

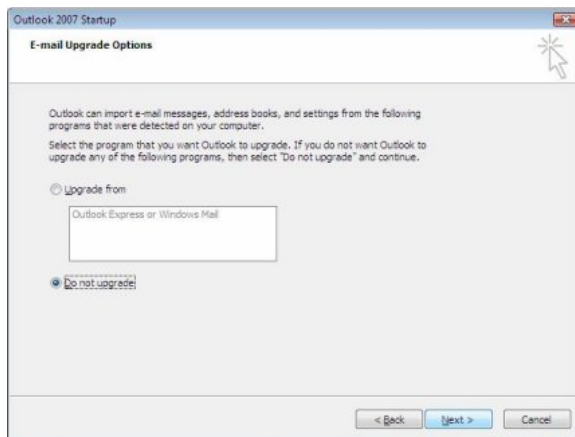
Setting up an Outlook 2007 email account for the first time.

1. Open **Microsoft Outlook 2007**.
2. Click the **Next** button.

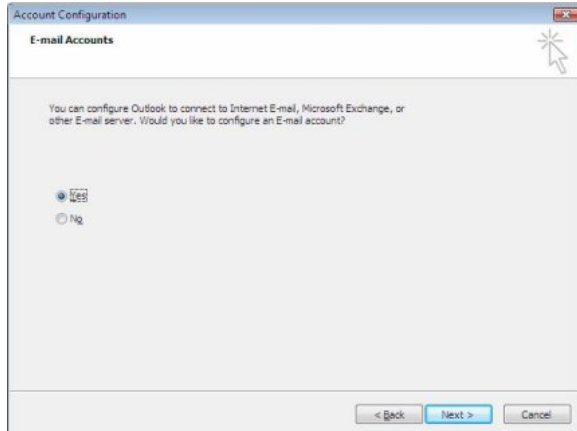


If the **Email Upgrade Options** screen displays, proceed to step **3**. If it does not, proceed to step **5**.

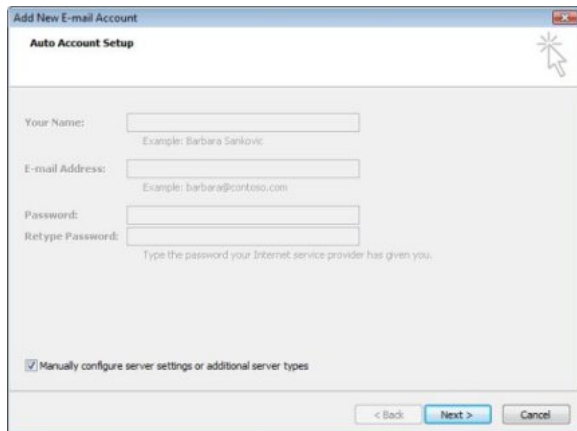
3. Click the radio button next to **Do not upgrade**.
4. Click the **Next** button.



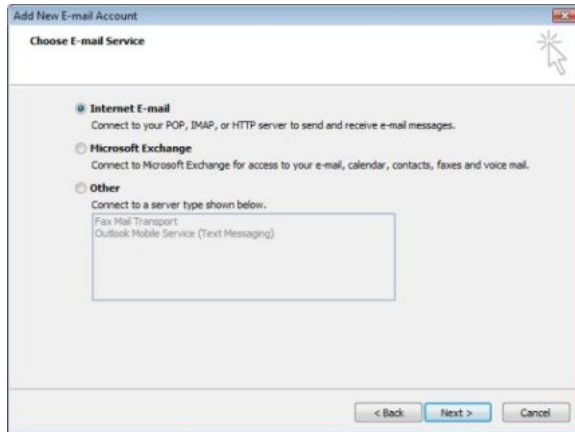
5. Click the radio button next to **Yes**.
6. Click the **Next** button.



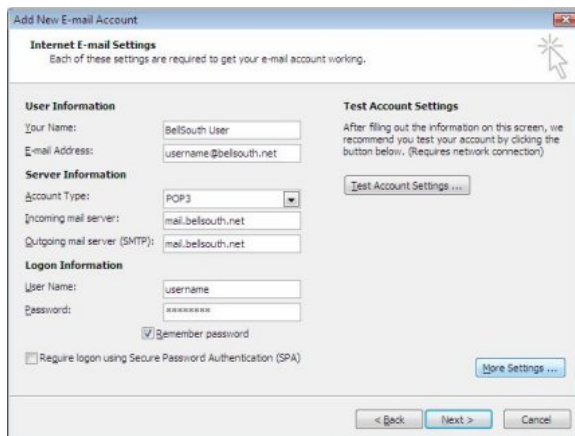
7. Put a check in the box next to **Manually configure server settings or additional server types**.
8. Click the **Next** button.



9. Click the radio button next to **Internet Email**.
10. Click the **Next** button.



11. Type the name to display on outgoing mail messages in the **Your Name** field.
12. Type the email address being setup in the **Email Address** field. For example, **username@comcast.net**.
13. Choose the appropriate account type based on information provided from your email service provider **POP3/IMAP/HTTP** from the **Account Type** field.
14. Type *your email service mail server* in the **Incoming mail server** field.
15. Type *your email service mail server* in the **Outgoing mail server (SMTP)** field.
16. Type the user name in the **User Name** field. This is generally the same as your email address. Contact your email provider regarding the exact format of your email username.
17. Type the account password in the **Password** field.
18. Put a check in the box next to **Remember Password**.
19. Click the **Next** button.



20. Click the **Finish** button.

