

Mail

Favorite Folders

- Inbox
- Sent Items
- Unread Mail

Mail Folders

All Mail Items

Personal Folders

- Deleted Items
- Drafts
- Inbox
- Junk E-mail
- Outbox
- RSS Feeds
- Sent Items
- Search Folders

Send/Receive

Instant Search

Address Book... Ctrl+Shift+B

Organize

Mailbox Cleanup...

Empty "Deleted Items" Folder

Forms

Macro

Account Settings...

Trust Center...

Customize...

Options...

Search address books

Search Inbox

Newest on top

ms to show in this view.

Main email view area

To-Do Bar

February 2009

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7

No upcoming appointments.

Arranged By: Due Date

Type a new task

There are no items to show in this view.

Step 1. To setup your account email on your outlook first Click "Tools" >> "Account Settings..."

0 Items

Mail

Calendar

Contacts

Tasks

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Mail

Calendar

Contacts

Tasks

Inbox Search Inbox

Click here to enable Instant Search

Arranged By: Date Newest on top

There are no items to show in this view.

Account Settings

E-mail Accounts
You can add or remove an account. You can select an account and change its settings.

E-mail Data Files RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books

New... Repair... Change... Set as Default Remove

Name	Type
Step 2. Click "E-Mail" >> "New..."	

Close

To-Do Bar

February 2009

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No upcoming appointments.

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Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankoyic

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

Password:

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

Step 3. Select "Internet E-mail" and click "Next >"

Manually configure server settings or additional server types

< Back Next > Cancel

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Account Settings

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Add New E-mail Account

Name

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)

Step 4. Select "Internet E-mail" and click "Next >" button

< Back **Next >** Cancel

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Mail << **Inbox** Search Inbox

Click here to enable Instant Search

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Account Settings

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Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information
Your Name: Sunny
E-mail Address: test@acewebsitedesign.com

Server Information
Account Type: POP3
Incoming mail server: mail.acewebsitedesign.com
Outgoing mail server (SMTP): mail.acewebsitedesign.com

Logon Information
User Name: test@acewebsitedesign.com
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

Step 5. Fill out the details as written and in incoming and outgoing mail server write mail.yourdomainname.com and Click on "More Settings"

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Mail << >>

Inbox Search Inbox

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Account Settings

E-mail Accounts

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New... Repair... Change...

Add New E-mail Account

Name

Internet E-mail Settings

Each of the

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server:

Logon Information

User Name:

Password:

Require logon

Internet E-mail Settings

General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

More Settings ...

OK Cancel

Step 6. Click "Outgoing Server" and Check the box and Click "OK" Button.

To-Do Bar >> <<

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Click here to enable Instant Search

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New... Repair... Change...

Add New E-mail Account

Name
test@acewebsitedesign.com

Congratulations!

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

Step 7. Click "Finish" Button to complete the setup.

< Back Finish

- Mail Folders**
- Inbox
 - Sent Items
 - Unread Mail
- All Mail Items**
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New... Repair... Change... Set as Default Remove

Name	Type
test@acewebsitedesign.com	POP/SMTP (send from this account by default)

Step 8. Click "Close" to close the window congratulation you have succesfully configured your email account to your Microsoft Outlook 2007.

Selected e-mail account delivers new e-mail messages to the following location:

Change Folder **Personal Folders\Inbox**
in data file C:\Documents and Settings\SERVER\...\Outlook\Outlook.pst

Close

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