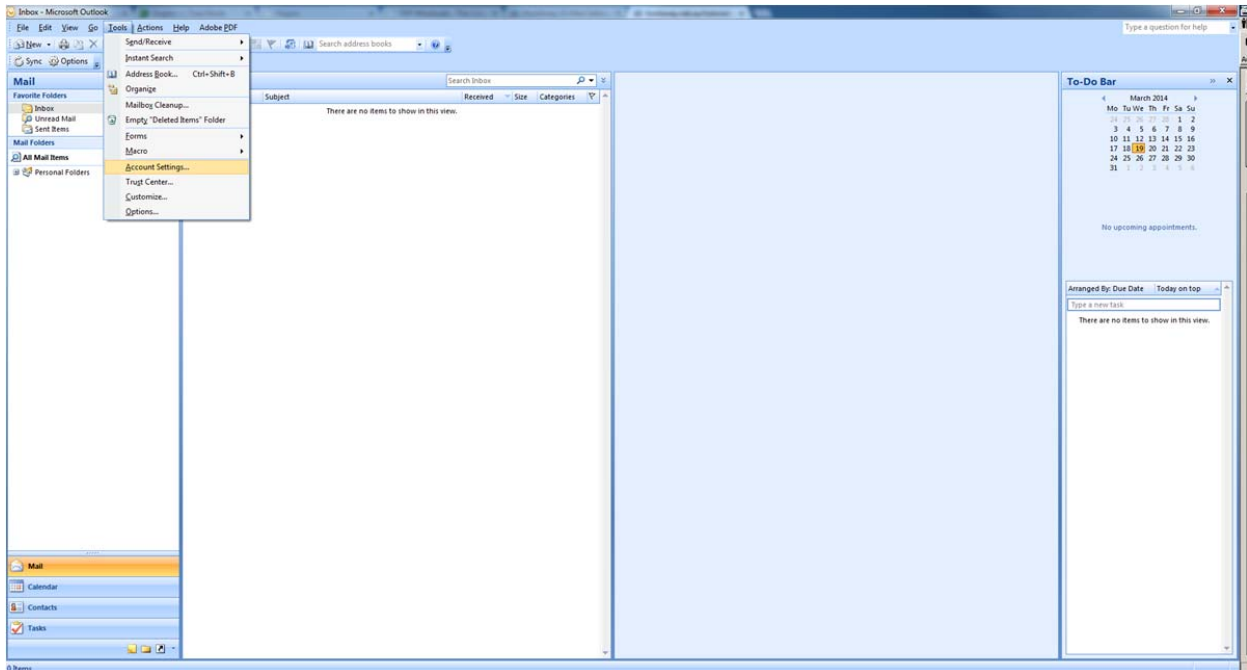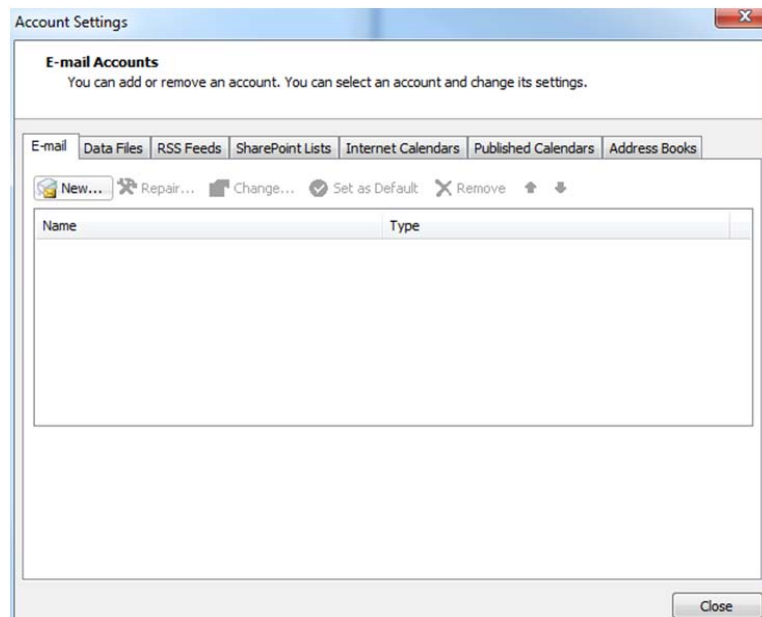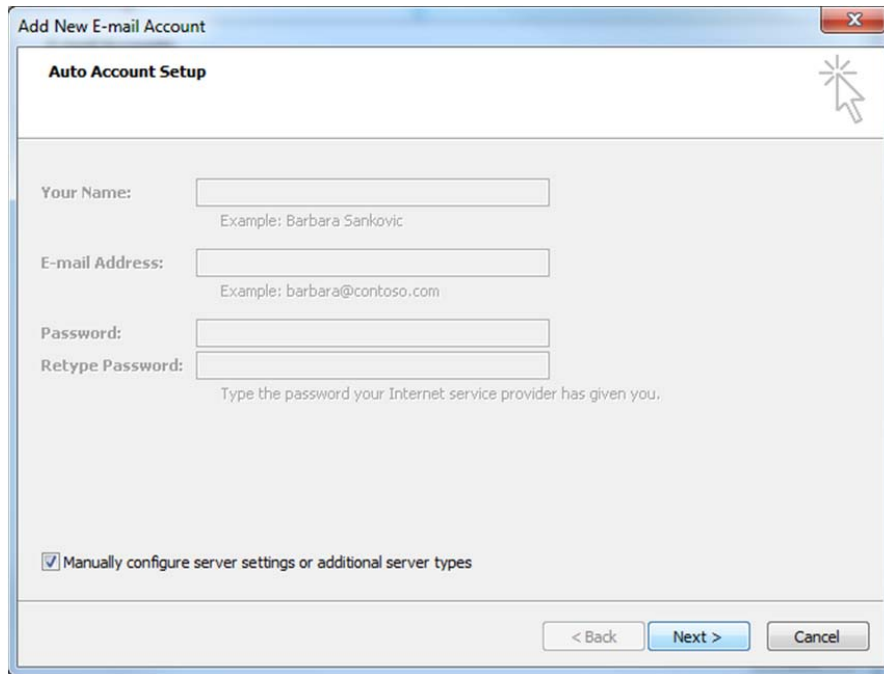# Configuring E-Mail in Outlook 2007

1. First we will need to access the account settings, in order to do this click on "Tools" and then "Account Settings".

2. A new screen should appear where you will need to click "New" or if the account has already been set up "Change".

3. Select the option to "Manually configure server settings or additional server types" and click "Next".
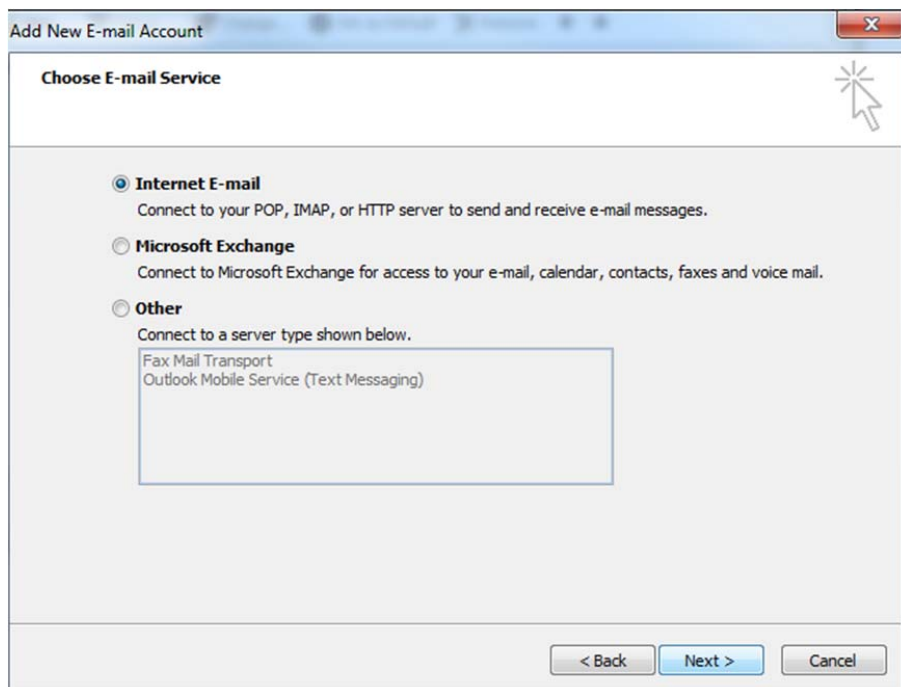

4. Select "Internet E-mail" and then click "Next".

5. The next screen will require you to input information about the account, once this has been completed click "More Settings". We have included an example of the information required and a screenshot below:

Your Name: Your name for Outlook's account records (e.g. John Doe).
E-mail Address: The email address you wish to add (e.g. johndoe@hostaway.net.au).
Account Type: If you only need to access the email from one device please use POP3. However if you want to access this email account on multiple devices (extra computers, mobile phone, laptop) then IMAP would be more suitable.
Incoming mail server: This is where Outlook goes to collect your emails. Please set this to mail.yourdomain.com.au or mail.hostaway.net.au as per the example.
Outgoing mail server: This is where Outlook goes to send emails. Please set this to mail.yourdomain or mail.hostaway.net.au as per the example. If the mailbox is on a desktop computer you also have the choice of using your Internet Service Provider's mail server. Some examples include mail.bigpond.com, mail.iinet.net.au, mail.amnet.net.au, etc and this will mean you can leave the outgoing mail port set at the default "25".
User Name: Your user name should be set to your email address (e.g. johndoe@hostaway.net.au).
Password: The password you specified when creating your email account.

6. When you select "More Settings" a screen will pop up with general information about the account, you will need to select the "Outgoing Server" tab.
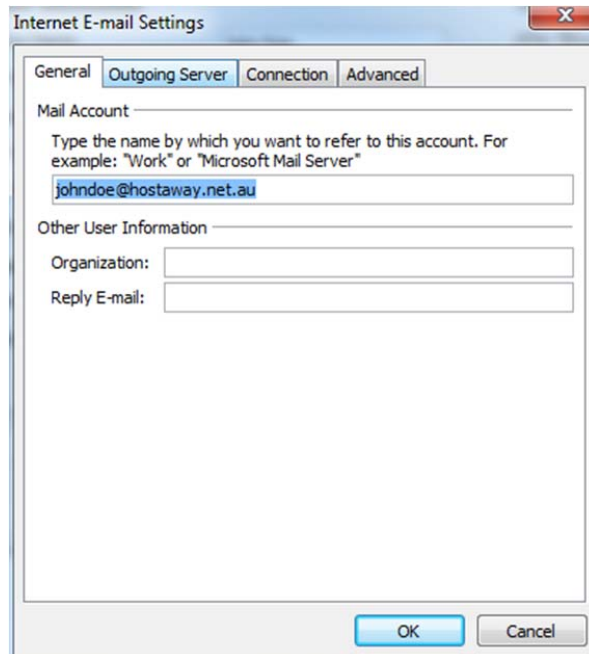
7. If you are using mail.hostaway.net.au or mail.yourdomain.com.au as the outgoing server select "My outgoing server (SMTP) requires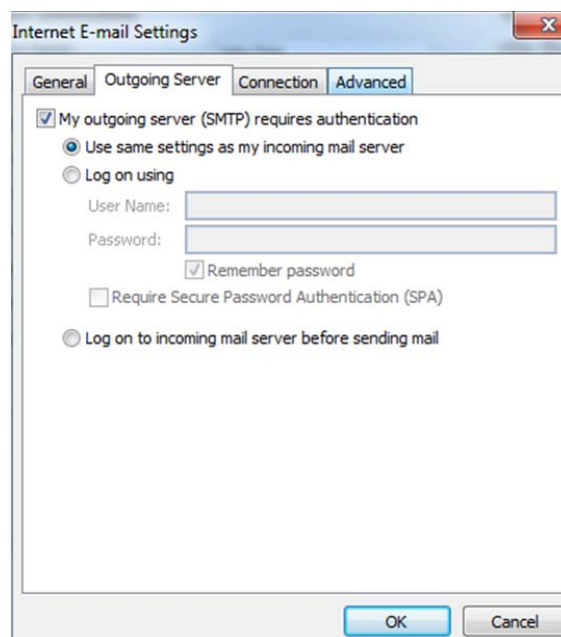 authentication" and ensure "Use same settings as my incoming mail server" is also selected. Then click the "Advanced" tab. If you are using your Internet Service Provider please ensure "My outgoing server (SMTP) requires authentication" is **NOT** selected and then click the "Advanced" tab:

8. If you are using mail.hostaway.net.au or mail.yourdomain.com.au as the outgoing server then change the "Outgoing server (SMTP)" port from "25" to "587". If you are using your Internet Service Provider then leave this as "25". If you are using POP3 you may also wish to configure "Delivery" regarding how mail is stored on the server.
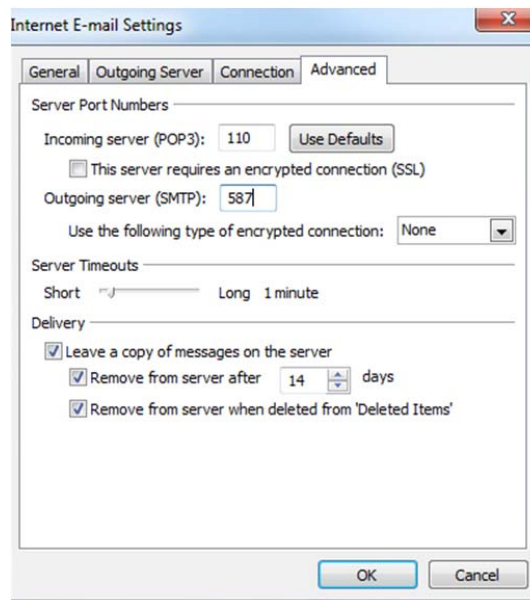
9. Once you have configured the above click "OK" and then "Test Account Settings" on the information screen, if you get a confirmation as seen below you can then close this screen and click "Next" to finish the set up. If any of the tests fail please check your settings and try again, or give us a call on 08 9249-3646 if the problem persists.