

## To configure Outlook 2007 client for your Allconet email

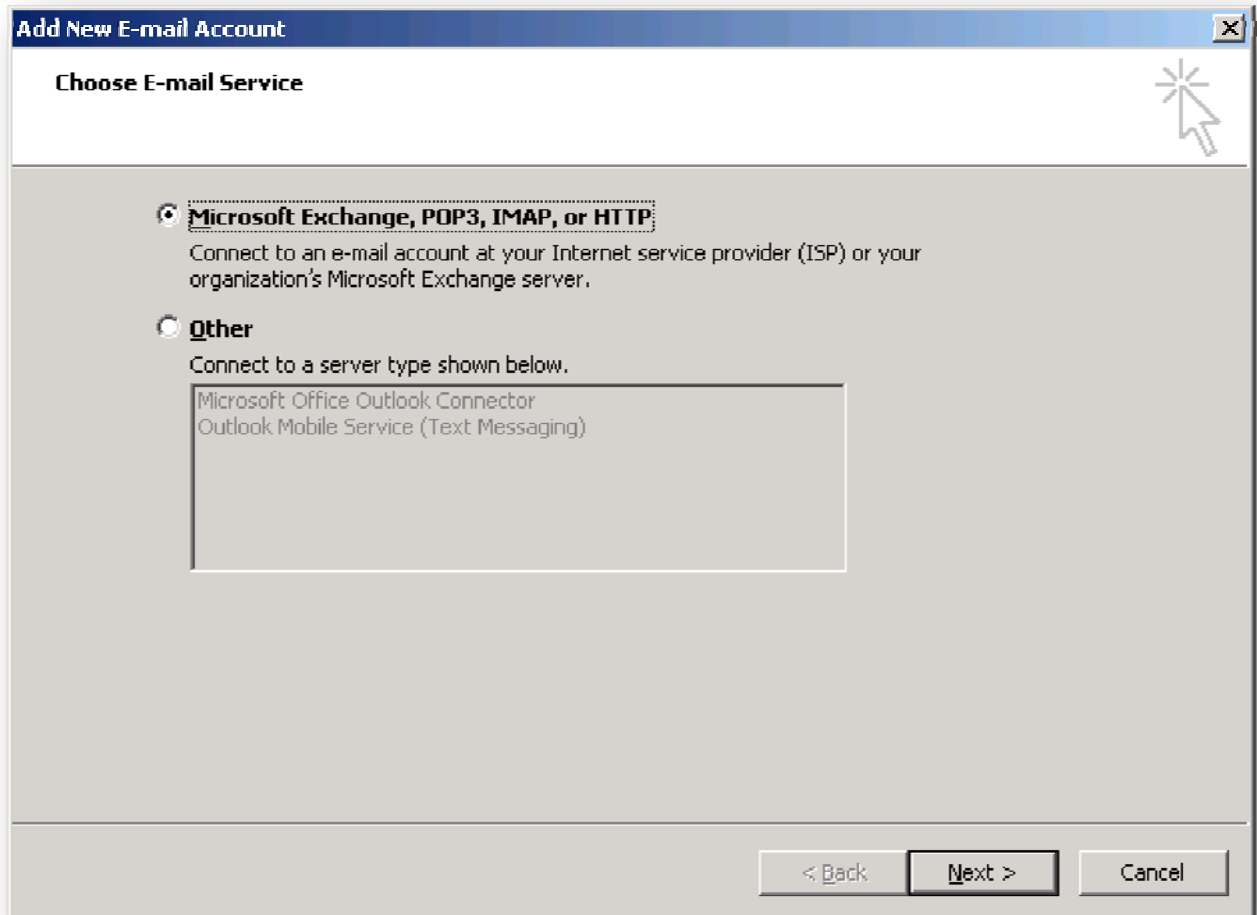
These directions are specific for Outlook however you can use the settings and information listed below to configure any mail client for use with Allconet email.

1. Open Outlook.
2. Click the **Tools** menu, and select **Account Settings...**
3. On the **E-mail** tab, click **New...**
4. If you are prompted to **Choose E-mail Service**, select **POP3, IMAP**, and click **Next**.
5. Fill in all necessary fields to include the following information:

**Your Name:** Enter your name as you would like it to appear in the From: field of outgoing messages.

**Email Address:** Enter your full Allconet email address (*username@allconet.org*).

**Password:** Enter your email password.



**Add New E-mail Account** [Close]

**Auto Account Setup**  
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings. [Help]

**Your Name:** [John Doe]  
Example: Barbara Sankovic

**E-mail Address:** [jdoe@allconet.org]  
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

6. Manually configure server settings or additional server types.
7. Click **Next**.

8. If you are configuring Outlook 2007 manually, select **Internet E-mail** and click **Next**.

**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: John Doe

E-mail Address: jdoe@allconet.org

**Server Information**

Account Type: POP3

Incoming mail server: mail.allconet.org

Outgoing mail server (SMTP): mailfilter.allconet.org

**Logon Information**

User Name: jdoe@allconet.org

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 ...

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Verify your **User Information**, and enter the following additional information:

**Server Information**

**Account Type:** POP3

**Incoming mail server:** mail.allconet.org

**Outgoing mail server (SMTP):** mailfilter.allconet.org

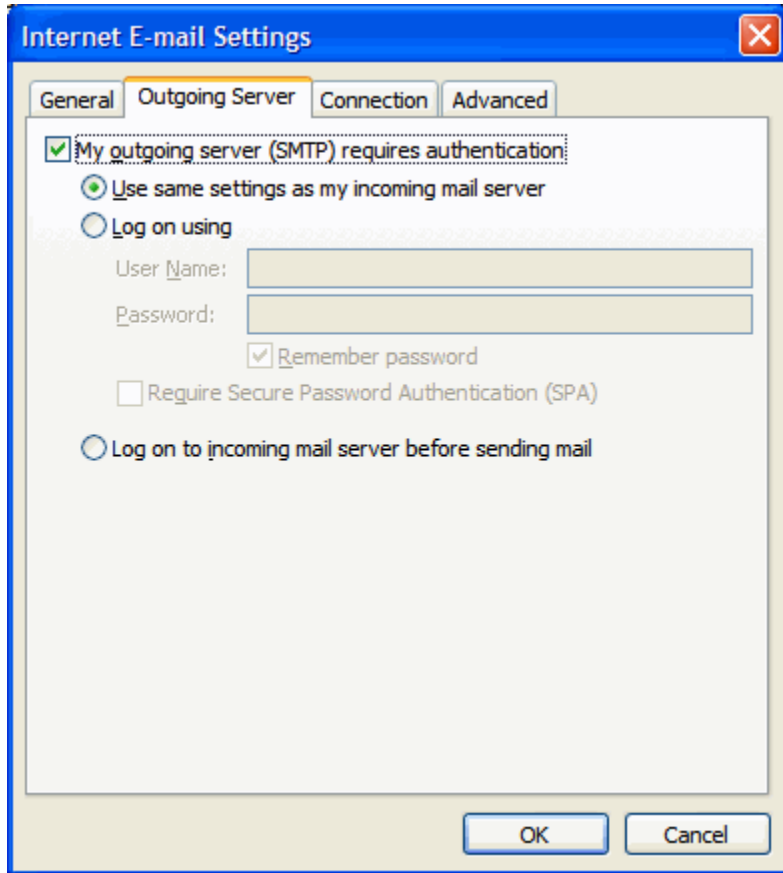
**Logon Information**

**User Name:** Enter your Allconet username (including @allconet.org).

**Password:** Enter your email password.

**Require logon using Secure Password Authentication (SPA):** Leave this option unchecked.

9. Click the **More Settings...** button, and select the **Outgoing Server** tab.
10. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.



11. Click **OK**.
12. Click **Test Account Settings...** After receiving 'Congratulations! All tests completed successfully', click **Close**.
13. Click **Next**, and then click **Finish**.

**Congratulations!** You're done configuring your client to send and retrieve Allconet messages.



**Congratulations!**

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

< Back

Finish