

## Microsoft Outlook 2007 Setup Instructions

1. In Microsoft Outlook, select Tools > Account Settings
2. On the E-mail Accounts wizard window, select “Change...” and click “Next”
3. On the Internet E-mail Settings window, make sure the username looks similar to the following example: [dliston@mbox.com.au](mailto:dliston@mbox.com.au)

**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:

E-mail Address:

**Server Information**

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

**Logon Information**

User Name:

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)

4. Click “Next”
5. Click “Finish”