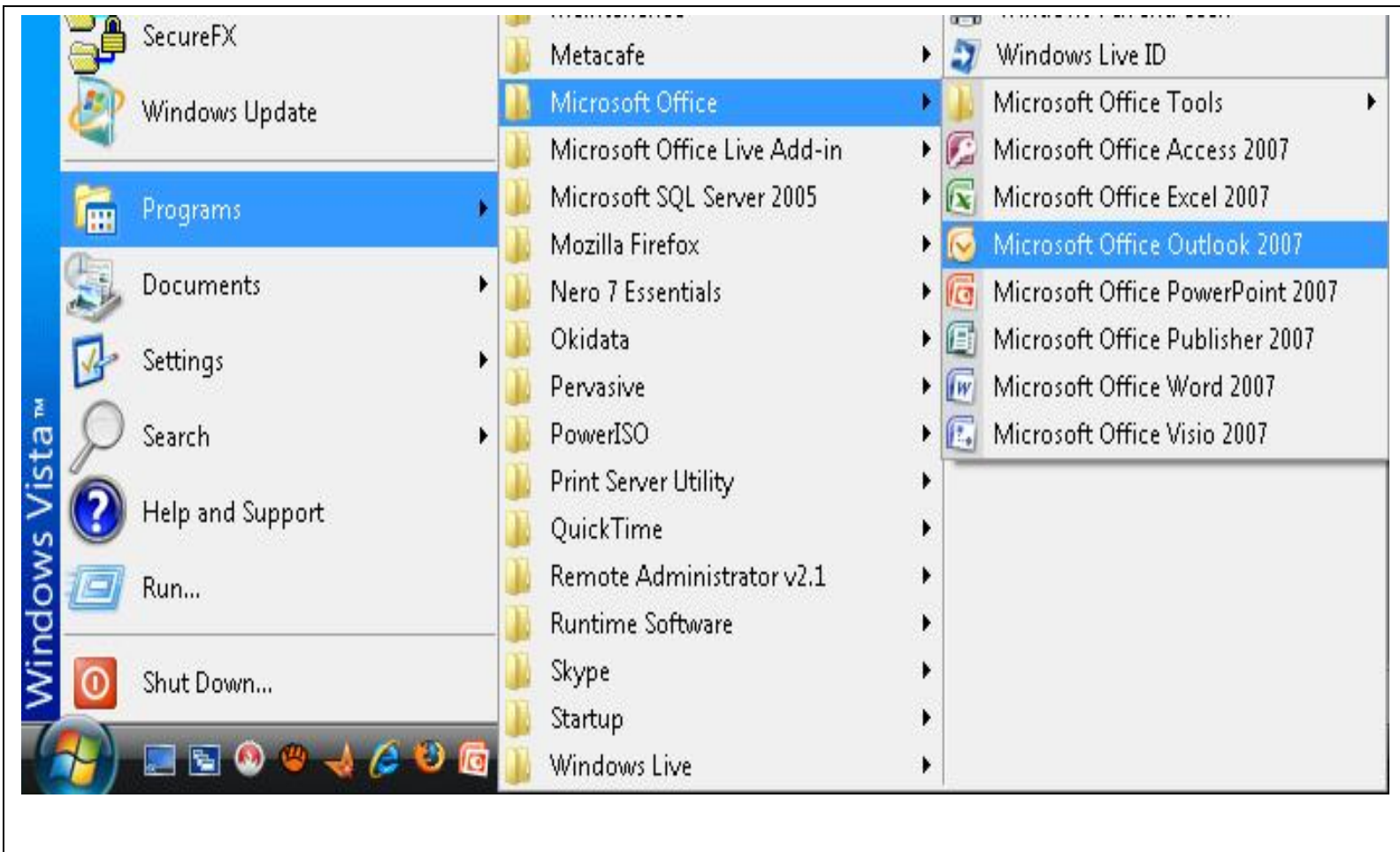


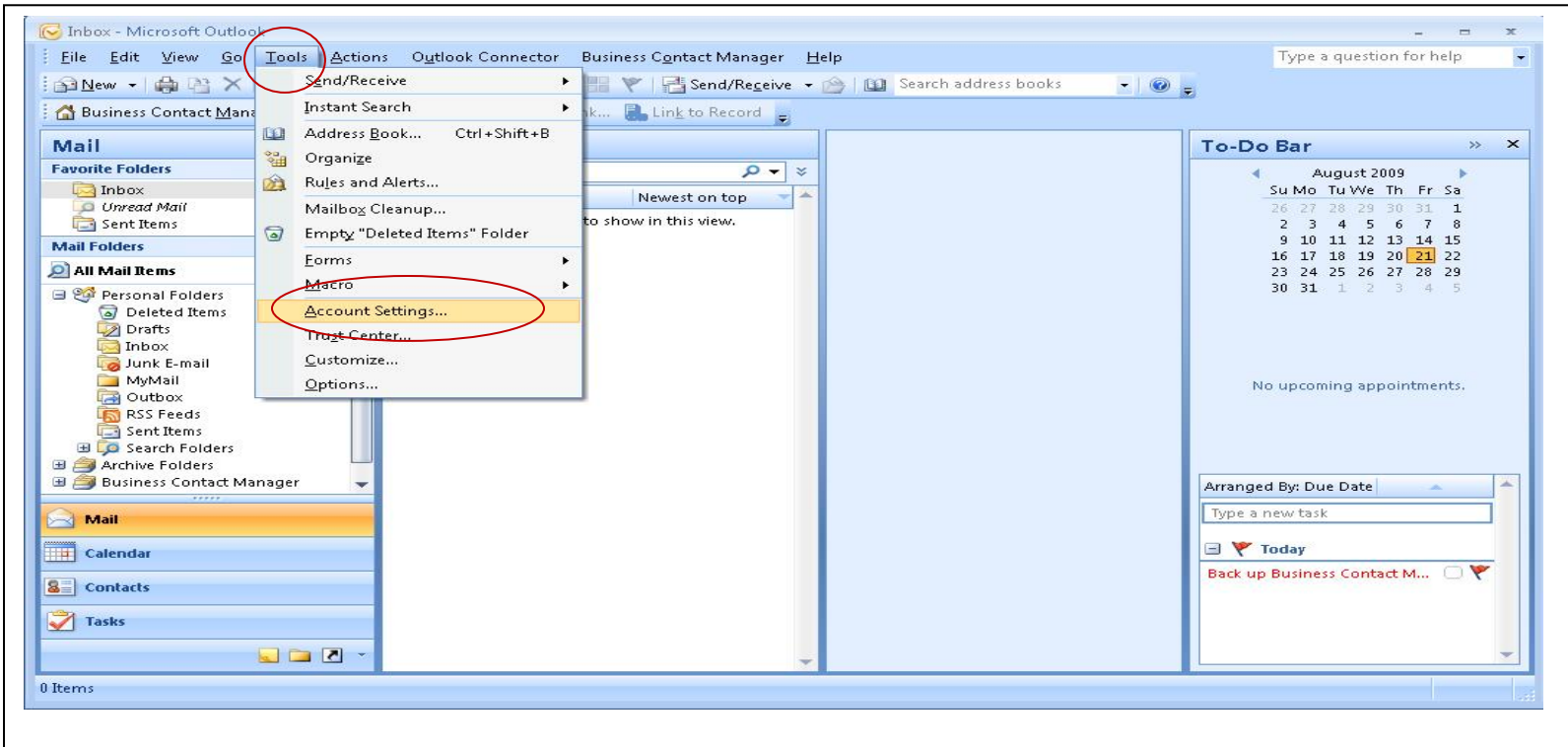
Microsoft Office Outlook 2007 Mail Setup

1) Start MS Outlook 2007

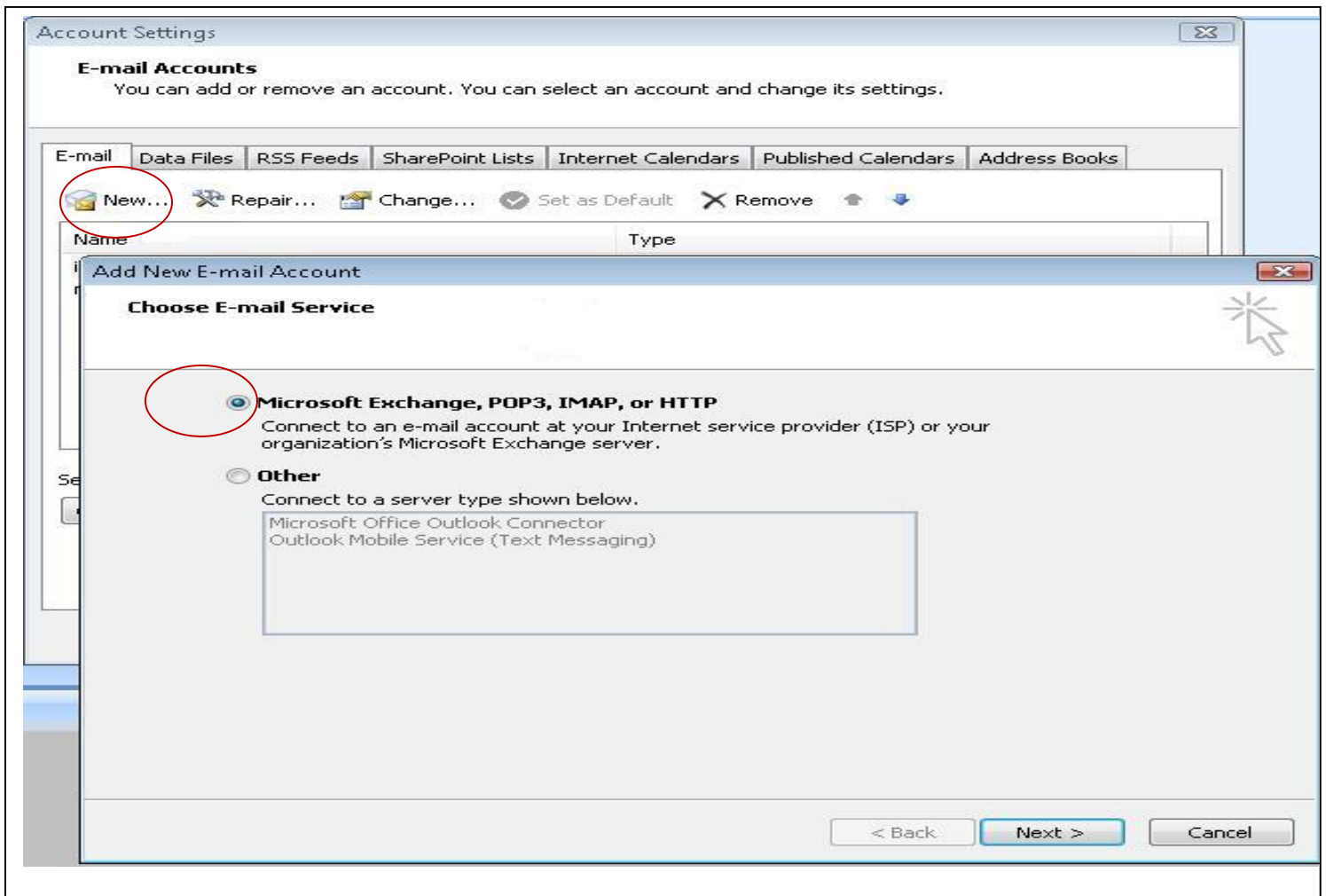


2) Configuration

--> 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.

The screenshot shows the 'Change E-mail Account' dialog box with the following details:

- Internet E-mail Settings:** Each of these settings are required to get your e-mail account working.
- User Information:** Your Name: IT; E-mail Address: itsupport@prflaos.org
- Server Information:** Account Type: POP3; Incoming mail server: mail.prflaos.org; Outgoing mail server (SMTP): mail.laotel.com
- Logon Information:** User Name: itsupport; Password: *****; Remember password; Require logon using Secure Password Authentication (SPA)
- Test Account Settings:** After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection). Button: Test Account Settings ...
- Buttons:** < Back, Next >, Cancel, More Settings ...

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

The screenshot shows the 'Change E-mail Account' dialog box with the 'Advanced' tab selected in the 'Internet E-mail Settings' sub-dialog. The 'Delivery' section is circled in red and contains the following options:

- Leave a copy of messages on the server
- Remove from server after 10 days
- Remove from server when deleted from 'Deleted Items'

Other visible settings in the 'Advanced' tab include:

- Server Port Numbers:** Incoming server (POP3): 110; Outgoing server (SMTP): 25; Use the following type of encrypted connection: None
- Server Timeouts:** Short, Long 1 minute

Buttons visible include: OK, Cancel, More Settings ...