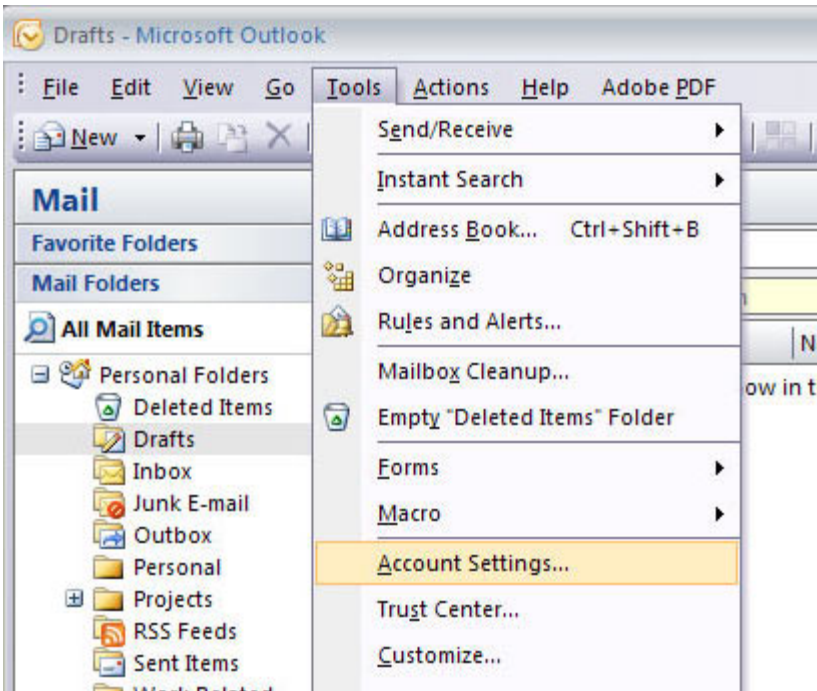
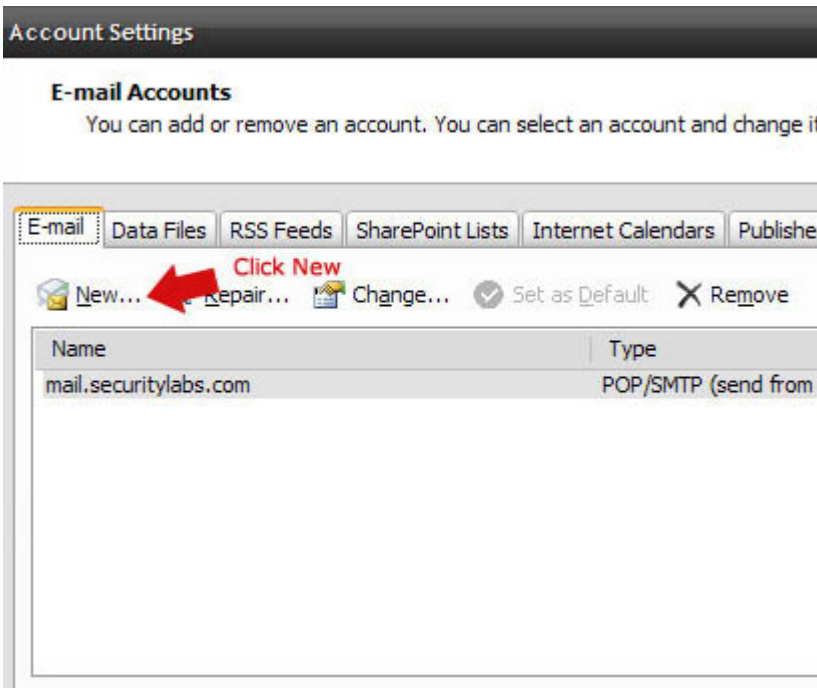


## How to add additional email accounts using Outlook 2007

**Step 1.** Open Outlook 2007 and go to Tools and then choose Account Settings.



**Step 2.** Click on the New button near the top.



**Step 3.** Make sure the first option is selected then hit Next.

Add New E-mail Account

**Choose E-mail Service**

**Microsoft Exchange, POP3, IMAP, or HTTP**  
Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.

**Other**  
Connect to a server type shown below.  
Outlook Mobile Service (Text Messaging)

< Back   Next >

**Step 4.** Near the bottom, check the box that says, "Manually configure server settings or additional server types."

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 >   C

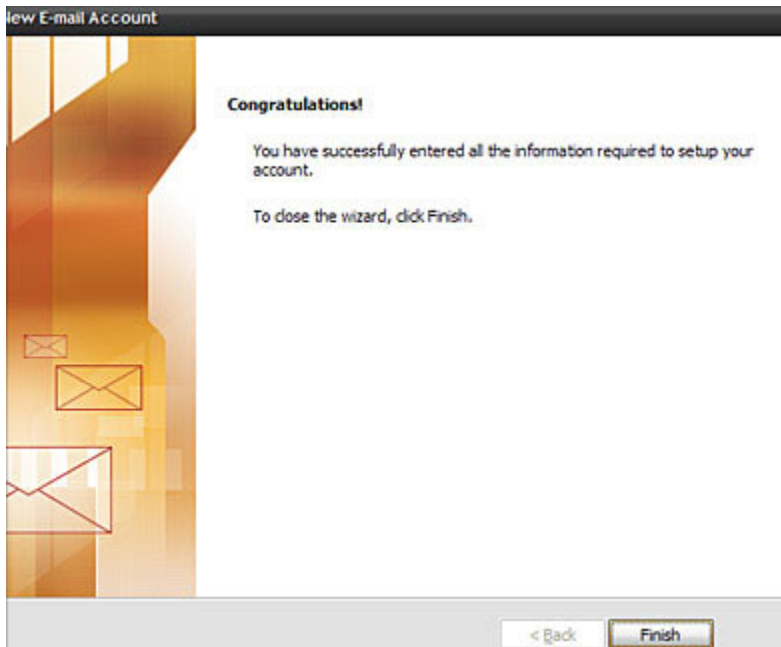
**Step 5.** Make sure the first option is selected then hit Next.

The screenshot shows the 'Add New E-mail Account' wizard at the 'Choose E-mail Service' step. There are three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Below the 'Other' option is a list box containing 'Outlook Mobile Service (Text Messaging)'.

**Step 6.** Enter your name under User Information. The 'E-mail Address' field is what you want the email address to be (example: [john.doe@yourdomain.com](mailto:john.doe@yourdomain.com)). Make sure you use your domain name after the @ symbol. Under 'Server Information' both Incoming Mail and Outgoing Mail server should be set to: mail.securitylabs.com. Make **the User Name the same as the E-mail Address**. Choose a password that you will use to log in to the account with. Before clicking the Next button, choose the More Settings... button.

The screenshot shows the 'Add New E-mail Account' wizard at the 'Internet E-mail Settings' step. The form is divided into several sections: 'User Information' (Your Name: John Doe, E-mail Address: john.doe@yourdomain.com), 'Server Information' (Account Type: POP3, Incoming mail server: mail.securitylabs.com, Outgoing mail server (SMTP): mail.securitylabs.com), and 'Logon Information' (User Name: john.doe@yourdomain.com, Password: masked). There is a 'Test Account Settings...' button and a 'More Settings...' button. Red arrows and text annotations highlight that both the incoming and outgoing mail servers should be 'mail.securitylabs.com' and that the 'More Settings...' button should be clicked before proceeding.

**Step 7.** Choose the Outgoing Server tab and check “My outgoing server (SMTP) requires authentication” then hit OK.



**Step 8.** Click Finish to complete the new email setup.

