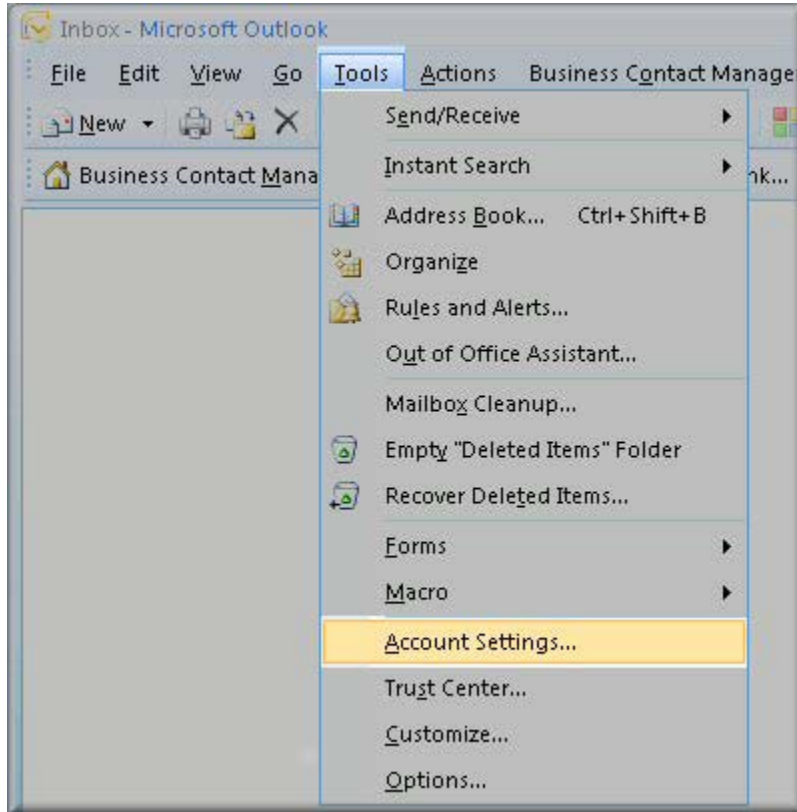
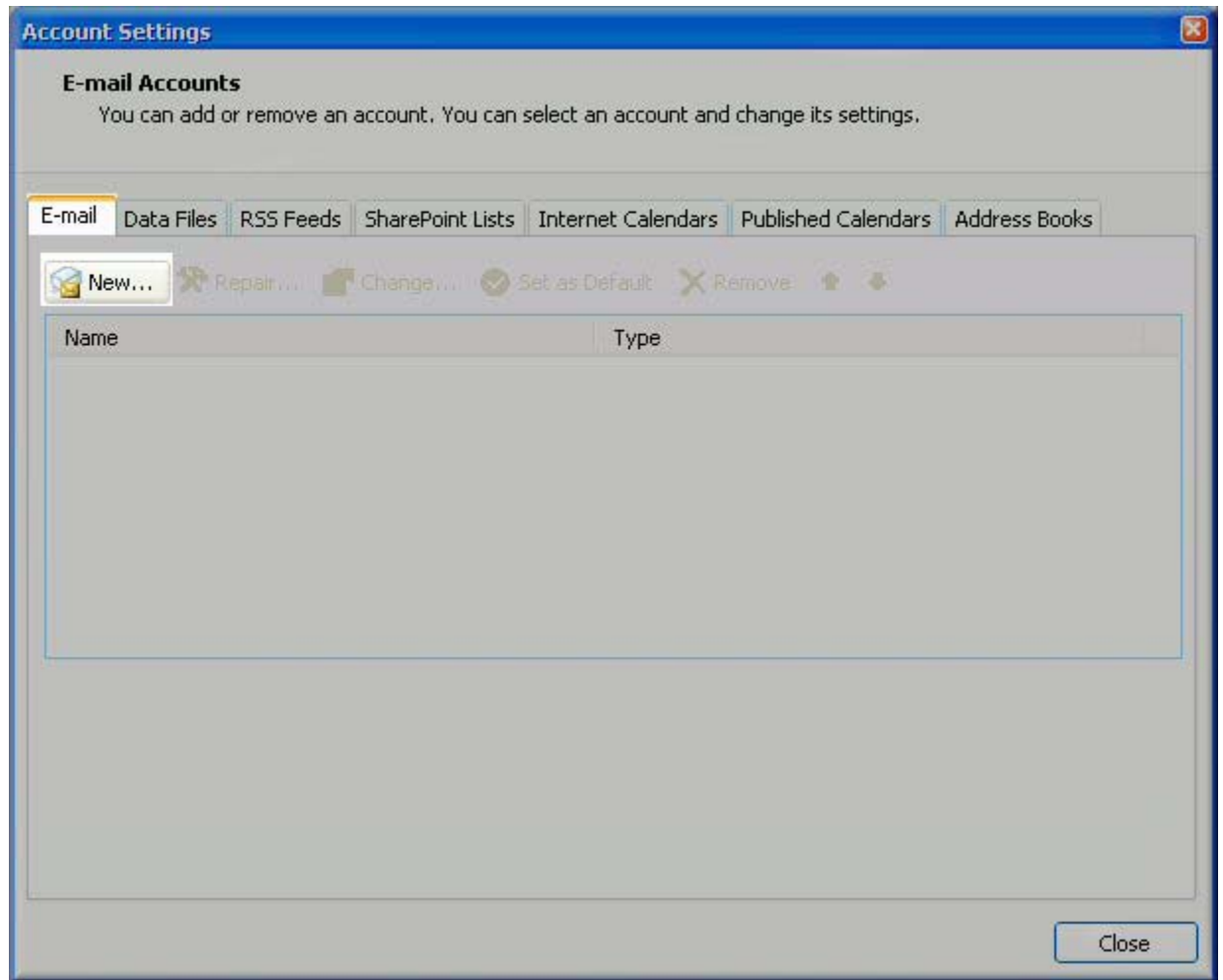


## Configuring your email client: Outlook 2007

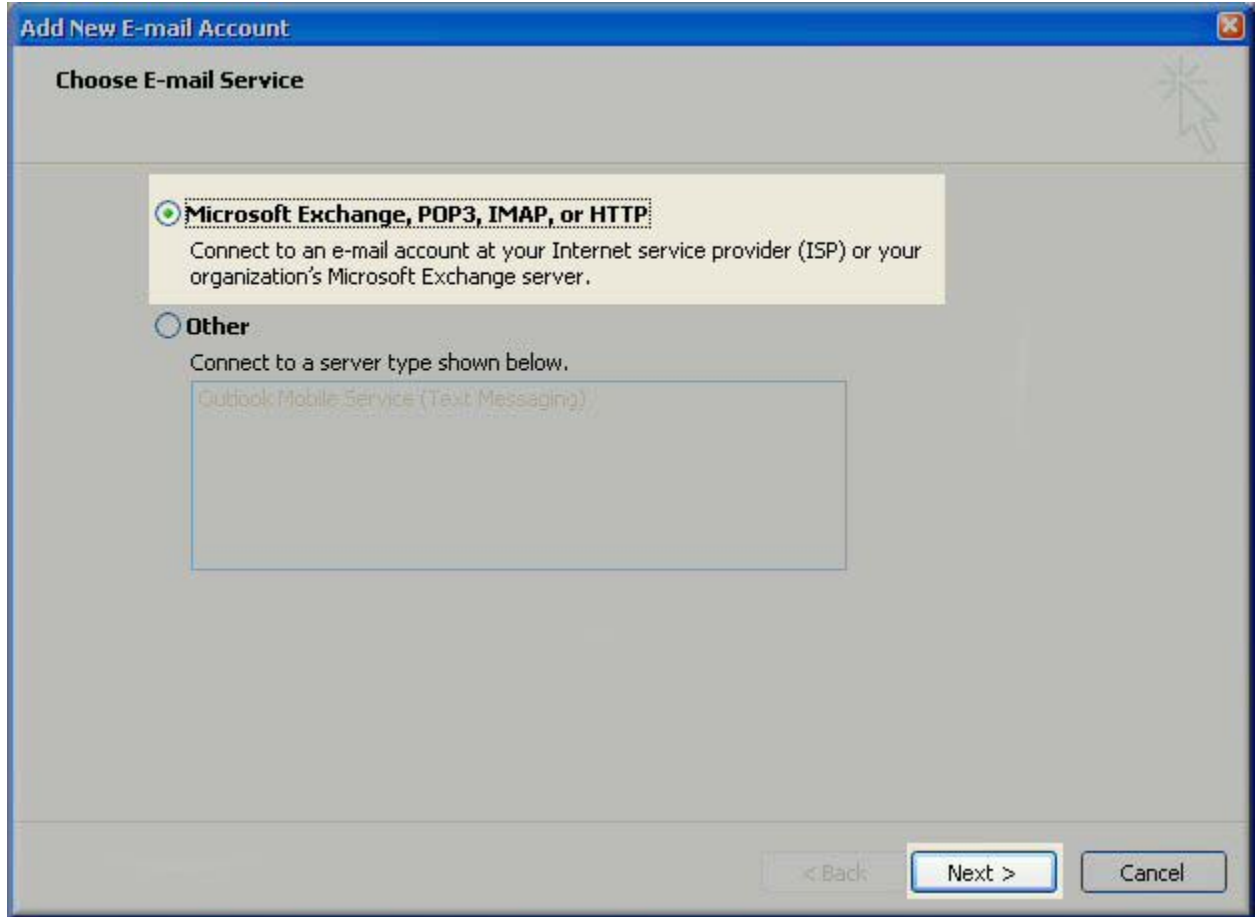
1. Open Outlook 2007.
2. Click the Tools menu, and select Account Settings.



3. Click on the Email tab and click on the New... button.



4. Next select Microsoft Exchange, POP3, IMAP or HTTP and click Next.



5. On the Auto Account Setup window check the manually configure server settings or additional server types and click Next.

**NOTE:**

(mt) Media Temple does not support this feature on our mail servers, so you should not use the Auto Account Setup feature.

**Add New E-mail Account**

**Auto Account Setup**

Your Name:   
Example: Barbara.Senkovic

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

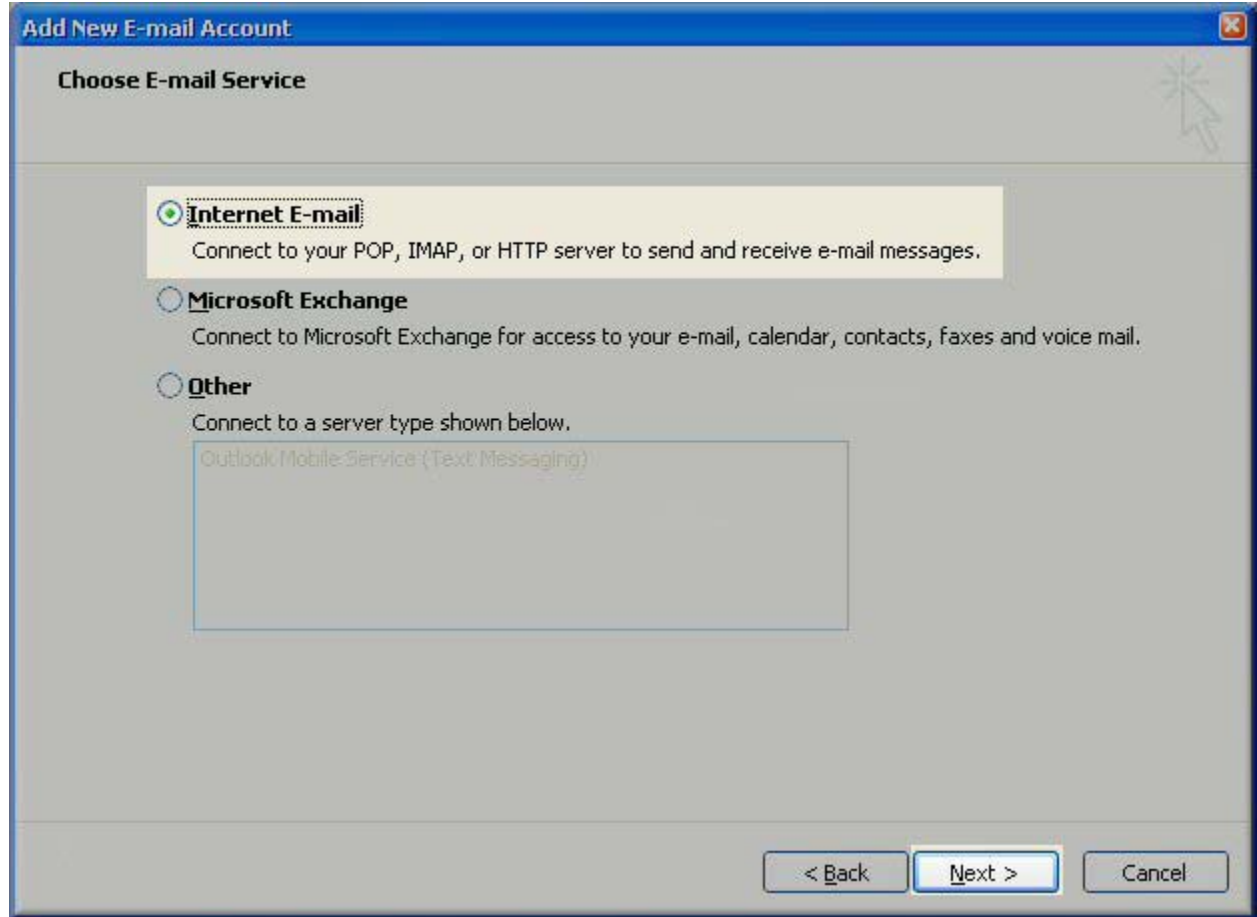
Password:

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

Manually configure server settings or additional server types

< Back    Next >    Cancel

6. Select Internet E-mail option and click next.



7. Fill in the following fields:
  - o Enter Your Name as you want it to appear.
  - o Enter your full email address username@mt-example.com in the Email address: field.
  - o Select POP3 or IMAP.
  - o Enter mail.mt-example.com in the Incoming mail (POP3, IMAP) server: field.
  - o Enter mail.mt-example.com in the Outgoing mail (SMTP) server: field.
  - o Enter your username username@mt-example.com in the Account name: field.
  - o Enter your email password in the Password: field.

**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 Smith  
E-mail Address: jsmith@my-domain-temple.net

**Server Information**

Account Type: POP3  
Incoming mail server: mail.my-domain-temple.net  
Outgoing mail server (SMTP): mail.my-domain-temple.net

**Logon Information**

User Name: jsmith@my-domain-temple.net  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

**Test Account Settings**

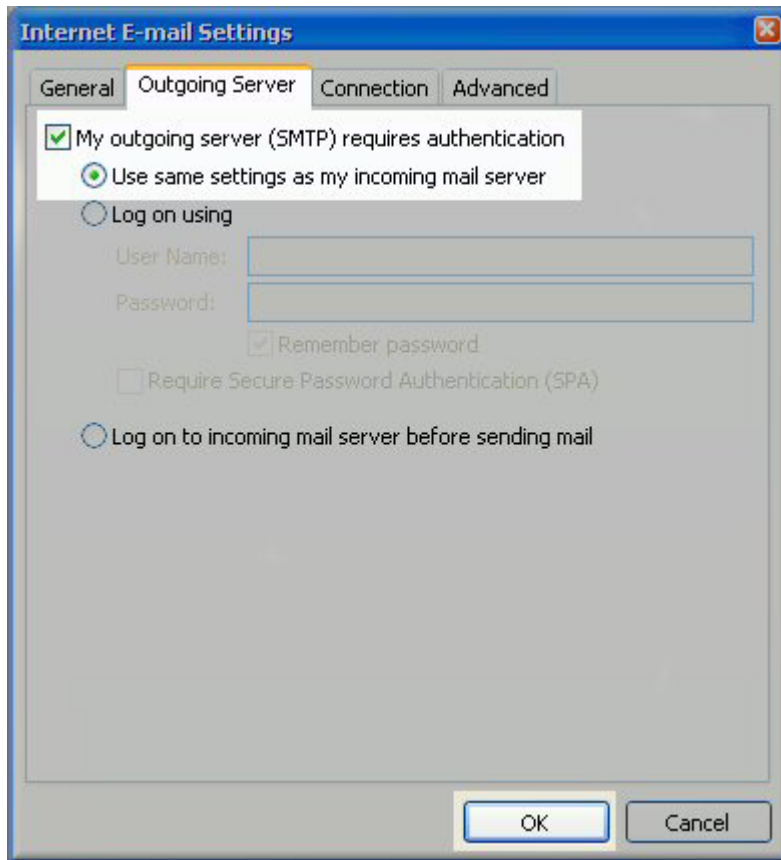
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

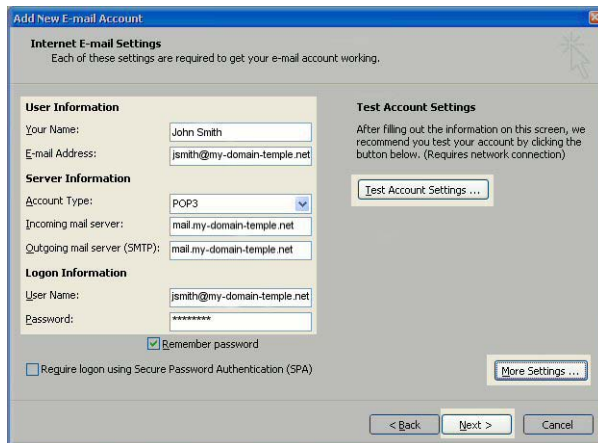
More Settings ...

< Back   Next >   Cancel

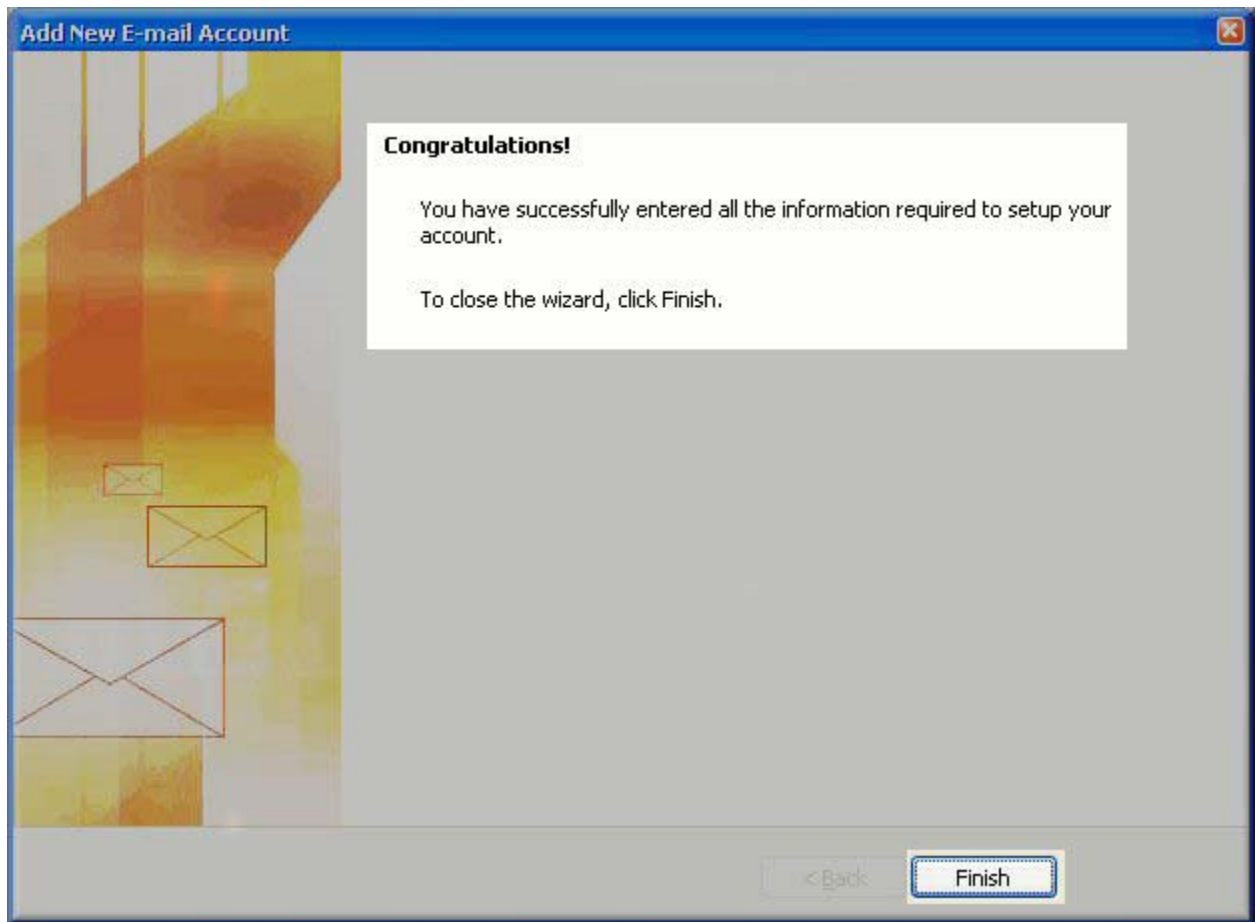
8. use incoming mail server as **pop.gmail.com**
9. use outgoing server as **smtp.gmail.com**
10. Perform the following steps:
  - o Click on More Settings...
  - o Click on the Outgoing Server tab.
  - o Check My outgoing server (SMTP) Requires Authentication
  - o Make sure Use same setting as my incoming mail server is also checked.
  - o Click on OK.



11. Click the Test Account Settings button and you should see all items with green check marks... Click the Close Button to close the test window. Click OK to save your settings.



12. Congratulations. You have finished the setup of your email account. Click Finish to close the setup wizard.



**NOTE:**

NOTE: (gs) Grid-Service accounts only: If you are still having issues sending email you can try the following:

1. Click the Tools menu, and select E-mail Accounts.
2. Highlight the email account and click Change.
3. Click the Advanced tab, and change the smtp port to the alternate port of 465 then click on OK.

Internet E-mail Settings ✕

General   **Outgoing Server**   Connection   Advanced

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Server Port Numbers

Incoming server (POP3):

This server requires an encrypted connection (SSL)

Outgoing server (SMTP):

Use the following type of encrypted connection:  ▾

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Server Timeouts

Short  Long 2 minutes 50 seconds

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Delivery

Leave a copy of messages on the server

Remove from server after    days

Remove from server when deleted from 'Deleted Items'