

Your mailbox is also available online via [Webmail](#).



- *If the mail account is already set up in Outlook but giving errors – then rather try our [Outlook Troubleshooting](#) guide.*

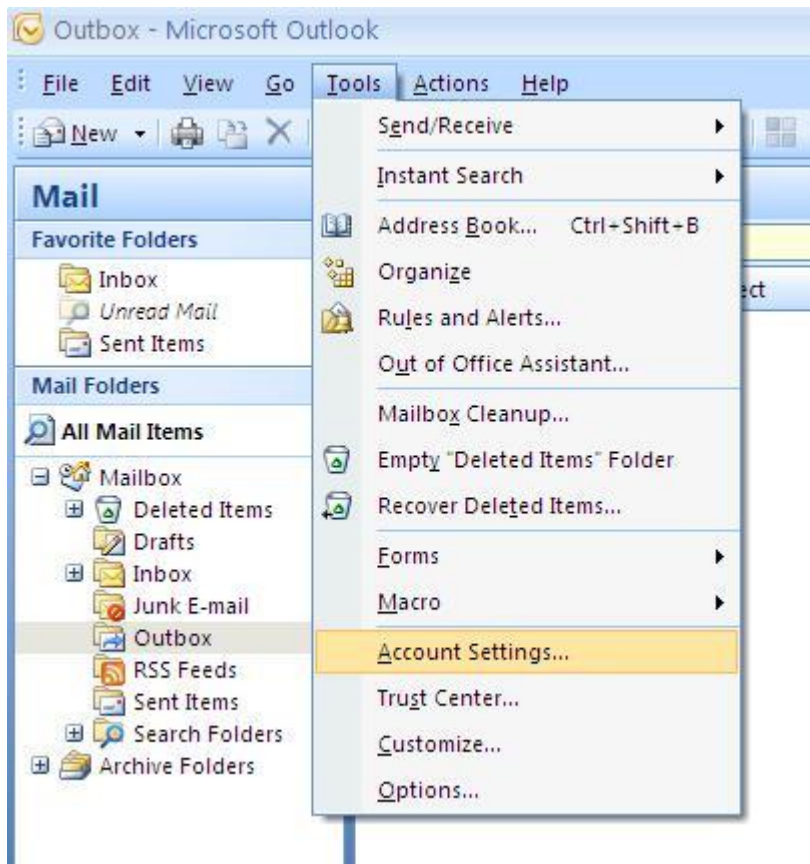
Auto Account Setup (recommended)

Setting up a new email address in Outlook is quick and easy using the **Auto Account Setup** option. However, reasons to rather use **Manual Setup** are:

- *if you prefer **POP**, as this automatic configuration defaults to [IMAP](#)*
- *if this is a new hosting account and domain [propagation](#) has not completed*

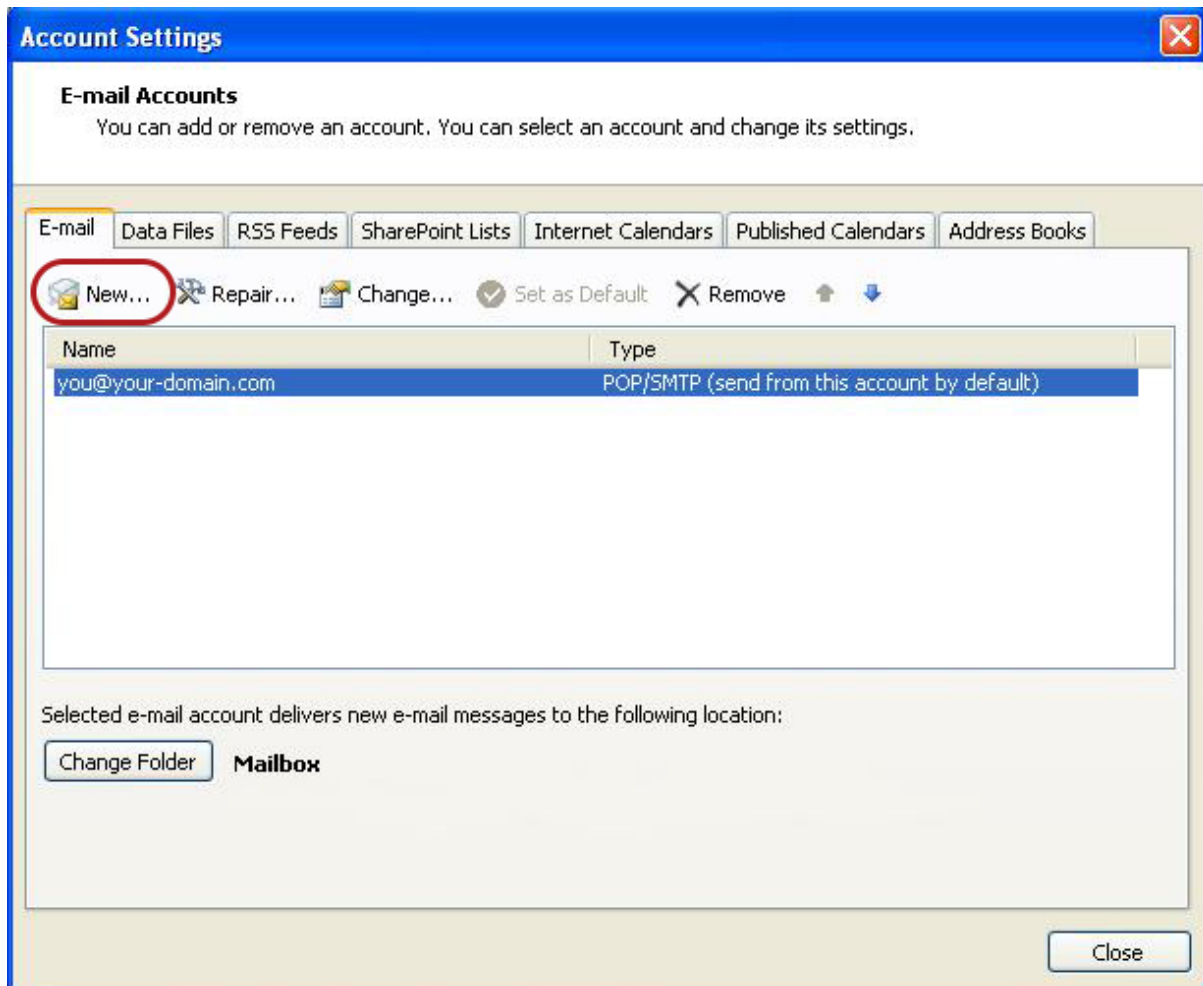
Add a new email account

1. Launch Outlook 2007
2. Select **Tools** from the top menu bar, then **Accounts Settings**



Create new account

3. On the Account Settings screen, click **New** on the E-mail tab



In the **Add New Account** box, choose **Auto Account Setup**

Enter your details under **E-mail Account > Next**.

- You can safely ignore any warning messages.
- If you've lost your password – [please contact Easy2Access and one of our support team will gladly assist you.](#)

6. Outlook will now **automatically configure** your account as an IMAP account with **all the correct settings**.

7. Finish > Close

That's it!

If this option fails for some reason, try the Manual Account Setup below

Manual Account Setup

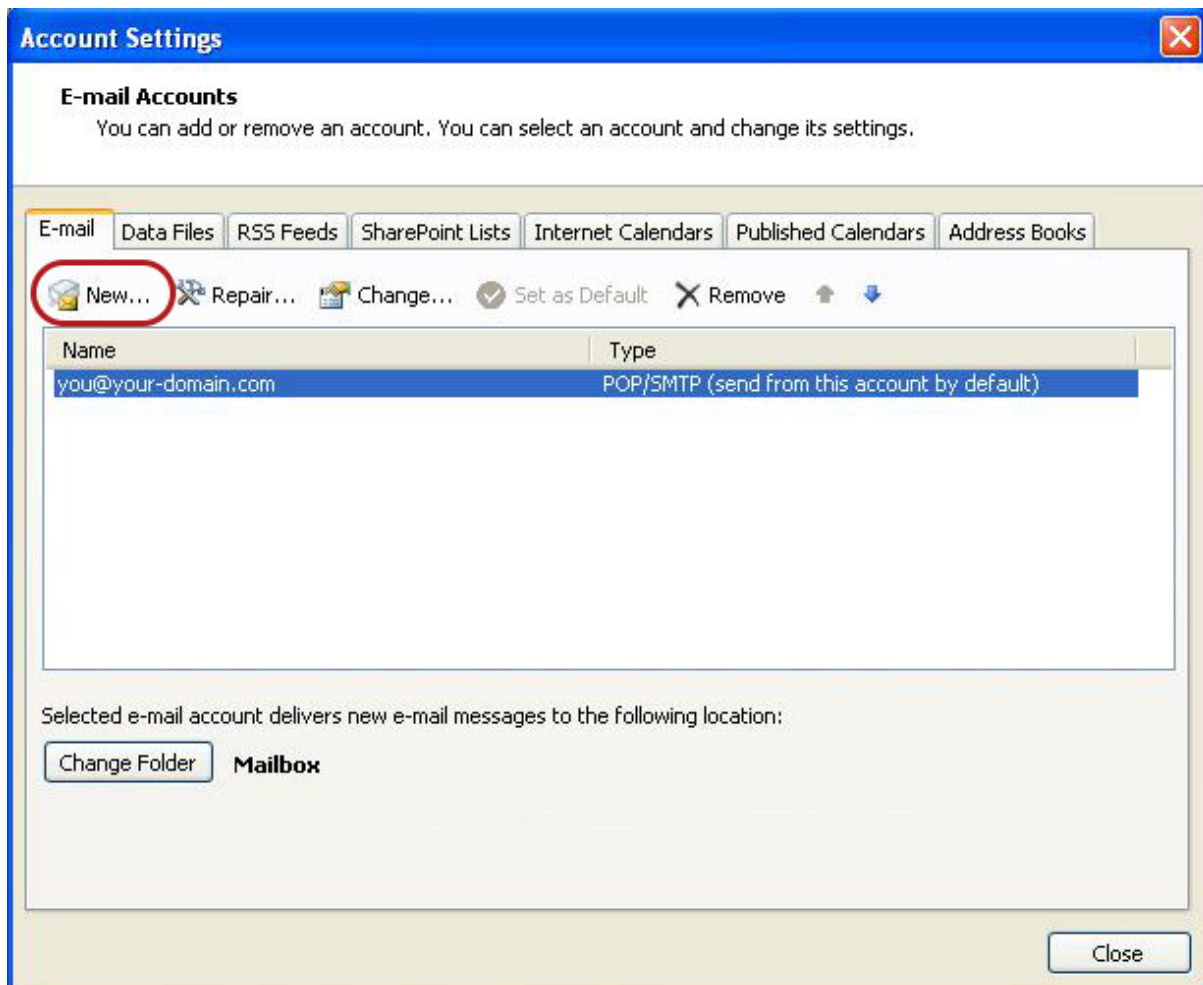
If you prefer to use [POP](#) you will need to set up the account manually:

Add a new email account

1. Launch Outlook 2007
2. Select **Tools** from the top menu bar, then **Accounts Settings**

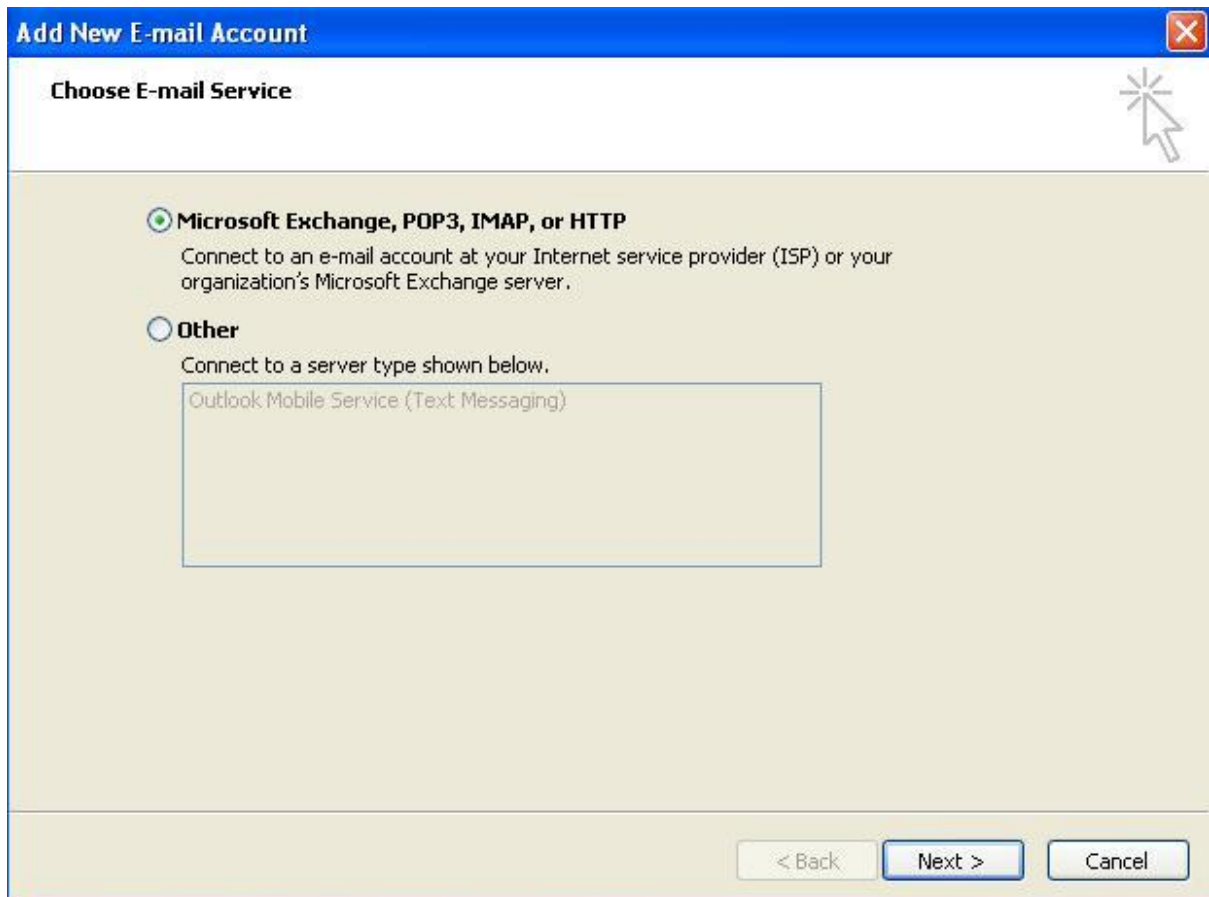
Create new account

3. On the Account Settings screen, click **New** on the E-mail tab




Choose e-mail service


4. Select **Microsoft Exchange, POP3, IMAP or HTTP** and click **Next**



Account Setup

5. Tick the **Manually configure server settings or additional server types** checkbox and click **Next**

Add New E-mail Account 

Auto Account Setup 

Your Name:
Example: Barbara Sankovic

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

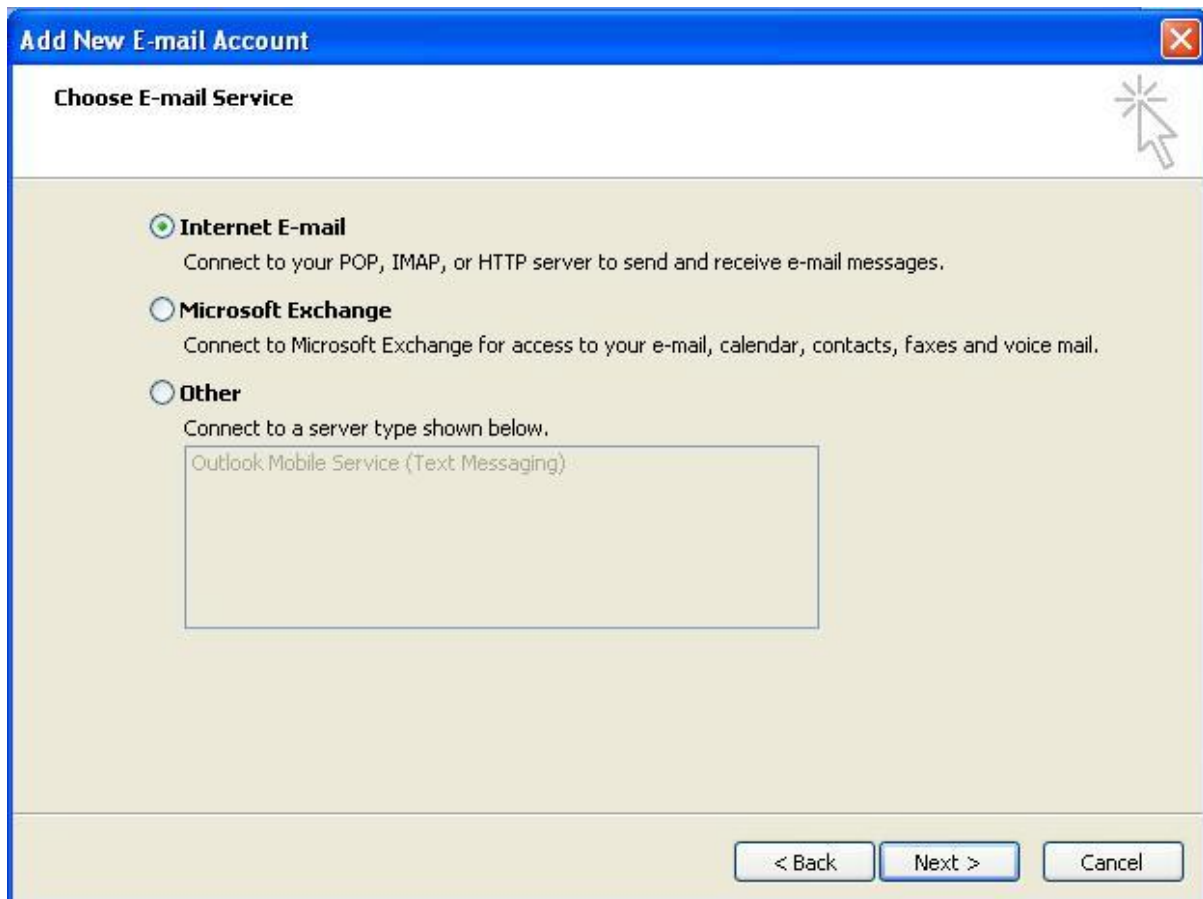
Password:

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

Manually configure server settings or additional server types

Select Internet Email

6. Select **Internet E-mail** and then click **Next**



Email settings

7. Enter all the relevant details (choose either [POP or IMAP](#) according to your needs) and then click **More Settings**

Change E-mail Account [Close]

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

User Information
Your Name: Name Surname
E-mail Address: name@example.com

Server Information
Account Type: POP or IMAP
Incoming mail server: mail.example.com
Outgoing mail server (SMTP): smtp.example.com

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

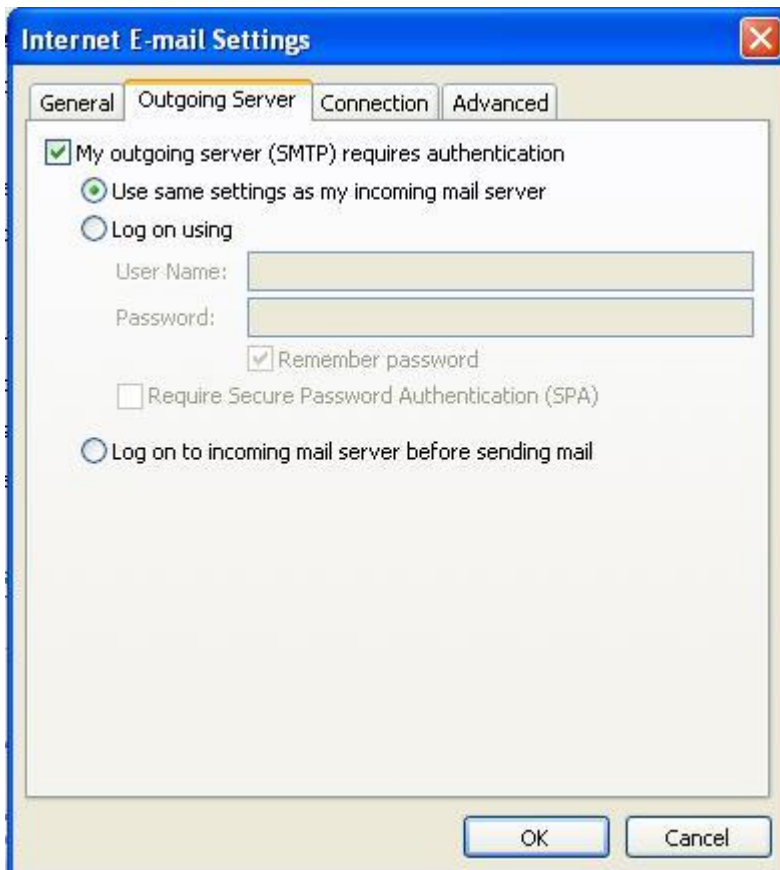
Test Account Settings
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
Test Account Settings ...

More Settings ...

< Back Next > Cancel

Outgoing Server Settings

8. Click on the **Outgoing Server** tab and ensure that the **My outgoing server (SMTP) requires authentication** checkbox is selected, as well as **Use same settings as my incoming mail server**



Advanced Settings

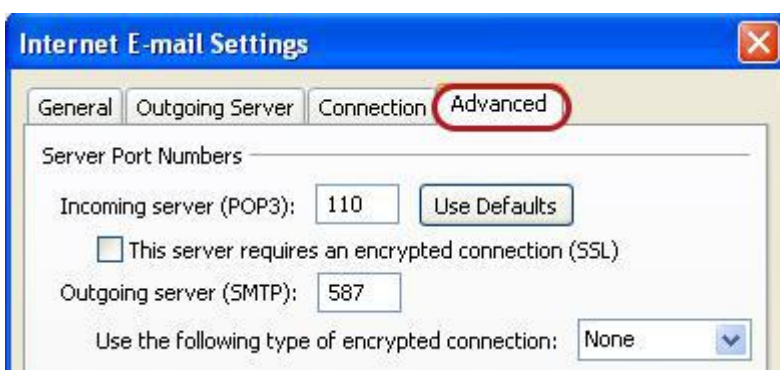
9. Select the 'Advanced' tab

Ensure that your settings are as below for your choice of either POP or IMAP:

POP port settings

- Incoming **110**, outgoing **587**
- **Not ticked:** This server requires an encrypted connection (SSL)
- **Use the following type of encrypted connection** is None

POP settings



IMAP port settings

- Incoming **143**, outgoing **587**
- **Not ticked**: This server requires an encrypted connection (SSL)
- **Use the following type of encrypted connection** is None

IMAP settings



10. Click **OK** to save these settings

11. Click **Next** and **Finish**