

Allied Telesis

Email Configuration Guide

Outlook 2007

1. Required Settings

Most email programs that support the POP/IMAP and SMTP email standards for sending and receiving email use the following five primary settings.

1. Username -You must enter your complete email address. (Example: user@yourdomain.com)
2. Password -This is the same password that you use to login to Web Mail.
3. Incoming Mail Server
4. Outgoing Mail Server (SMTP)
5. Outgoing Mail Server (SMTP) Authentication

In order to send email, you must set your email software to use authentication when connecting to the outgoing mail server. If your email software asks you to enter a username and password, enter the same username and password that you entered in settings one and two above.

2. Server Settings

Server Type	Server Name	Port
POP	pop.yourdomain*.com	110
IMAP	imap.yourdomain*.com	143
SMTP	smtp.yourdomain*.com	25
SMTP alternative port	smtp.yourdomain*.com	2525

****Your Domain**** can be one of the following:

myatcc.com
atccmail.com
yokotamail.com
armed-svc.com

3. Setting Up Your Email Account

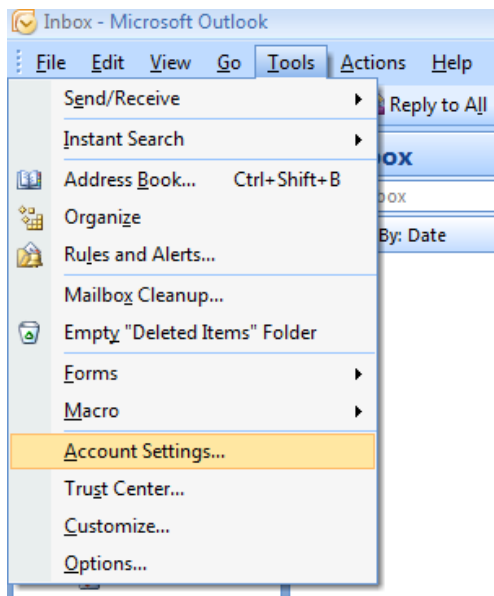


Start Outlook. You can do this by clicking on the icon from your desktop or by selecting this from your Programs Menu

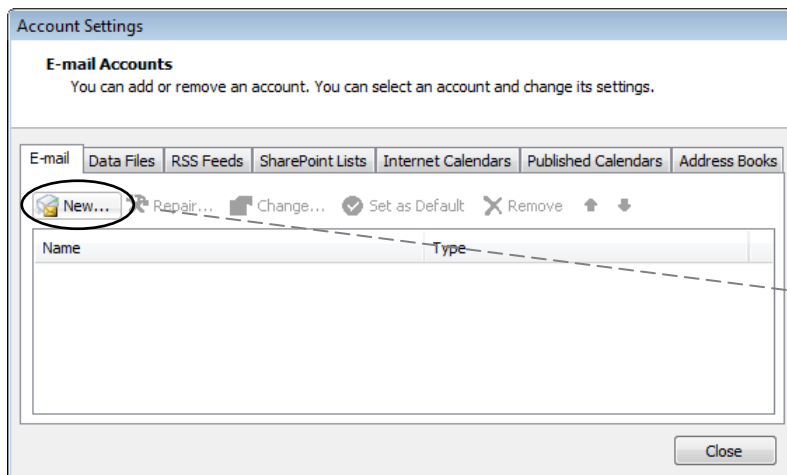


If this is the first time you have used Outlook, you will be brought to the Startup Wizard.

Click **Next**



If the Startup Wizard does not automatically display click on **Tools** in the Menu bar, then select **Account Settings**.



Click **New** to create your e-mail account

The screenshot shows the 'Add New E-mail Account' dialog box in Outlook 2007, specifically the 'Auto Account Setup' step. The title bar reads 'Add New E-mail Account'. Below the title bar, the text says 'Auto Account Setup' and 'Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.' There are four input fields: 'Your Name' with 'John Smith' entered, 'E-mail Address' with 'user@yourdomain.com*' entered, 'Password' with '*****' entered, and 'Retype Password' with '*****' entered. Below these fields is a checkbox labeled 'Manually configure server settings or additional server types' which is checked. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

In the **Your Name** box, enter your name exactly as you would like it to appear to recipients

In the **E-mail Address** box, type your e-mail address

In the **Password** box, type your password **Retype Password** one more time

Check the “**Manually configure server settings or additional server types**” then click **Next** to continue

The screenshot shows the 'Add New E-mail Account' dialog box in Outlook 2007, specifically the 'Choose E-mail Service' step. The title bar reads 'Add New E-mail Account'. Below the title bar, the text says 'Choose E-mail Service'. There are three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Under 'Other', there is a text box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

Select **Internet E-mail** and then click **Next**

The screenshot shows the 'Add New E-mail Account' dialog box in Outlook 2007, specifically the 'Internet E-mail Settings' step. The title bar reads 'Add New E-mail Account'. Below the title bar, the text says 'Internet E-mail Settings' and 'Each of these settings are required to get your e-mail account working.' There are two main sections: 'User Information' and 'Test Account Settings'. 'User Information' has fields for 'Your Name' (John Smith), 'E-mail Address' (user@yourdomain.com), 'Account Type' (POP3), 'Incoming mail server' (pop.yourdomain.com*), and 'Outgoing mail server (SMTP)' (smtp.yourdomain.com*). 'Test Account Settings' has a 'Test Account Settings ...' button. There are also 'Logon Information' fields for 'User Name' (user@yourdomain.com) and 'Password' (*****), with a 'Remember password' checkbox checked. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

You will now need to fill in your information one more time

In the **Your Name** box, reenter your name

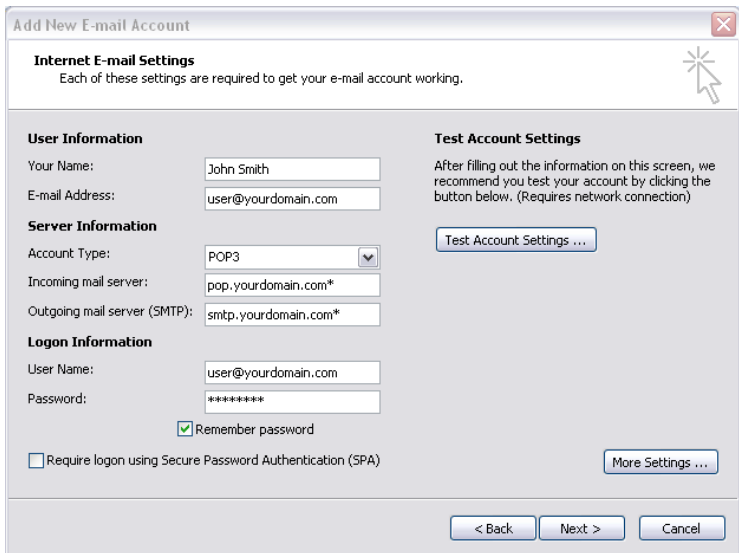
In the **E-mail Address** box, type your e-mail address

In **Account Type** chose **POP3** or **IMAP** as the type of account that you would like to create

If you chose **POP3** in **Account Types** enter:
*pop.yourdomain.com**

If you chose **IMAP** in **Account Types** enter:
*imap.yourdomain.com**

In the **Outgoing mail server (SMTP)** box, type
*smtp.yourdomain.com**



In the **User Name** box, type your entire email address
(Example: user@yourdomain.com)

In the **Password** box, type your password

If you would like Outlook to remember your password, please check the box labeled **Remember password**

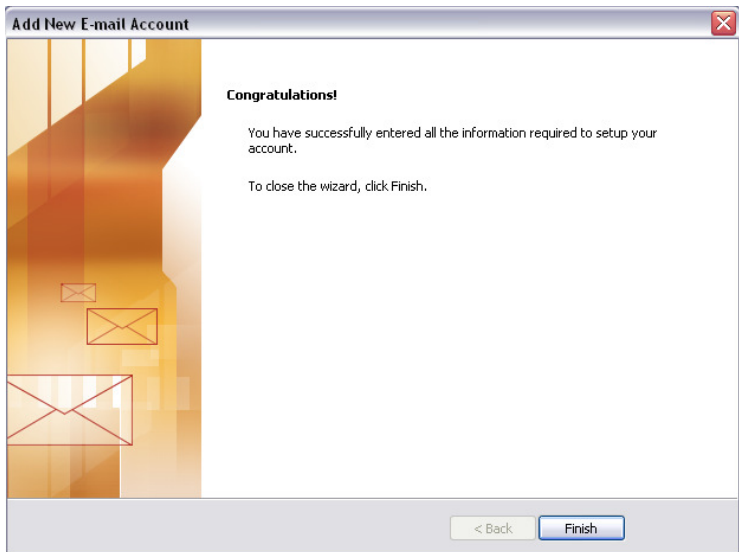
Now click on **More Settings**



Select the **Outgoing Server** tab

Check the box labeled "My Outgoing Server Requires Authentication"

Ensure the first radio button is checked which will use the same settings as your incoming mail server then click **OK**



Click **Next** after you have completed entering this configuration information, and then click **Finish**.

4. Support

For questions on how to use Microsoft Outlook, please visit the Microsoft support site.

<http://support.microsoft.com/>