Outlook 2007 Settings USER GUIDE



CONTENTS

Overview 3

Tools 4 E-Mail Accounts 4 Manually Configure 5 E-Mail Service Screen 6 Server Settings 6 More Settings 7 Advanced Tab 8 Finish 8

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.

Y	ail Account ou can add (s or remove an	account. You can	select an account and	change its settings.	
mail	Data Files	RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendar	s Address Books
👌 Ne	ew 🛠 R	.epair	Change 📀 S	5et as Default 🗙 R	emove 🕈 🖶	
lame	1			Туре		

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 Accoun	t	X
Auto Account Setu		×
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	
	< Badk Next > C	ancel

Step 4: E-Mail Service Screen

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

Add New E-mail Account	X
Choose 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. Other Connect to a server type shown below. Outlook Mobile Service (Text Messaging) 	
< Back Next > Can	ncel

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	

Change E-mail Account			
Internet E-mail Settings Each of these settings are required to get your e-mail account working.			
User Information		Test Account Settings	
Your Name:	Your Name	After filling out the information on this screen, we	
E-mail Address:	Your Email Address	button below. (Requires network connection)	
Server Information			
Account Type:	POP3	Test Account Settings	
Incoming mail server:	mail.windstreamhosting.com		
Outgoing mail server (SMTP):	mail.windstreamhosting.com		
Logon Information			
User Name:	youremailaddress		
Password:	*******		
📝 F	Remember password		
Require logon using Secure	Password Authentication (SPA)	More Settings	
		< Back Next > Cancel	

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.

Internet i	E-mail Settings	x
General	Outgoing Server Connection Advanced	
💌 Му	outgoing server (SMTP) requires authentication	
Θı	lse same settings as my incoming mail server	
ΟĻ	og on using	
L	Jser <u>N</u> ame:	
E	Password:	
	Remember password	
I	Log on using Secure Password Authentication (SPA)	
Οı	.og on to incoming mail server before sending mail	
	OK Cancel	

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		

465

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

Step 8: Finish

Outgoing Server

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.

