

Outlook

How do I set up my eMail account under Microsoft Outlook 2007 ?

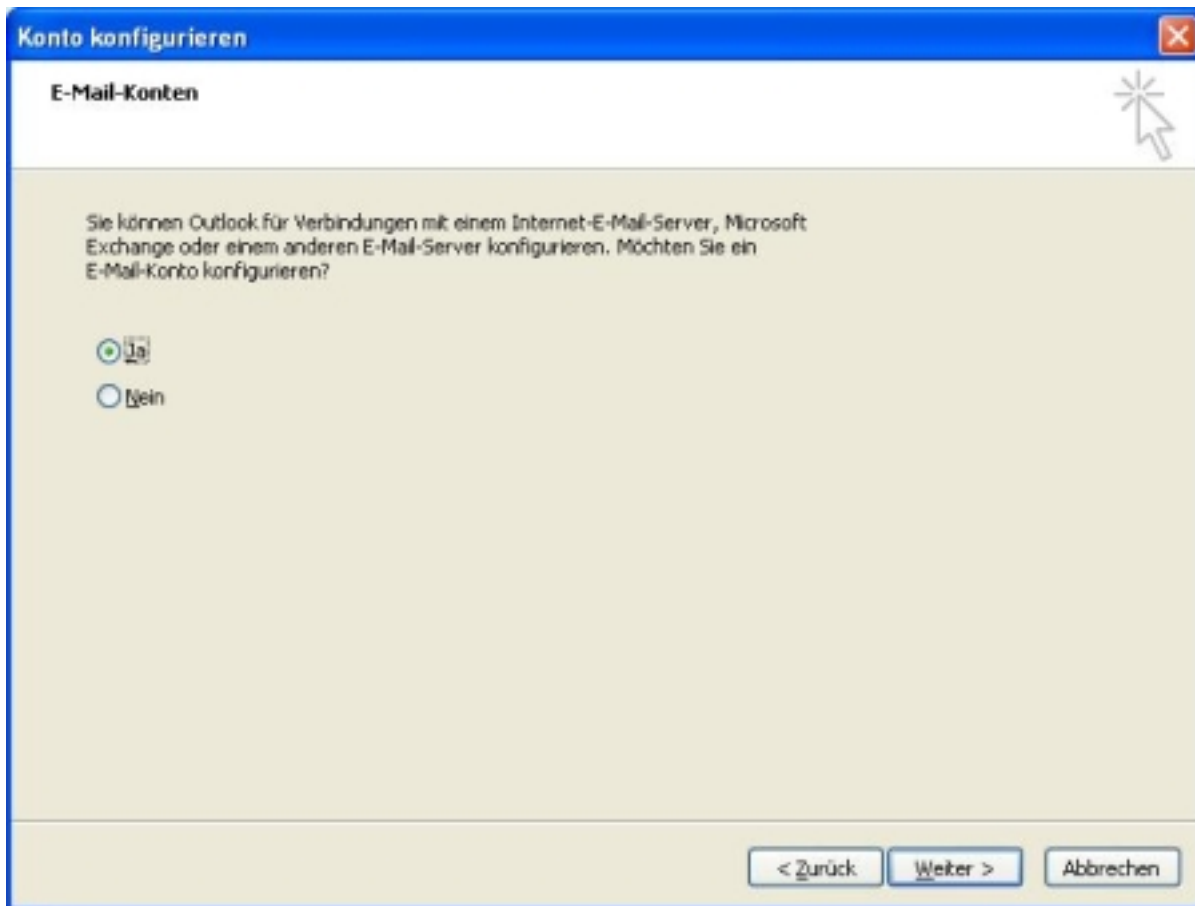
When first setting up Microsoft Outlook 2007 you will be supported by a wizard.



Click the "**Next**" button to proceed.

Choose "**Yes**".

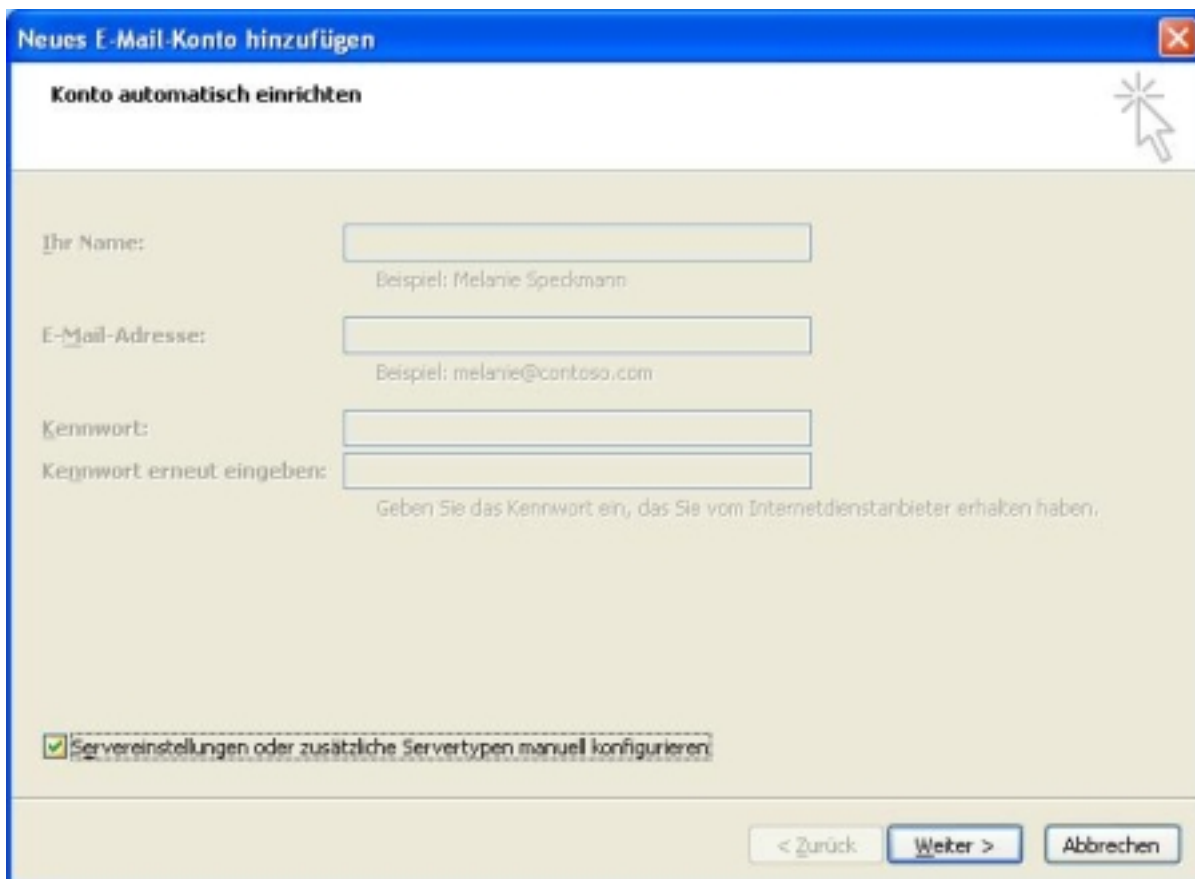
Outlook



The screenshot shows the 'Konto konfigurieren' (Configure Account) dialog box in Outlook. The title bar is blue with the text 'Konto konfigurieren' and a close button. Below the title bar, the text 'E-Mail-Konten' is displayed. The main area contains the following text: 'Sie können Outlook für Verbindungen mit einem Internet-E-Mail-Server, Microsoft Exchange oder einem anderen E-Mail-Server konfigurieren. Möchten Sie ein E-Mail-Konto konfigurieren?'. Below this text are two radio buttons: 'Ja' (selected) and 'Nein'. At the bottom right, there are three buttons: '< Zurück', 'Weiter >', and 'Abbrechen'.

Click the **"Next"** button to proceed.

Check the Checkbox **"Manually configure server settings or additional server types"**.

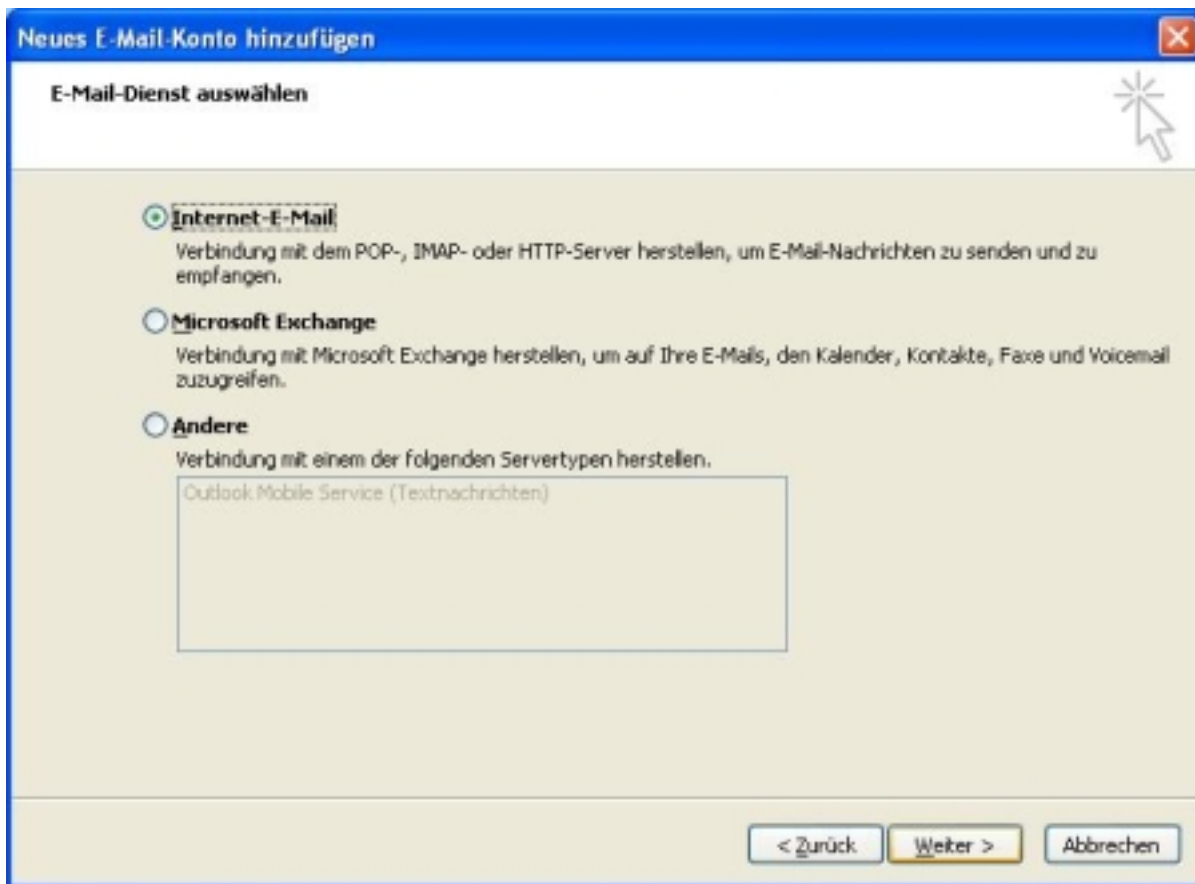


The screenshot shows the 'Neues E-Mail-Konto hinzufügen' (Add New E-Mail Account) dialog box in Outlook. The title bar is blue with the text 'Neues E-Mail-Konto hinzufügen' and a close button. Below the title bar, the text 'Konto automatisch einrichten' is displayed. The main area contains the following text: 'Ihr Name:' followed by a text input field with the example 'Beispiel: Melanie Speckmann'. Below that is 'E-Mail-Adresse:' followed by a text input field with the example 'Beispiel: melanie@contoso.com'. Below that are two text input fields for 'Kennwort:' and 'Kennwort erneut eingeben:'. Below the second password field is the text 'Geben Sie das Kennwort ein, das Sie vom Internetdienstanbieter erhalten haben.'. At the bottom left, there is a checked checkbox with the text 'Servereinstellungen oder zusätzliche Servertypen manuell konfigurieren'. At the bottom right, there are three buttons: '< Zurück', 'Weiter >', and 'Abbrechen'.

Outlook

Click the "**Next**" button to proceed.

Choose "**Internet E-Mail**".



Click the "**Next**" button to proceed.

Under "**User Information**" enter the corresponding data. Please enter all data (according to our defaults) under "**Server Information**". Leave the "Required Login using Secure Password Authentication (SPA) **disabled**".

Outlook

Afterwards please click the **"Test Account Settings ..."** button to test your configuration.

If you have made modifications please confirm with **"Next"**.

Outlook

Click "**Finish**" to complete the wizard.

Unique solution ID: #1294

Author: EUser Support

Last update: 2012-07-12 14:26