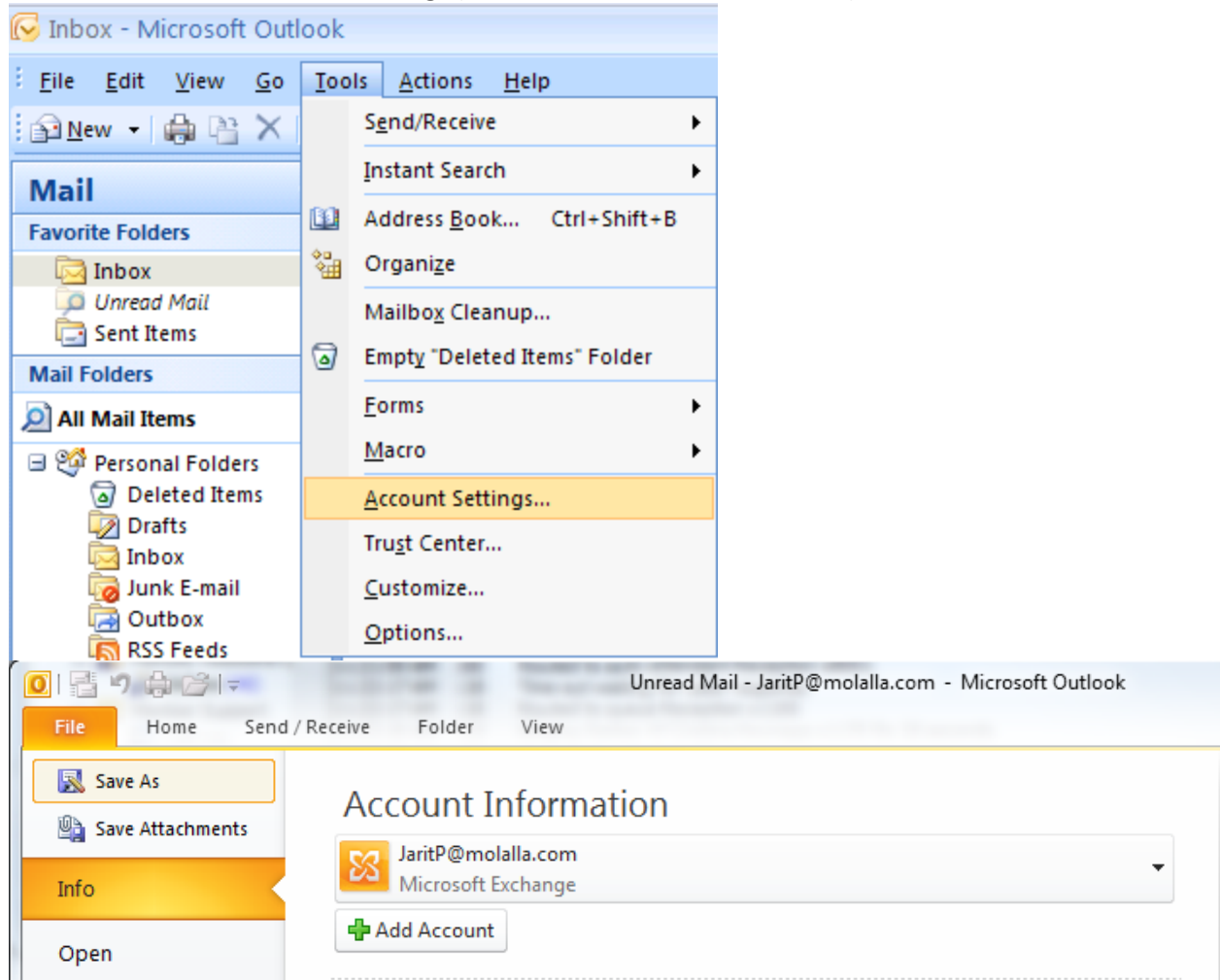


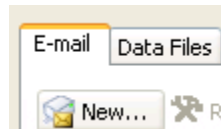
## Setting Up a New Email Account in Outlook 2007/2010

To determine which version of email program you have select Help, and then select About Microsoft Office Outlook.

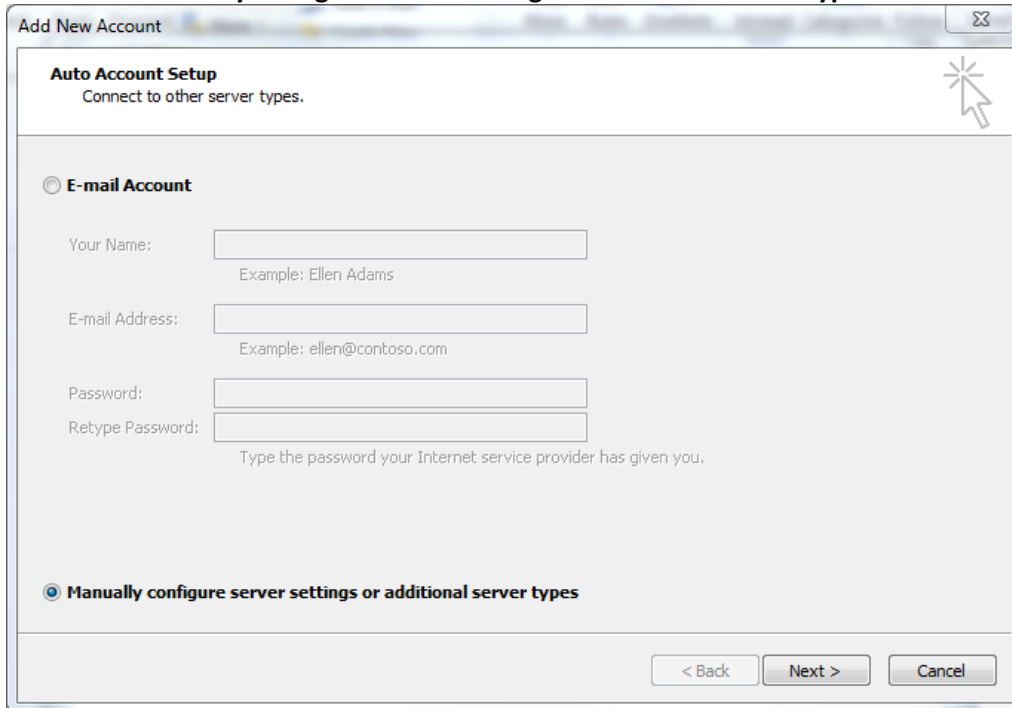
1. Select **Tools** and **Account Settings** (in 2010 select file + Add Account)



2. Click on **New...** (2007 only)

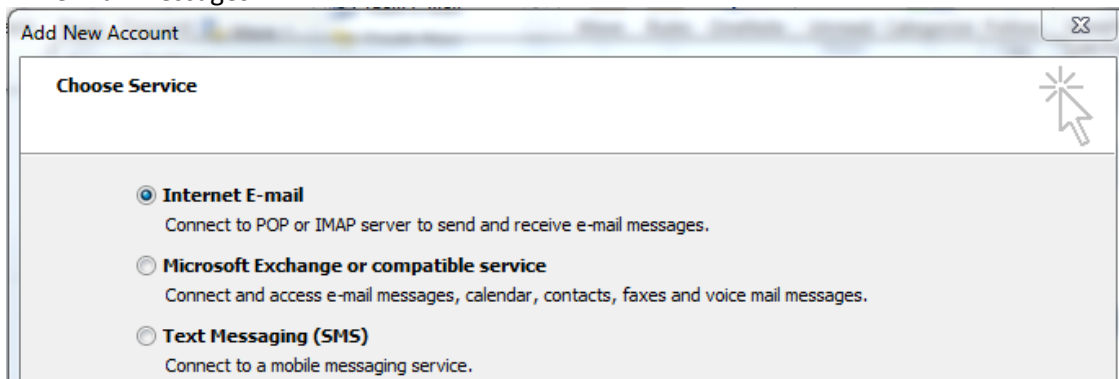


3. **Select Manually configure server settings or additional server types** and click on **Next >**.



The screenshot shows the 'Add New Account' dialog box with the 'Auto Account Setup' section selected. The title bar reads 'Add New Account' and there is a close button in the top right corner. The main heading is 'Auto Account Setup' with the subtitle 'Connect to other server types.' Below this, there are two radio button options. The first is 'E-mail Account', which is currently unselected. It includes four input fields: 'Your Name:' (with an example 'Ellen Adams'), 'E-mail Address:' (with an example 'ellen@contoso.com'), 'Password:', and 'Retype Password:' (with a note: 'Type the password your Internet service provider has given you.'). The second radio button option is 'Manually configure server settings or additional server types', which is selected. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

4. **Select Next** to set up with Internet email – Connect to POP or IMAP server to send and receive e-mail messages.



The screenshot shows the 'Add New Account' dialog box with the 'Choose Service' section selected. The title bar reads 'Add New Account' and there is a close button in the top right corner. The main heading is 'Choose Service'. Below this, there are three radio button options. The first is 'Internet E-mail', which is selected, with the description 'Connect to POP or IMAP server to send and receive e-mail messages.' The second is 'Microsoft Exchange or compatible service', with the description 'Connect and access e-mail messages, calendar, contacts, faxes and voice mail messages.' The third is 'Text Messaging (SMS)', with the description 'Connect to a mobile messaging service.' At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Enter in the Following information –

User Information

- Your Name – **Your name as you would like it to appear on outgoing emails**
- E-mail Address – **Your full Molalla.net email address**

Server Information

- Account Type – **POP3**
- Incoming mail server – **pop3.molalla.net**
- Outgoing mail server (SMTP) – **smtp.molalla.net**

Logon Information

- User Name – **Your full email address with @molalla.net**
- Password – **Your password for the Molalla.net email address**

**Add New 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 by clicking the Next button

**Deliver new messages to:**

New Outlook Data File

Existing Outlook Data File

6. Click on **More Settings** and Select **Outgoing Server**. Place a check next to **My outgoing server (SMTP) requires authentication**.

**Internet E-mail Settings**

General **Outgoing Server** Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

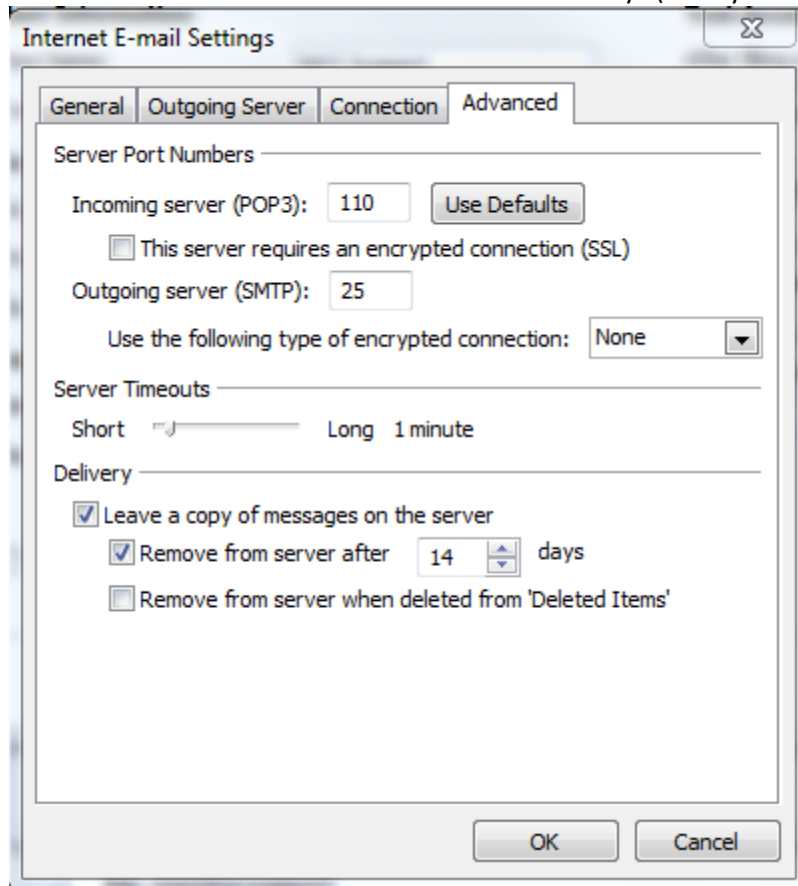
Password:

Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

7. Click on the Advanced Tab and place a check next to Leave a copy of messages on the server and a check next to Remove from server after 10 days (14 days on Outlook 2010).



8. Click on OK then Next and Finish on the next screen.