

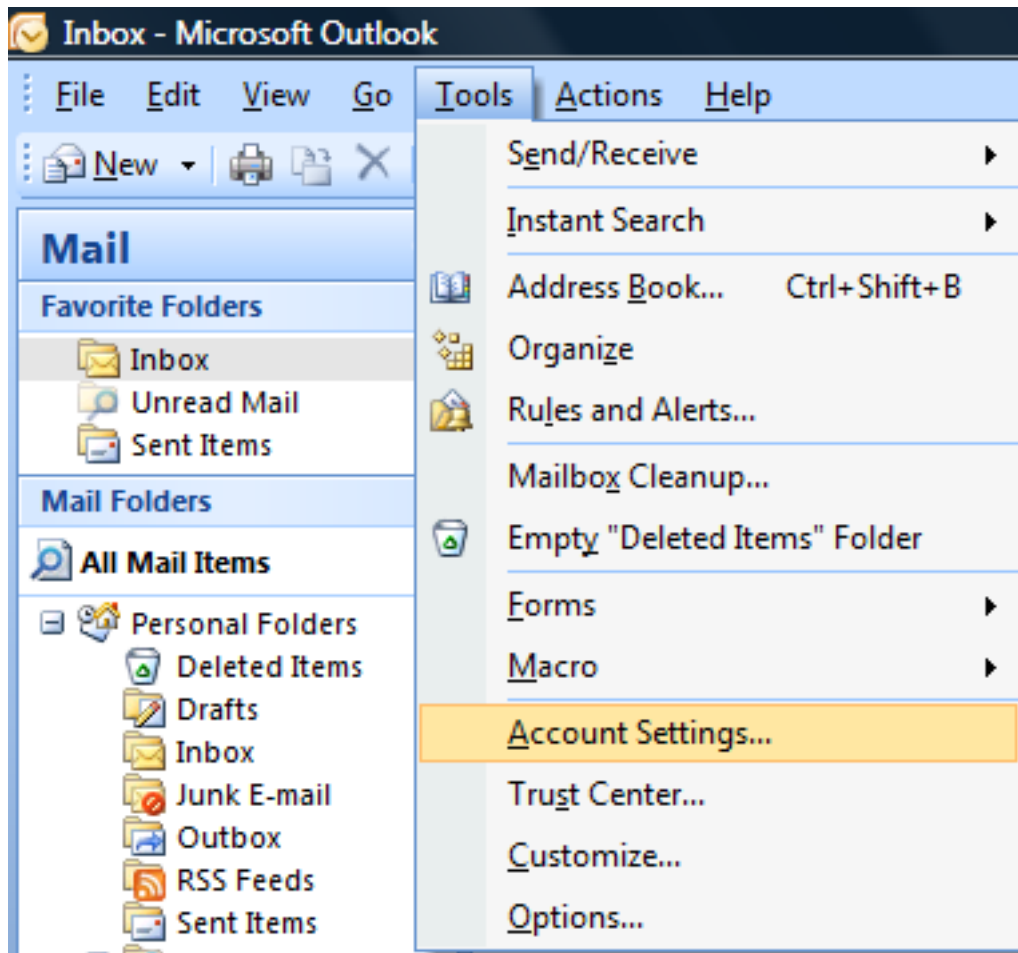
# Outlook 2007

## Q. How do I setup my account in Microsoft Outlook 2007?

### A. Step 1. Create a new profile

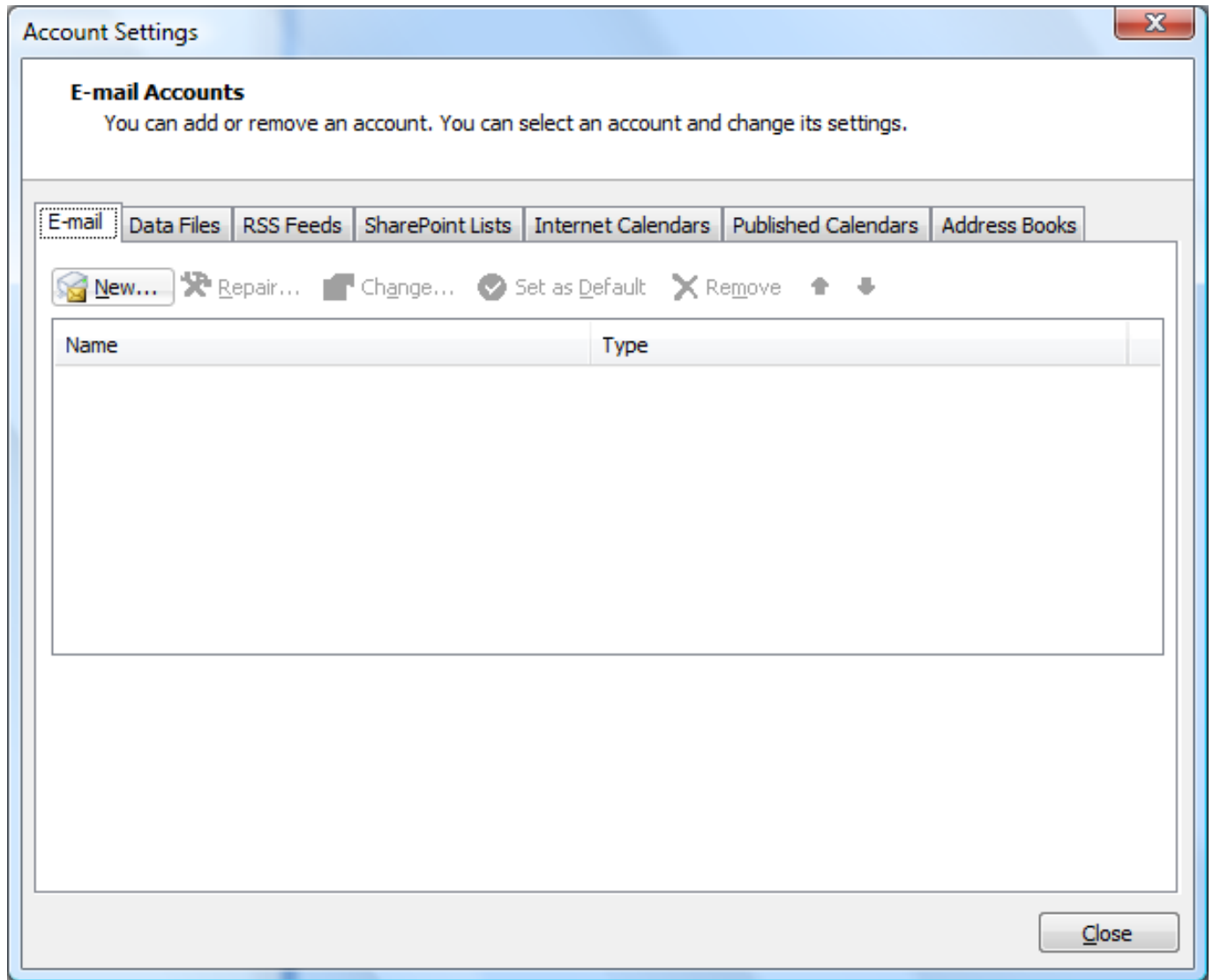
1. Open Microsoft Outlook 2007. Select "Account settings..." from under "Tools"

(If you already have an account setup, continue on to ["Step 2. Configuring/Modifying SMTP \(outgoing mail\) server."](#))



2. Click on "New..." to add your email account

# Outlook 2007



3. Check the "Manually configure server settings or additional server types" box here and then click "Next"

# Outlook 2007

**Add New E-mail Account**

**Auto Account Setup**

Your Name:   
Example: Barbara Sankovic

E-mail Address:   
Example: barbara@contoso.com

Password:

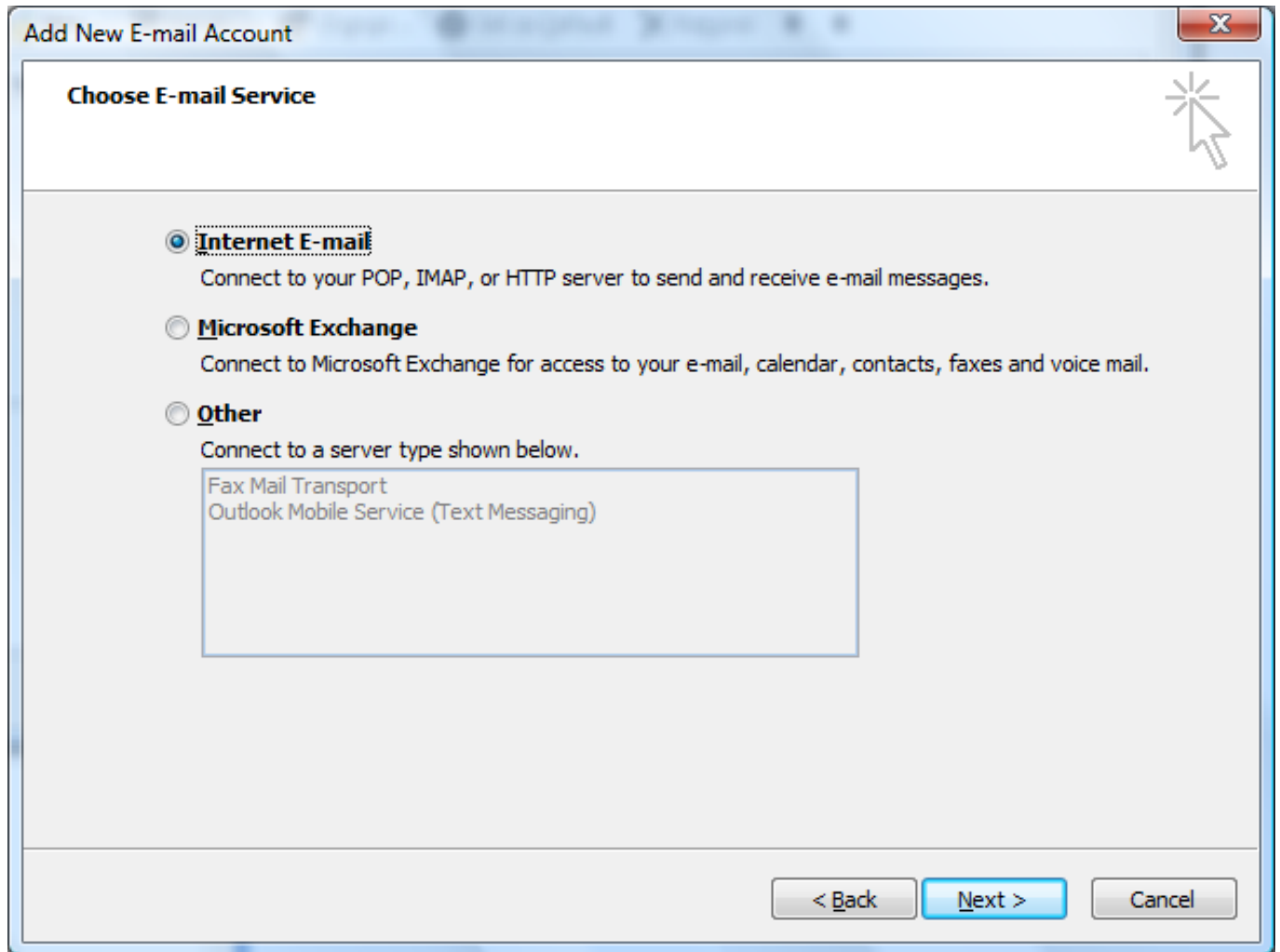
Retype Password:   
Type the password your Internet service provider has given you.

☒ Manually configure server settings or additional server types

< Back   Next >   Cancel

4. Select the "Internet E-mail" option and then click "Next"

# Outlook 2007



5. Enter your "Internet E-mail Settings" as shown below;

# Outlook 2007

**Add New 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)

Test Account Settings ...

More Settings ...

< Back   Next >   Cancel

## User Information

- Your Name: Your Name
- E-mail Address: Your email address (user-id@gol.com)

## Server Information

- Account Type: POP3
- Incoming mail server: popmail.gol.com
- Outgoing mail server (SMTP): mail.gol.com

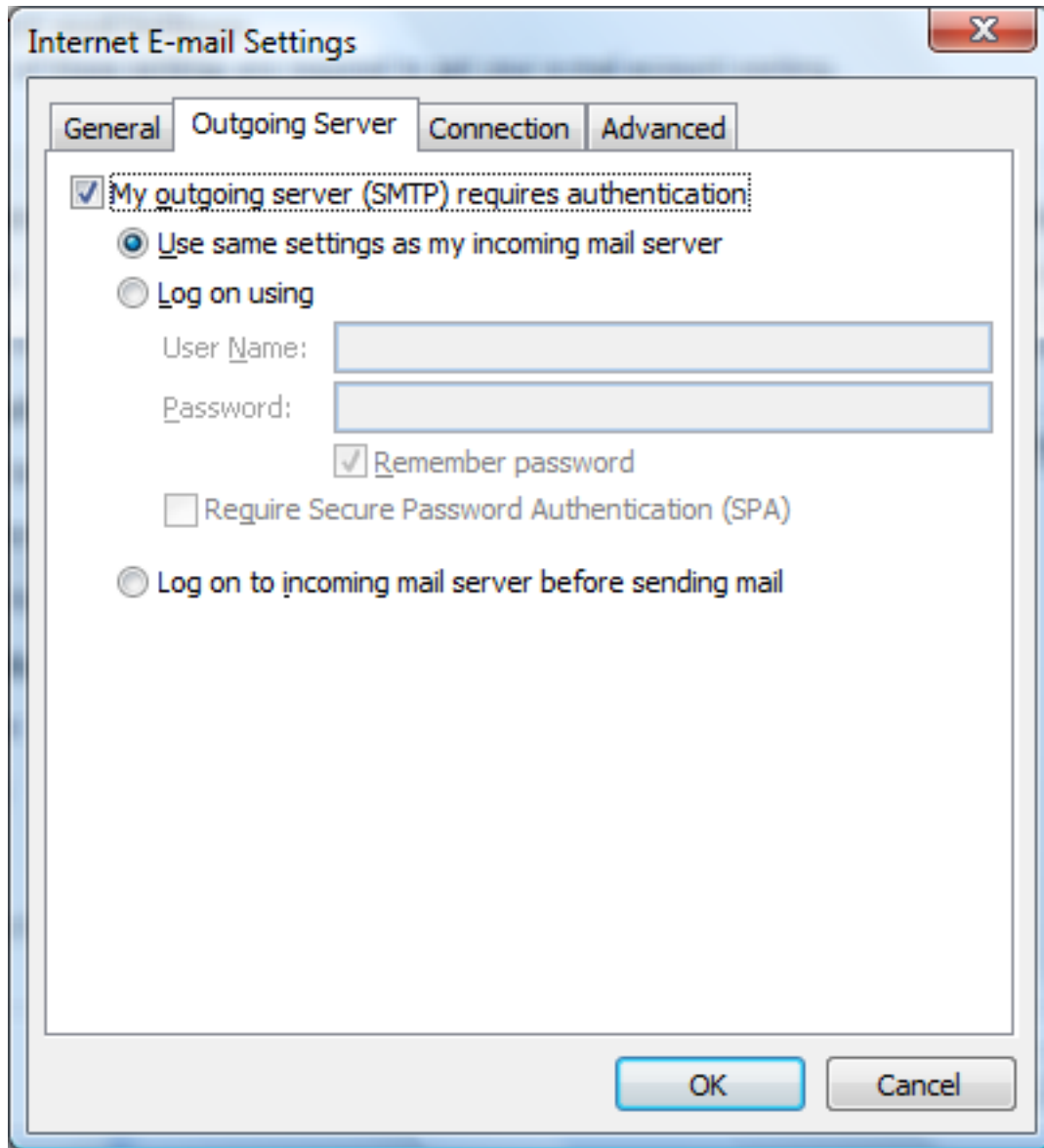
## Logon Information

- User Name: user-id@gol.com
- Password: Your Rakuten Broadband Premium account password
- Remember password: check
- Log on using Secure Password Authentication (SPA): Do not check

Click on the "More Settings..." button after entering the information

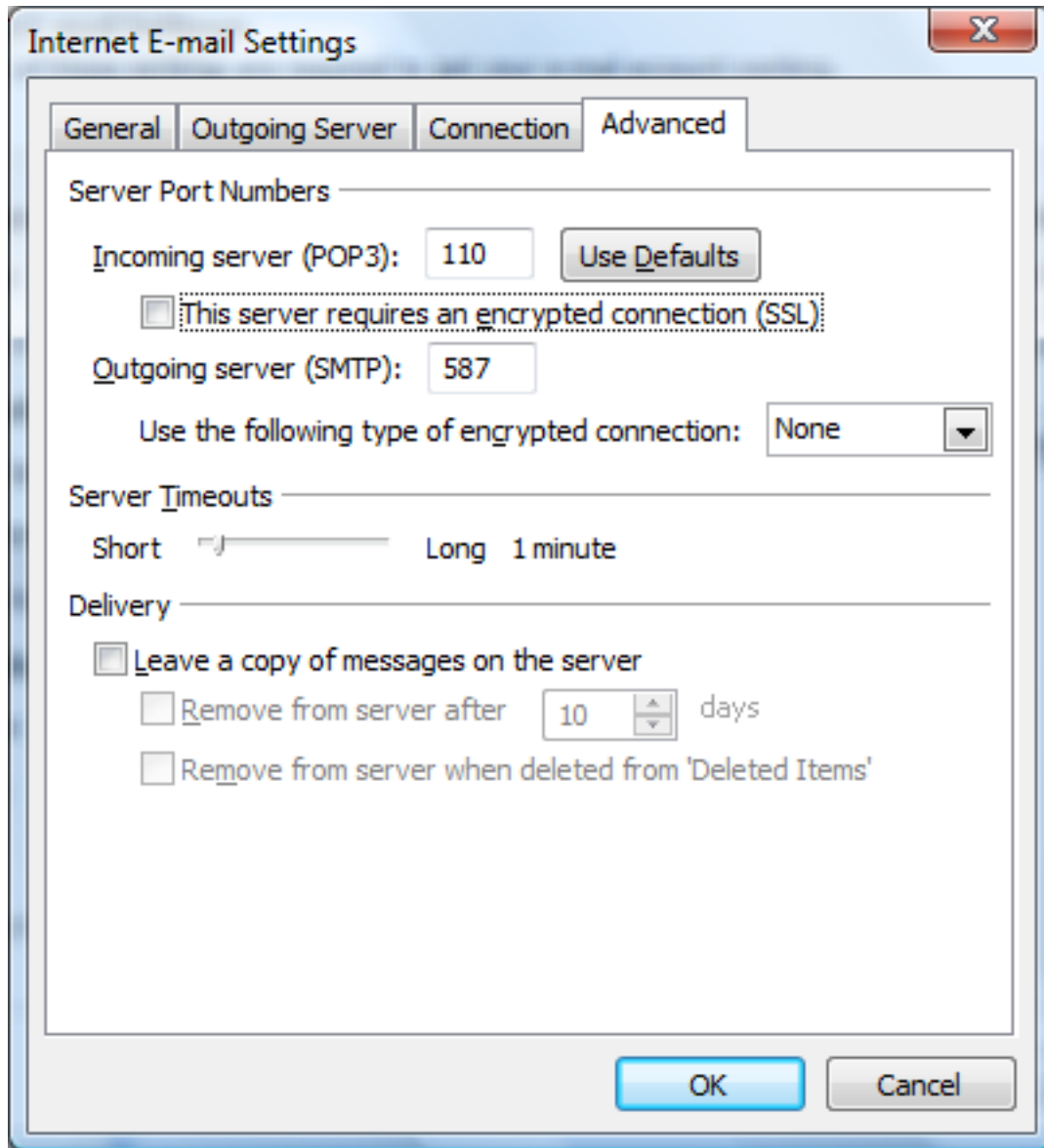
6. Select the "Outgoing Server" tab and then check the option "My outgoing server (SMTP) requires authentication" and "Use same settings as my incoming mail server"

# Outlook 2007



7. Select the "Advanced" tab and then configure the screen as follows:

# Outlook 2007

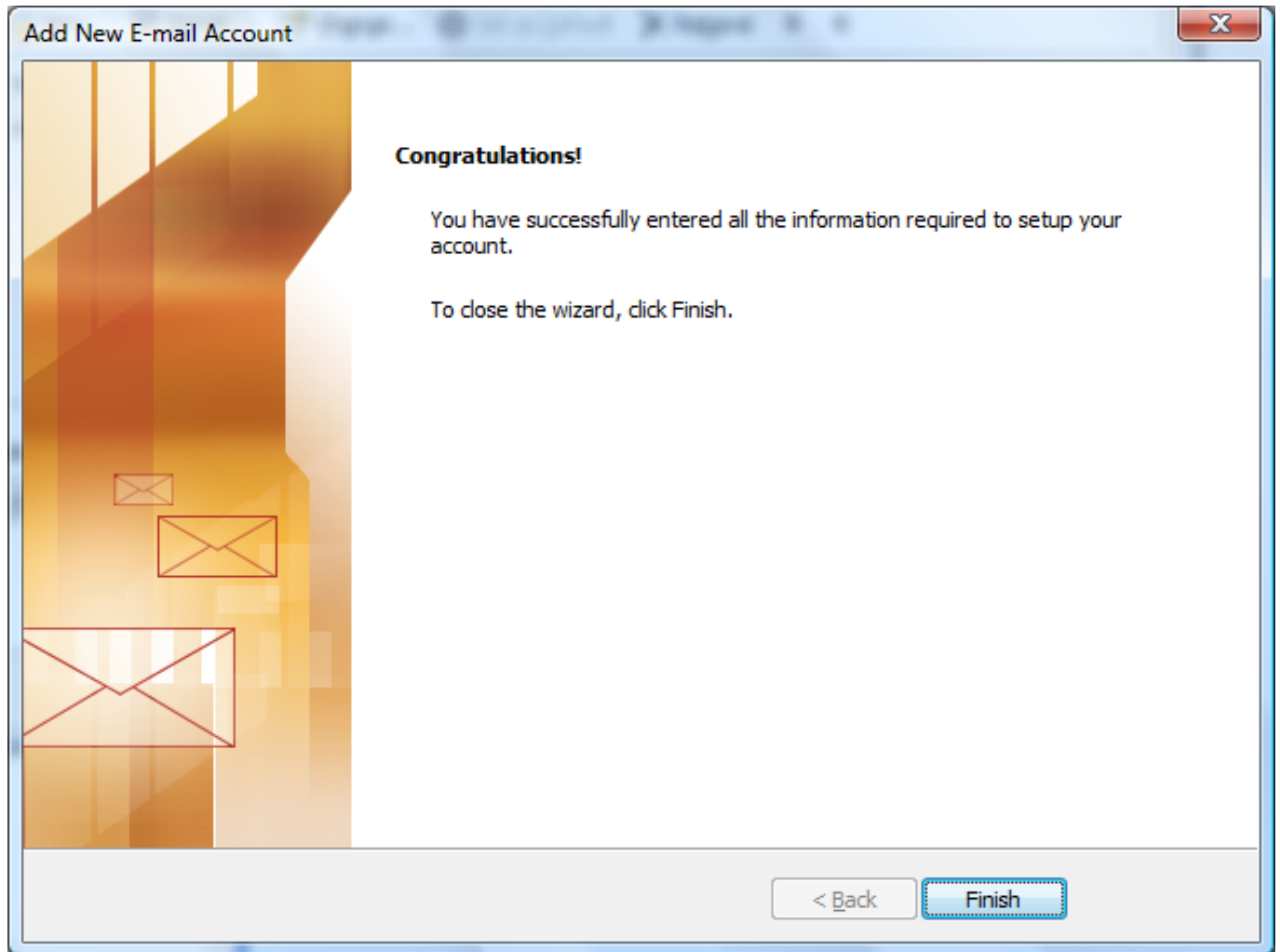


- Incoming server (POP3): 110
- This server requires an encrypted connection (SSL): Unchecked
- Outgoing server (SMTP): 587
- Use the following type of encrypted connection: None

Click "OK" to return to the "E-mail Accounts" screen and then click "Next"

8. Click the "Finish" button to complete the setup of your account

# Outlook 2007



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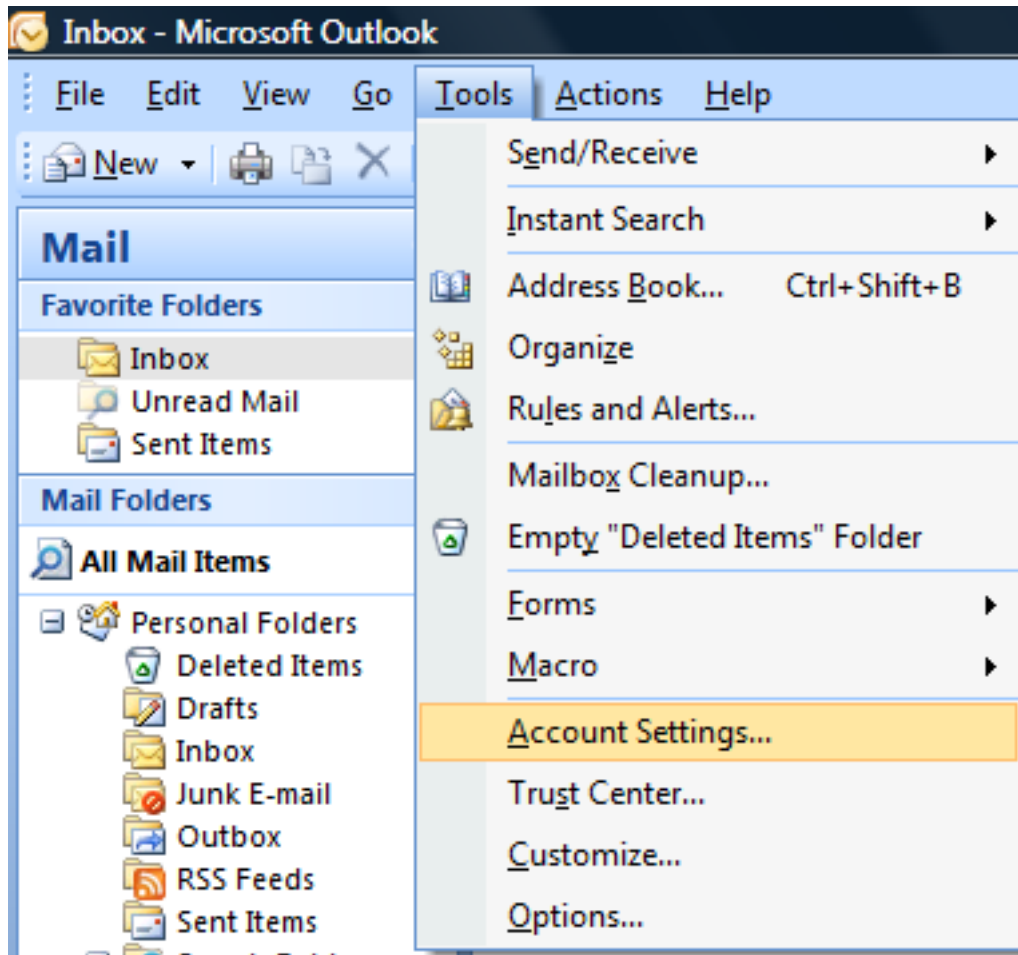
## Step 2. Configuring/Modifying SMTP (outgoing mail) server

Note: If you have already completed Step 1, you do not need to complete Step 2 to send and receive email.

1. Select "Email accounts..." from under "Tools"

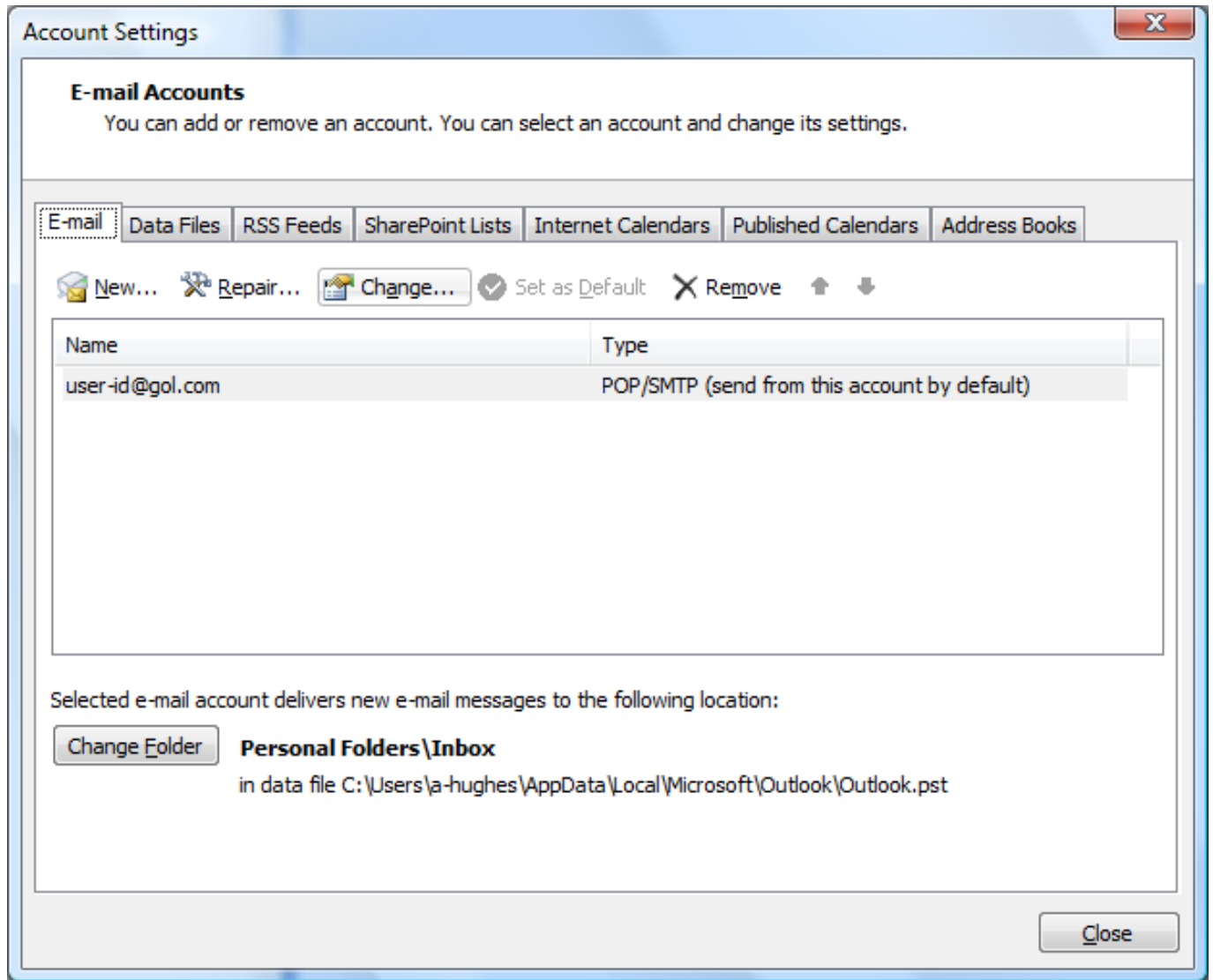


# Outlook 2007



2. Select your email account and then click on "Change..."

# Outlook 2007



3. Click on the "More settings..." button

# Outlook 2007

**Add New 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

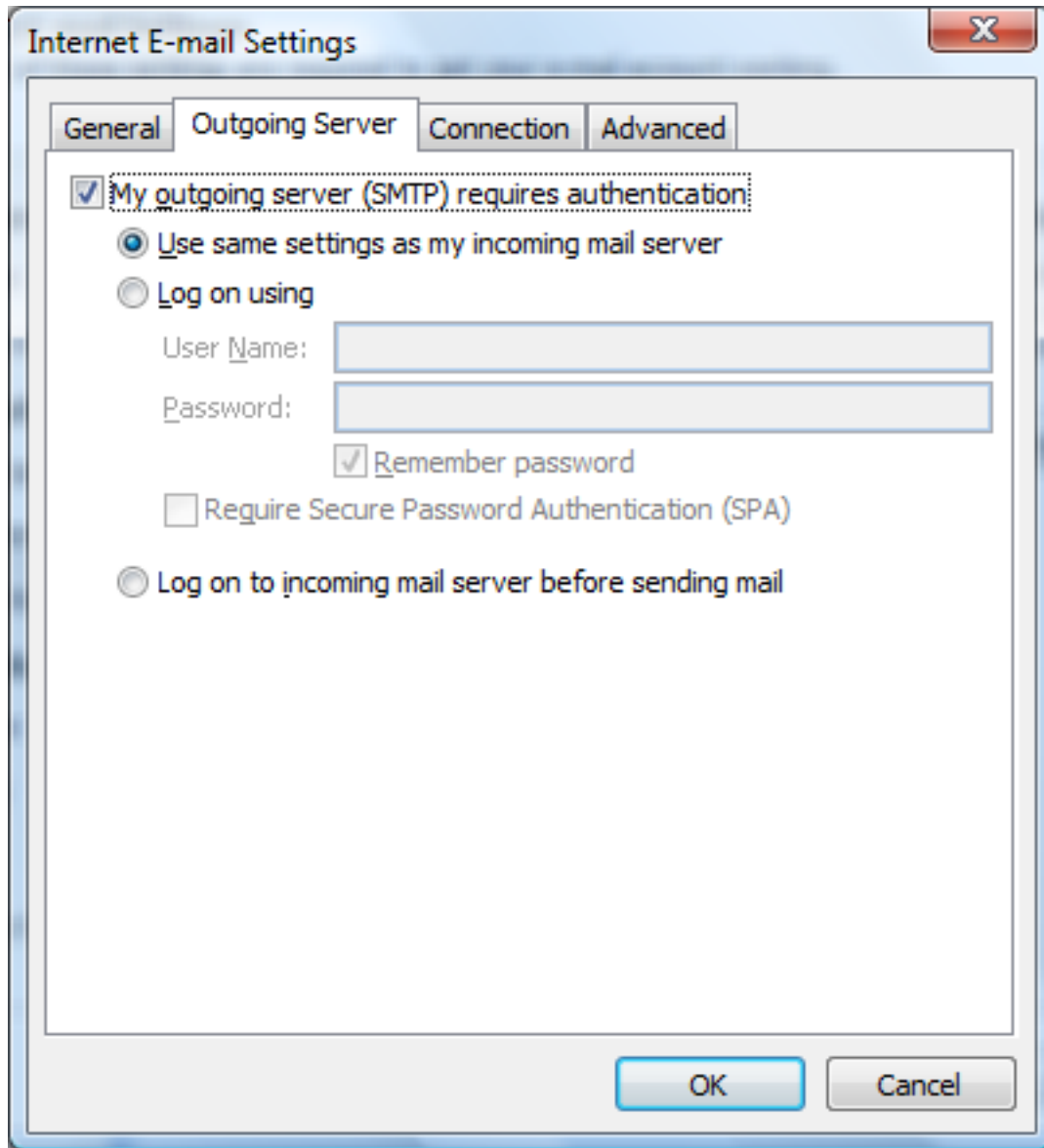
☐ Require logon using Secure Password Authentication (SPA)

**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)

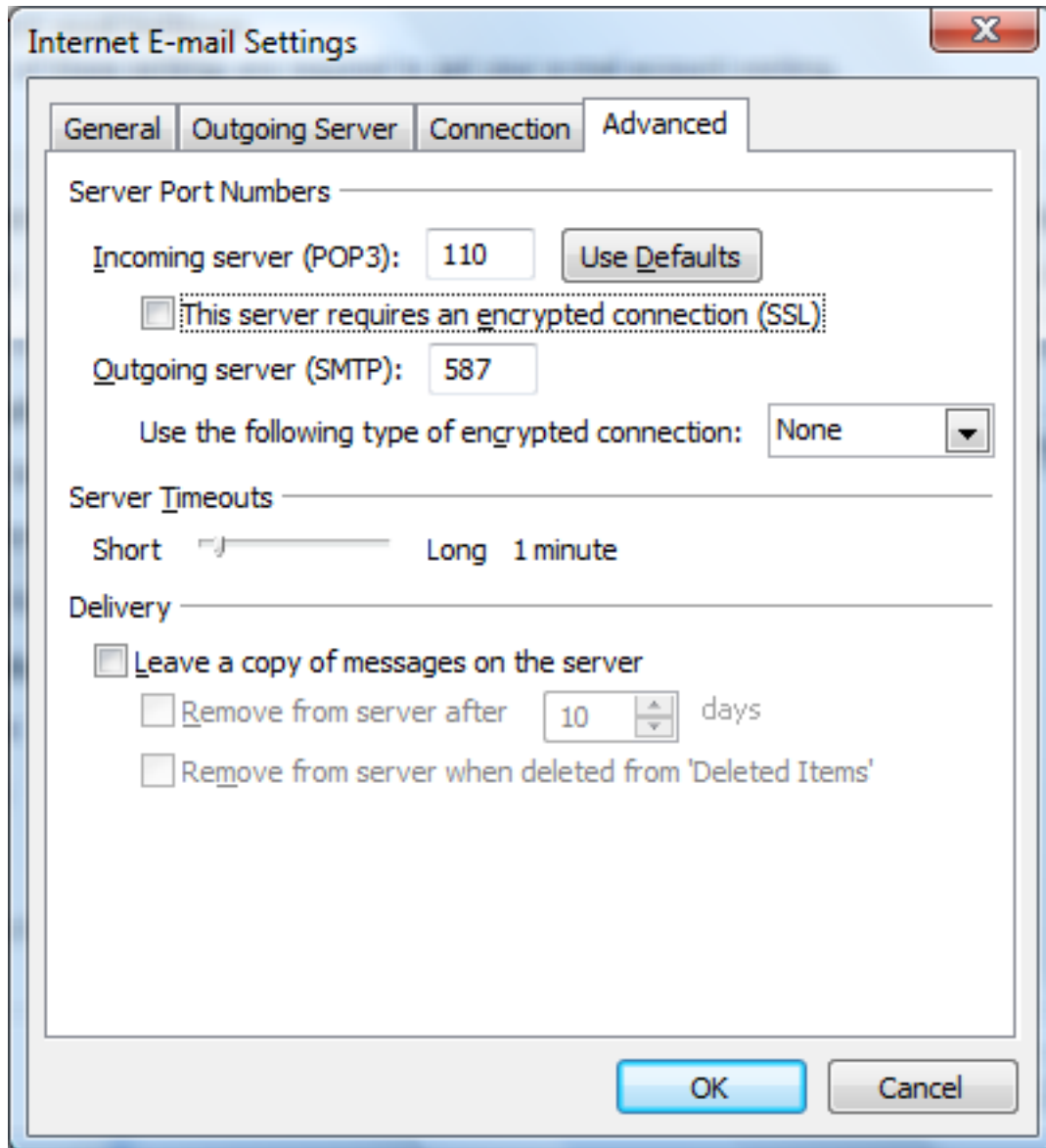
4. Select the "Outgoing Server" tab and then check the option "My outgoing server (SMTP) requires authentication" and "Use same settings as my incoming mail server"

# Outlook 2007



5. Select the "Advanced" tab and then configure the screen as follows:

# Outlook 2007



- Incoming server (POP3): 110
- This server requires an encrypted connection (SSL): Unchecked
- Outgoing server (SMTP): 587
- Use the following type of encrypted connection: None

Click "OK" to return to the "E-mail Accounts" screen and then click "Next" and "Finish" to save the changes.

Unique solution ID: #1005

Author: Support

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