

Microsoft Outlook 2007

Introduction

The purpose of this document is to describe how to setup Microsoft Outlook 2007 (often packaged with Microsoft Office) to enable you to send and receive e-mail using your ukmailexchange.com service.

Setup Steps

1. Select Tools > Account Settings... See fig 1.

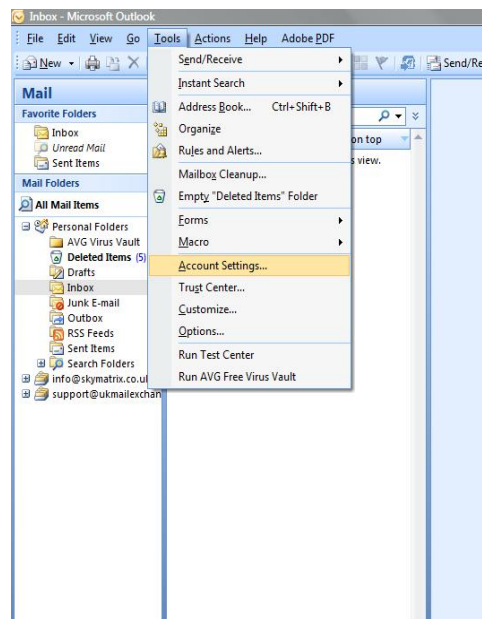


fig 1.

2. Under E-mail Click "New...", as in fig 2.

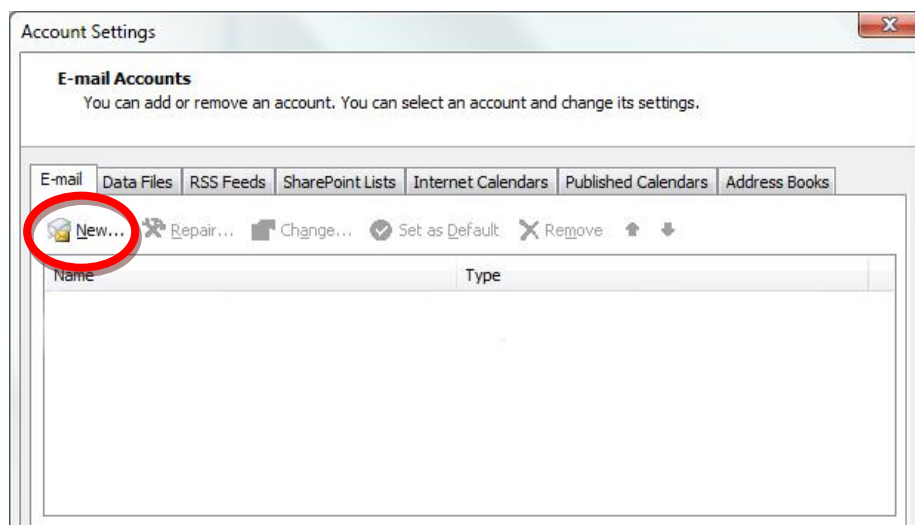


fig 2.

3. At “Add Email Service” screen click “Next”.
4. At the next screen select “Manually configure server settings or additional server types and click next, as in fig 3”

The screenshot shows a window titled "Add New E-mail Account" with a sub-header "Auto Account Setup". It contains several input fields: "Your Name:" (with example "Barbara Sankovic"), "E-mail Address:" (with example "barbara@contoso.com"), "Password:", and "Retype Password:" (with a note: "Type the password your Internet service provider has given you."). At the bottom, there is a checkbox labeled "Manually configure server settings or additional server types" which is checked and circled in red. Below the checkbox are three buttons: "< Back", "Next >", and "Cancel".

5. At the next screen select “Internet Email” and click “Next”
6. Select “POP3” and then click “next”, as in fig3.

The screenshot shows a window titled "E-mail Accounts" with a sub-header "Server Type". Below the header is the text: "You can choose the type of server your new e-mail account will work with." There are five radio button options: "Microsoft Exchange Server", "POP3" (which is selected), "IMAP", "HTTP", and "Additional Server Types". Each option has a brief description. At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

fig 3.

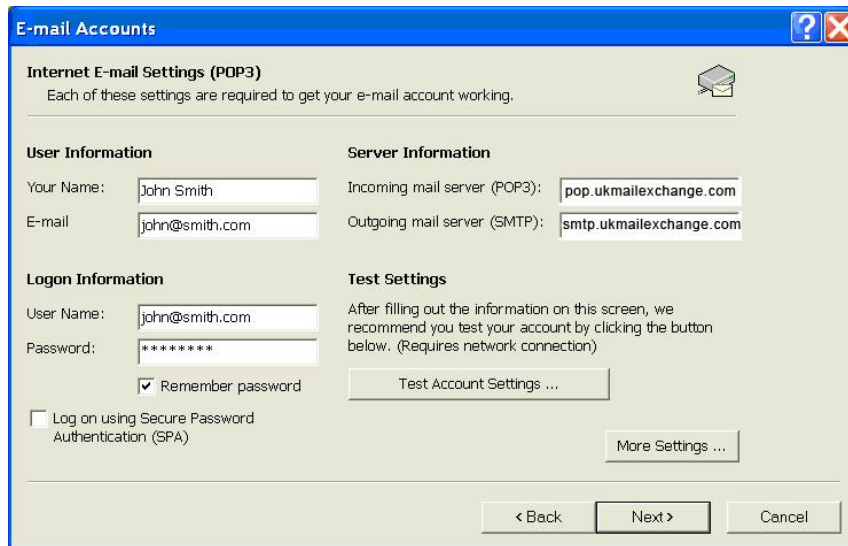
7. **User Information;** Enter your name (e.g. John Smith) and e-mail address (e.g. john@smith.com). See fig 4.
8. **Login Information;** Enter your mailbox login details username / password, these can be found on your invoice (labelled Webmail login details) or my logging in to your control panel. Note: The username is your e-mail address. See fig 4.
9. **Server Information;** See fig 4.

Incoming mail server (POP3): *pop.ukmailexchange.com*

Outgoing mail server (SMTP): *smtp.ukmailexchange.com*

Note: Some broadband suppliers block SMTP connections, if you are unable to send e-mail contact your broadband supplier and request a different outgoing mail server (SMTP).

10. Click “More settings...” as on the form displayed in *fig 4*



The screenshot shows a Windows-style dialog box titled "E-mail Accounts". The main heading is "Internet E-mail Settings (POP3)" with a sub-note: "Each of these settings are required to get your e-mail account working." The dialog is divided into four sections:

- User Information:** "Your Name:" (John Smith), "E-mail:" (john@smith.com)
- Server Information:** "Incoming mail server (POP3):" (pop.ukmailexchange.com), "Outgoing mail server (SMTP):" (smtp.ukmailexchange.com)
- Logon Information:** "User Name:" (john@smith.com), "Password:" (*****), "Remember password" (checked), "Log on using Secure Password Authentication (SPA)" (unchecked)
- Test Settings:** A note: "After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)" and a "Test Account Settings ..." button.

At the bottom right, there is a "More Settings ..." button. At the bottom center, there are navigation buttons: "< Back", "Next >", and "Cancel".

fig 4.

11. Click on the “Outgoing Server” tab. select “My outgoing server (SMTP) requires Authentication” and “use same settings as my incoming mail server” this can be seen in *fig 5*.

12. Click “Ok”

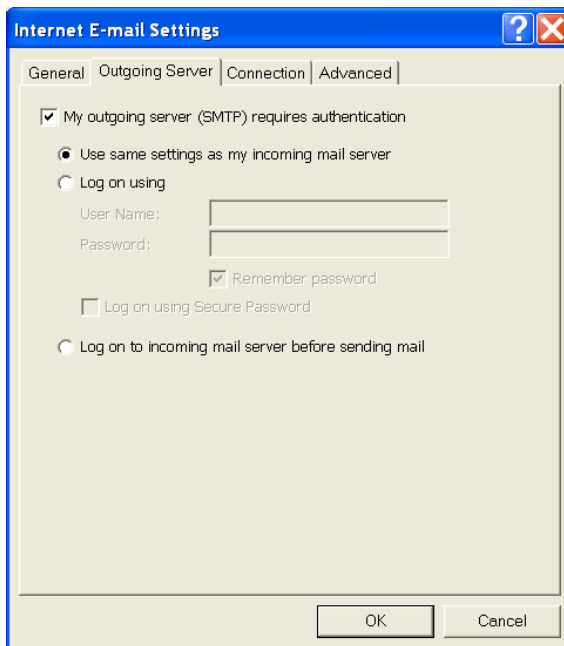


fig 5.

13. Click on Test Account Settings as in *fig 4*.

14. Click "Next".

15. Click "Finish" your account should now be fully functional.

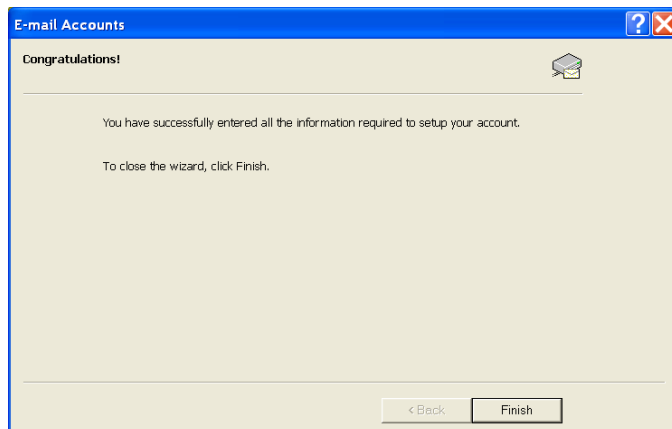


fig 6.

Additional Support

Due to the multi party nature of the internet and computing in general e - asyml.com can only provide limited support for "third party software" such as Microsoft Outlook.

We do however keep a database of all issues our customers encounter and encourage customers to notify us of any such irregularities so they can be investigated by a support member.

Please e-mail us at: support@ukmailexchange.com or use our contact form on the ukmailexchange.com website.

Version

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