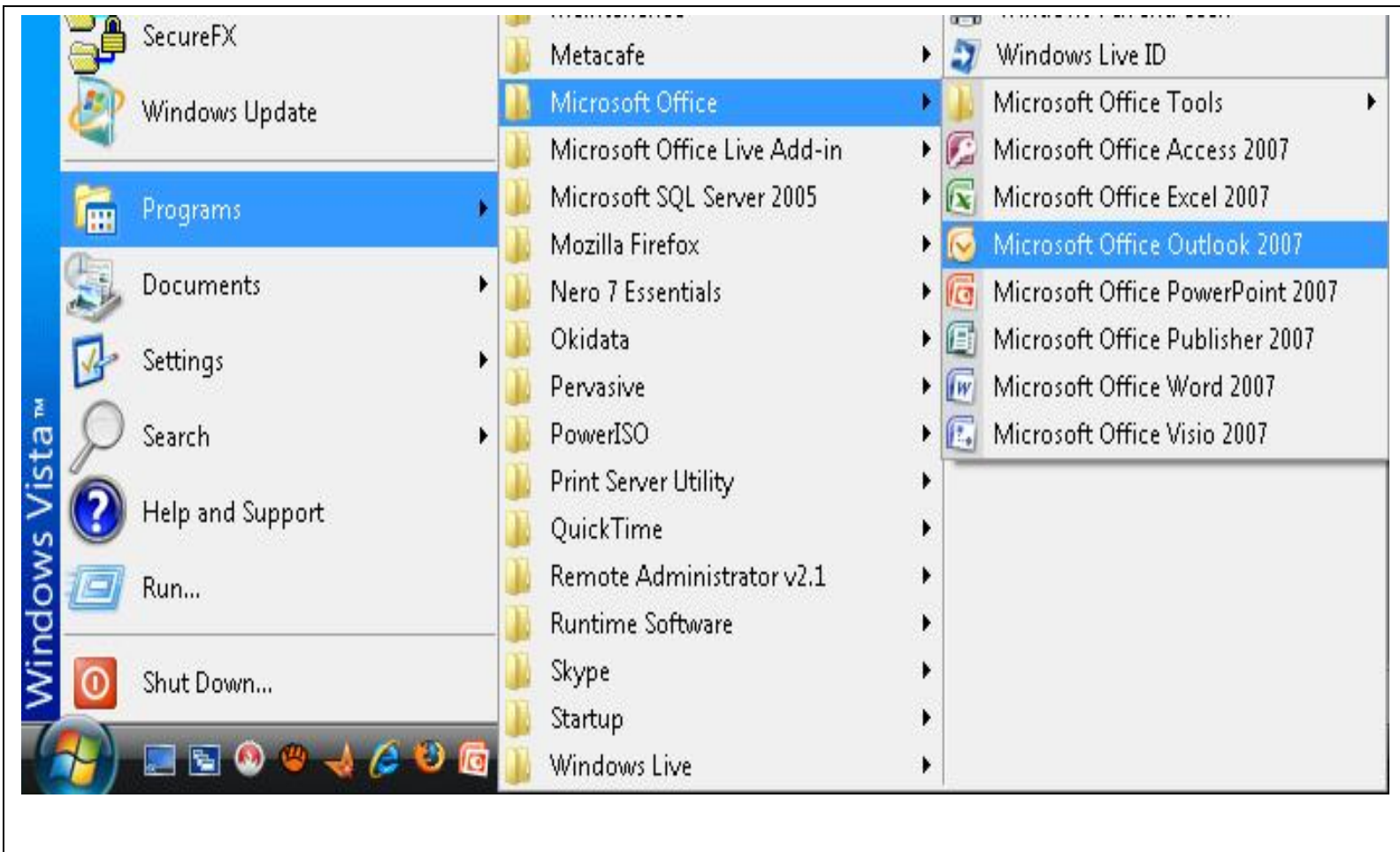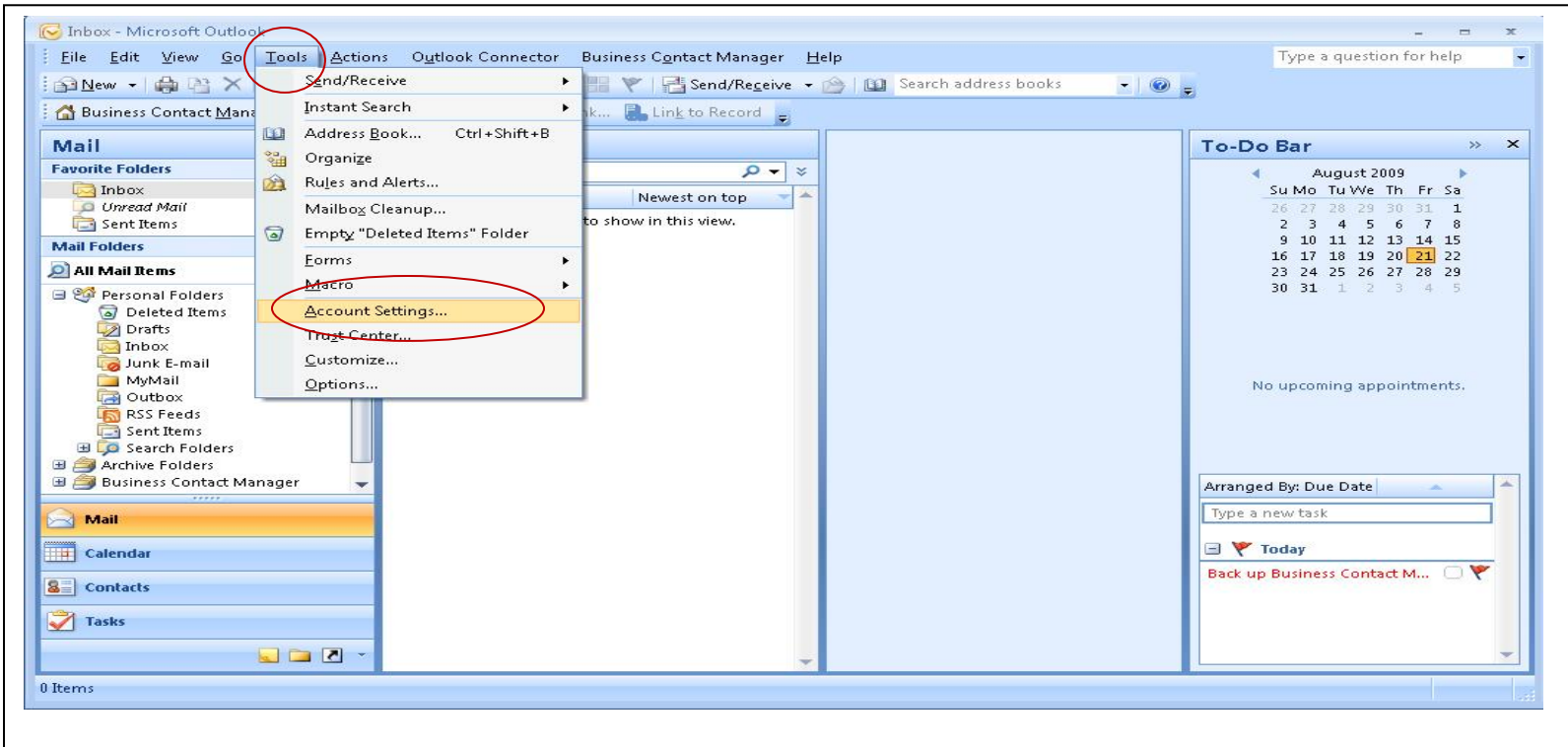# Microsoft Office Outlook 2007 Mail Setup
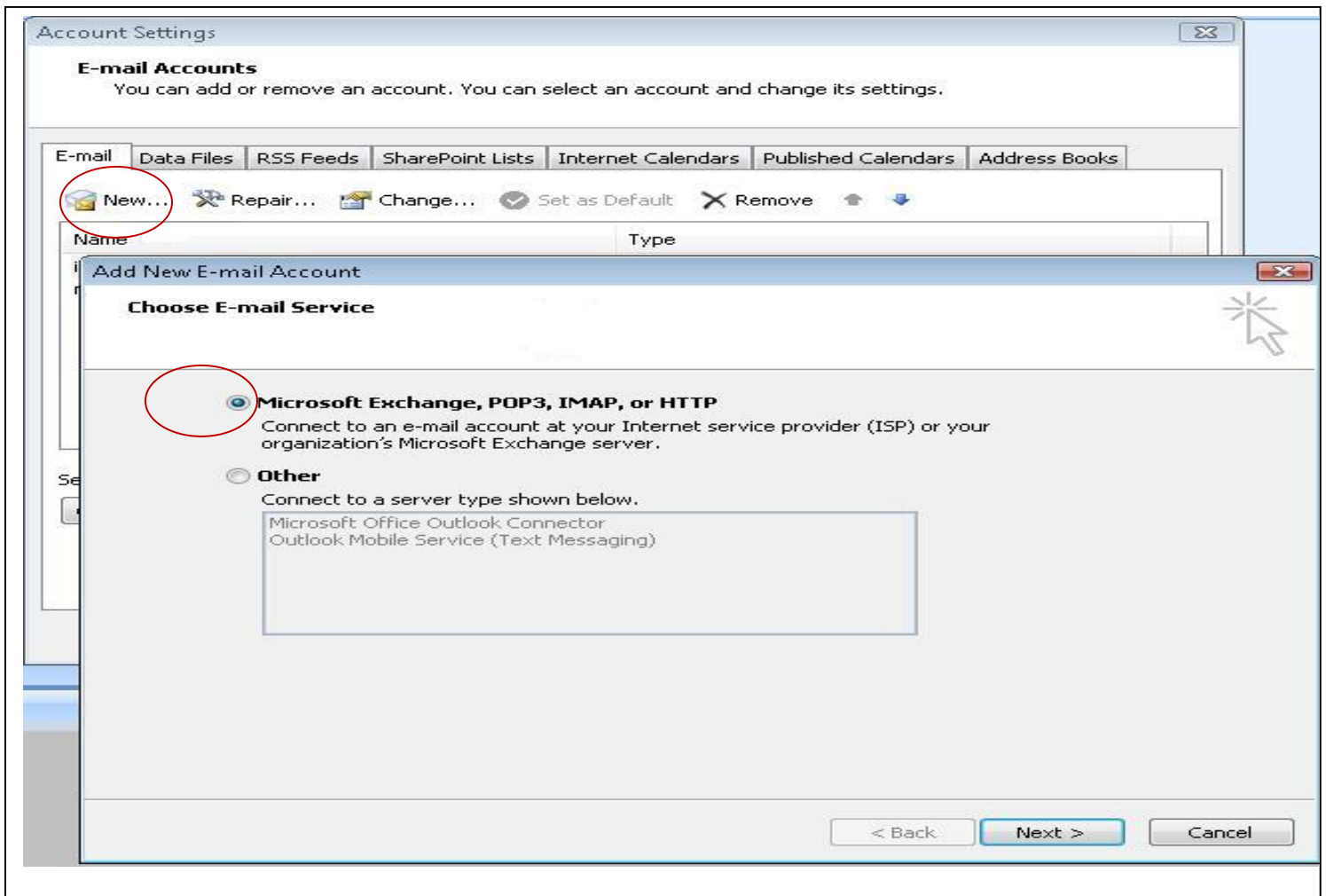
1) Start MS Outlook 2007

2) Configuration

--> Tools --> Account Settings

--> Mail --> New --> Microsoft Exchange...(First ou can remove some existing mail if it is not your)

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

[< Back] [Next >] [Cancel]

Add New E-mail Account

Choose E-mail Service

◉ **Internet E-mail**
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

○ **Microsoft Exchange**
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.

○ **Other**
Connect to a server type shown below.

Microsoft Office Outlook Connector
Outlook Mobile Service (Text Messaging)

[< Back] [Next >] [Cancel]

3) Put your email Address (For Example: My Name: IT, email: itsupport@prflaos.org, Username: itsupport, Password: 123456 **)**

POP3: Domain service for email ; SMTP: Domain service for Internet.

4) Set Backup on Mail Server -- > More Settings...(Leave on Server for 10 Days after that Delete it From Server)