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)

count Setti	nas					23
E-mail Ac	counts					
You car	n add or remove an ac	count. You can selec	t an account and	change its setting	gs.	
-mail Data	a Files RSS Feeds S	SharePoint Lists Inte	ernet Calendars	Published Calence	lars Address Boo	oks
🧃 New	🔆 Repair 😭 C	ihange 📀 Set a	is Default 🗙 Re	move 👚 🤏		
Name			Туре			
Add Nev	w E-mail Account					
Choo	ose E-mail Service					
	Microsoft Ex	change, POP3, IM	AP, OF HITP			
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Auto Account Setur			×.
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.	
\frown			
Manually configure s	erver 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 messag	jes,
Microsoft Exchange Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, fi	axes 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.

User Information		Test Account Settings
Your Name:	IT	After filling out the information on this screen, we
E-mail Address:	itsupport@prflaos.org	button below. (Requires network connection)
Server Information		
Account Type:	POP3	Test Account Settings
Incoming mail server:	mail.prflaos.org	
Outgoing mail server (SM	ITR): mail.laotel.com	
Logon Information		
User Name:	itsupport	
Password:	****	
	Remember password	
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4) Set Backup on Mail Server -- > More Settings...(Leave on Server for 10 Days after that Delete it From Server)

[]	Internet E-mail Settings	۲ 3
Iser In our Nar -mail Ac erver 	General Outgoing Server Connection Advanced Server Port Numbers Incoming server (POP3): Use Defaults This server requires an encrypted connection (55L) Outgoing server (SMTP): 25 Use the following type of encrypted connection: None Image: Constant Server Server Timeouts Short Long 1 minute Delivery Image: Constant Server Constant Server Constant Server	ttings information on this screen, we st your account by clicking the quires network connection) ttings
Requ	Remove from server after 10 ays	More Settings Next > Cancel