click **Next**.



Step 5: Server Settings

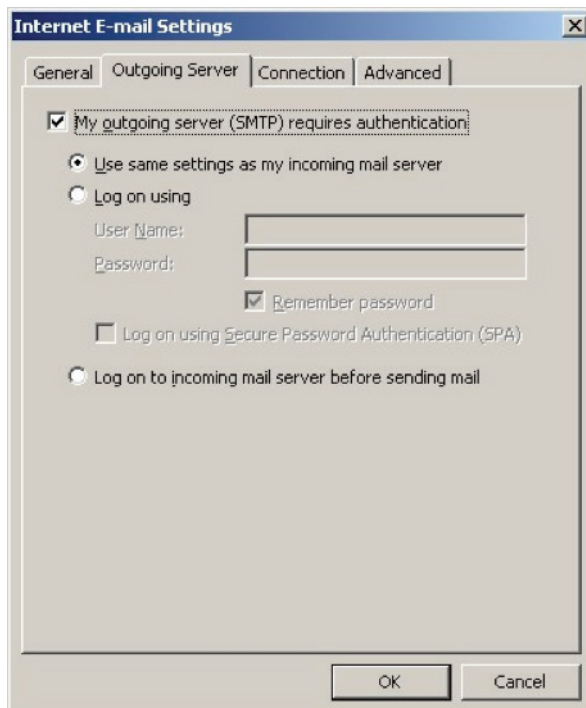
Enter in the corresponding settings at the **Internet E-mail Settings** screen. See table and image below.

Server Settings	
Incoming Server (POP)	mail.windstreamhosting.com
Incoming Server (IMAP)	mail.windstreamhosting.com
Outgoing Server (SMTP)	mail.windstreamhosting.com
Incoming Server (SSL)	securemail.windstreamhosting.com
Outgoing Server (SSL)	securemail.windstreamhosting.com
Username	Your entire email address
Password	Your email address password



Step 6: More Settings

Click on the **More Settings** button to the right and select the **Outgoing Server** tab. Check **My outgoing server (SMTP) requires authentication** and verify that **Use same settings as my incoming mail server** is selected.



Step 7: Advanced Tab

Click on the **Advanced** tab at the top. Make sure that your settings look like the settings shown in the below table.

Default Port Settings	
Incoming Server	110
Outgoing Server	25

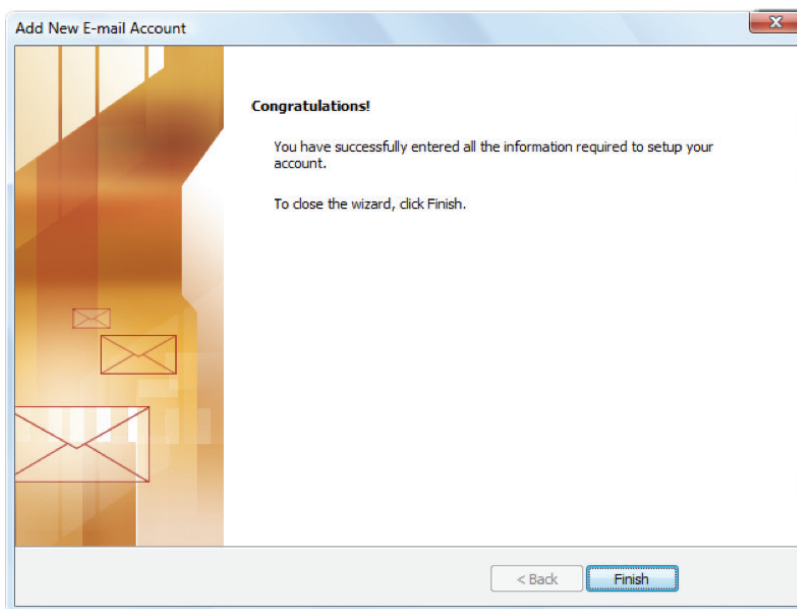
IMAP Port Settings	
Incoming Server	143
Outgoing Server	25

SSL Port Settings	
Incoming Server	995
Outgoing Server	465

Note: Outgoing port of 1025 can be used if your service provider blocks port 25.

Step 8: Finish

Click **OK**, **Next**, and **Finish**. Your email account is now setup and you should be able to send and receive email.



data. voice. network. cloud.

