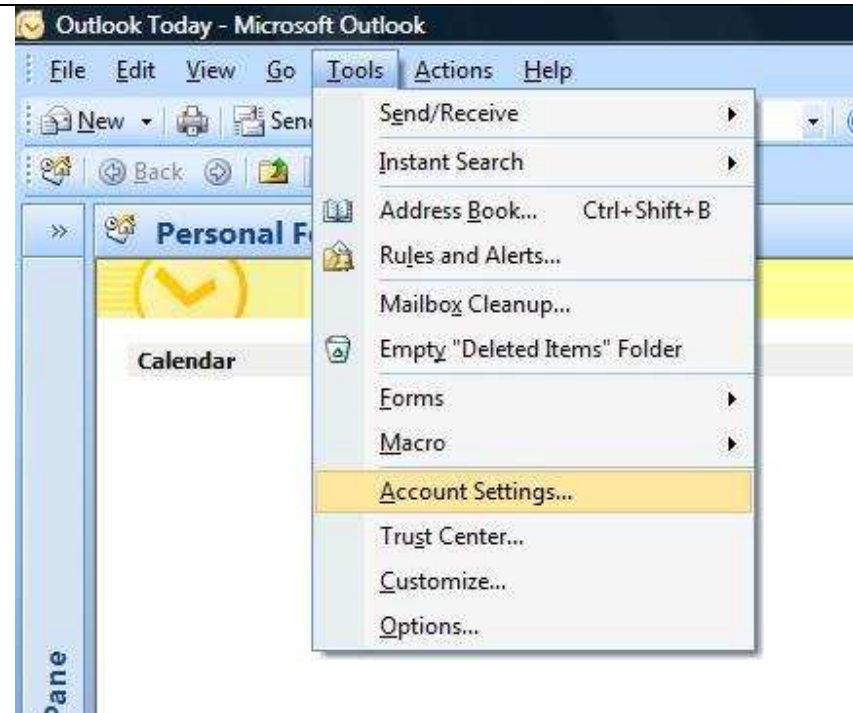
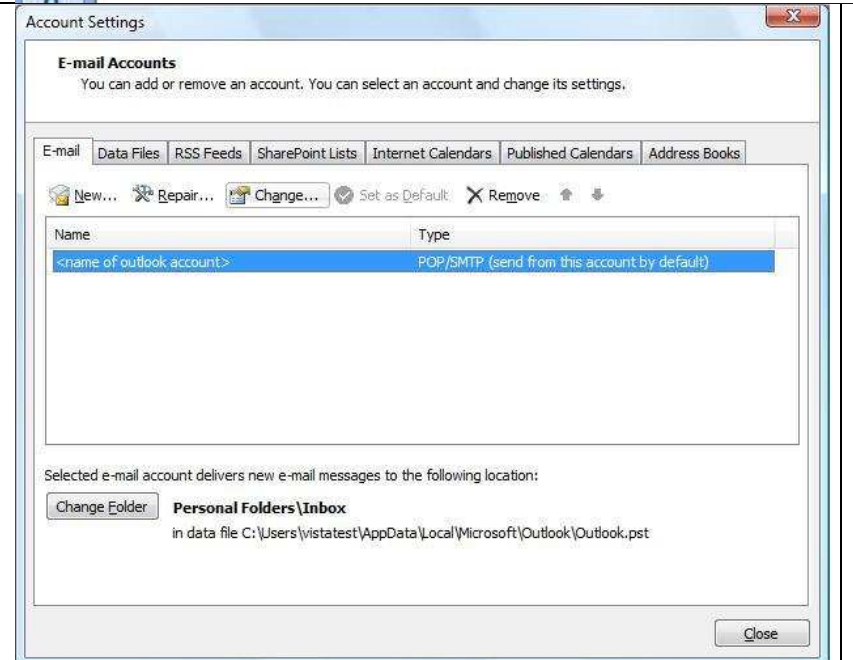


# Microsoft Outlook 2007



The screenshot shows the Microsoft Outlook 2007 interface. The 'Tools' menu is open, and 'Account Settings...' is highlighted. The menu items include: Send/Receive, Instant Search, Address Book... (Ctrl+Shift+B), Rules and Alerts..., Mailbox Cleanup..., Empty "Deleted Items" Folder, Forms, Macro, Account Settings..., Trust Center..., Customize..., and Options... The background shows the Outlook ribbon with 'Personal Folders' and 'Calendar' visible.

**Open Microsoft Outlook 2007.**  
At the top of the page click on the **'Tools'** menu and then select **'Account Settings...'**.



The screenshot shows the 'Account Settings' dialog box with the 'E-mail Accounts' tab selected. The dialog contains a table of email accounts and a section for the selected account's folder location.

Name	Type
<name of outlook account>	POP/SMTP (send from this account by default)

Selected e-mail account delivers new e-mail messages to the following location:  
**Personal Folders\Inbox**  
in data file C:\Users\vistatest\AppData\Local\Microsoft\Outlook\Outlook.pst

Buttons: New..., Repair..., Change..., Set as Default, Remove, Change Folder, Close.

**Select the account and click the 'Change' button within the 'Email' tab.**

**Change E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name: NAME  
E-mail Address: EMAIL

**Server Information**  
Account Type: POP3  
Incoming mail server: POP  
Outgoing mail server (SMTP): SMTP

**Logon Information**  
User Name: USER  
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)  
Test Account Settings ...

More Settings ...

< Back Next > Cancel

Select the email account that you have been using to access your @wnylc.com email account then click the "Change" button.

**E-mail Accounts**

**Internet E-mail Settings (POP3)**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name: NAME  
E-mail Address: EMAIL

**Server Information**  
Incoming mail server (POP3): POP  
Outgoing mail server (SMTP): SMTP

**Logon Information**  
User Name: USER  
Password: \*\*\*\*\*  
 Remember password  
 Log on using Secure Password Authentication (SPA)

**Test Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)  
Test Account Settings ...

More Settings ...

< Back Next > Cancel

**Review and update your settings as outlined below.**

**Your Name:** *Ensure this field is populated with Your Full Name as you would like it to appear in your outgoing email messages.*

**E-mail Address:** *Replace your username with your full email address e.g.*

*username@wnylc.com*

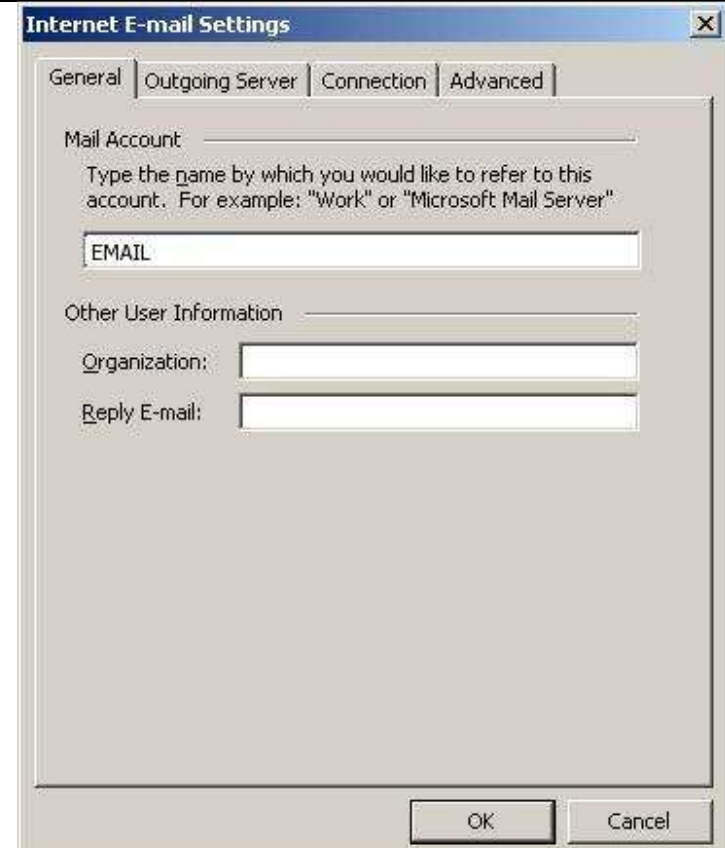
**Incoming mail server (POP3):** *Replace with: mail.wnyc.com*

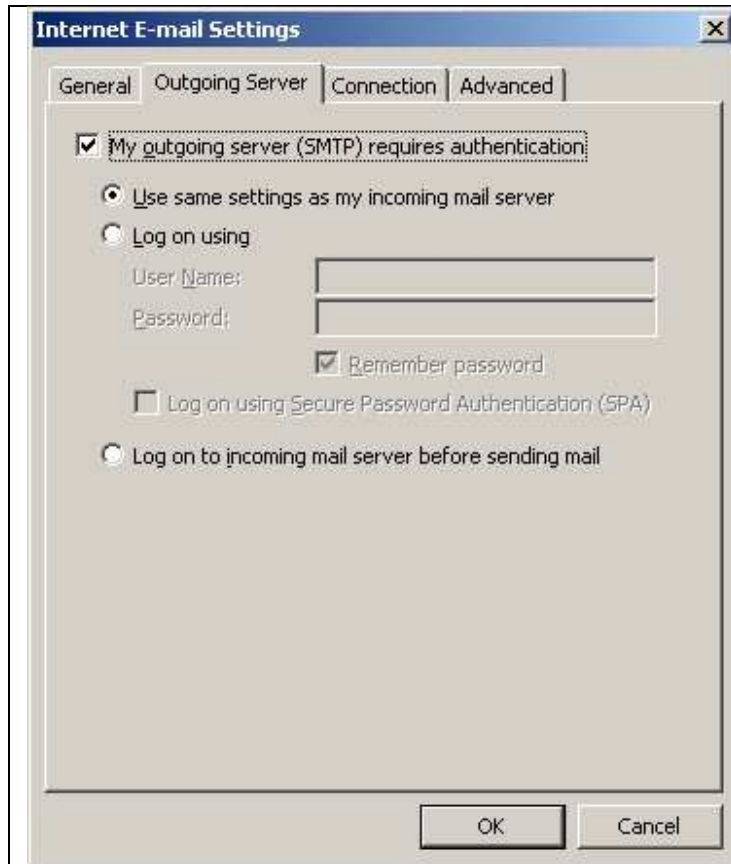
**Outgoing mail server (SMTP):** *Replace with mail.wnyc.com*

**User Name:** *Replace with your full @wnylc.com email address*  
**username@wnylc.com**

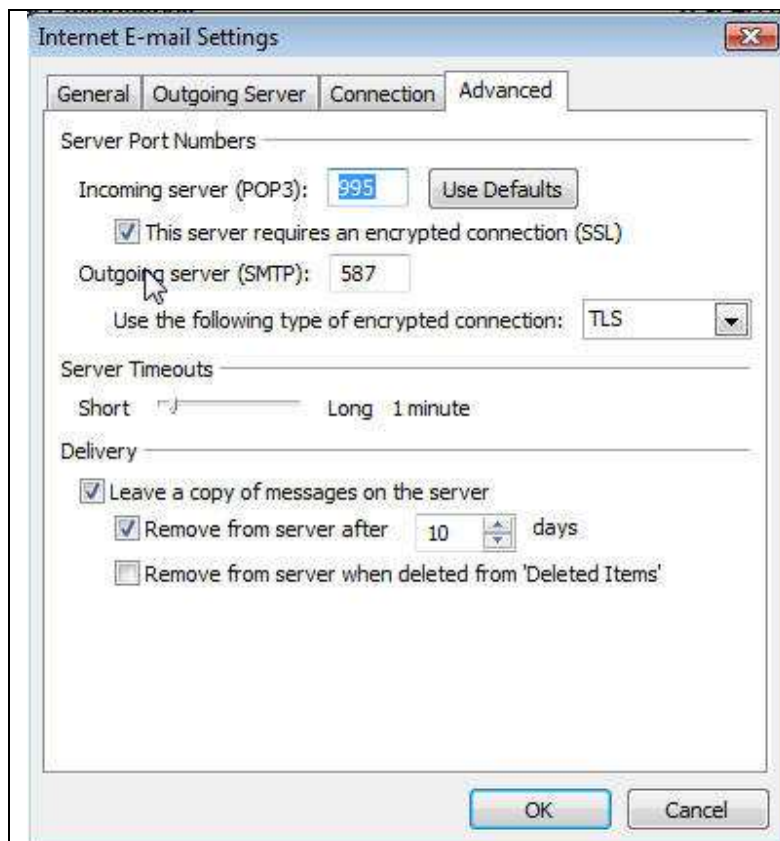
**Password:** *Your email password should remain unchanged.*

Once you have updated your settings as outlined above, click on the 'More Settings...' button.

 <p><b>Internet E-mail Settings</b> [X]</p> <p>General   <b>Outgoing Server</b>   Connection   Advanced</p> <p>Mail Account: _____ Type the name by which you would like to refer to this account. For example: "Work" or "Microsoft Mail Server"</p> <p>EMAIL</p> <p>Other User Information: _____</p> <p>Organization: _____</p> <p>Reply E-mail: _____</p> <p>OK Cancel</p>	<p>Click the 'Outgoing Server' tab at the top of the screen.</p>
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Put a checkmark in 'My outgoing server (SMTP) requires authentication' and make sure that the dot is in 'Use same settings as my incoming mail server'.



Click on the 'Advanced' tab at the top.

Make sure that your settings look like the settings shown in this screenshot.

Place a check mark under **This server requires an encrypted connection (SSL)** for **both** the Incoming server and Outgoing server.

Your Server Port Numbers, should appear as shown, with **995** for Incoming server (POP3), and **587** for Outgoing server (SMTP).

Click the 'OK', 'Next' and then 'Finish' buttons and now you should be able to send and receive email. Accept the security certificate when prompted. Then try to send a test message to the same account to be sure everything is working. If it does not work, go back and see if the settings were saved.