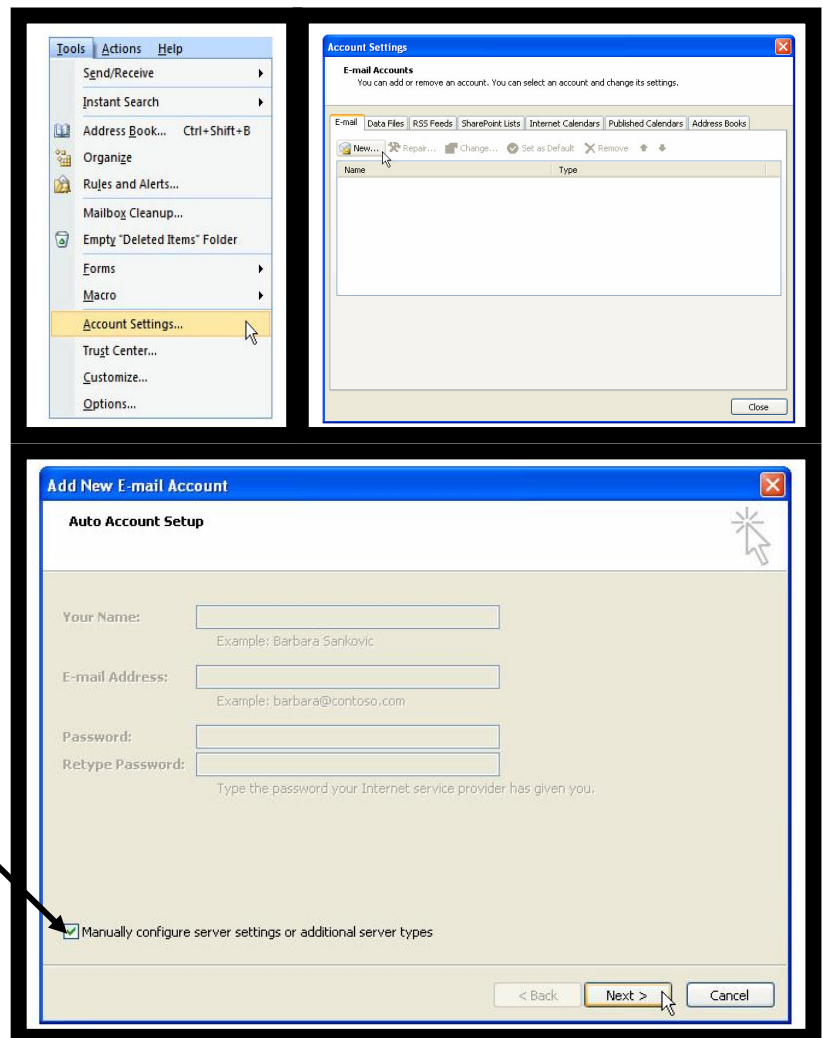


How to setup an email address in Outlook 2007

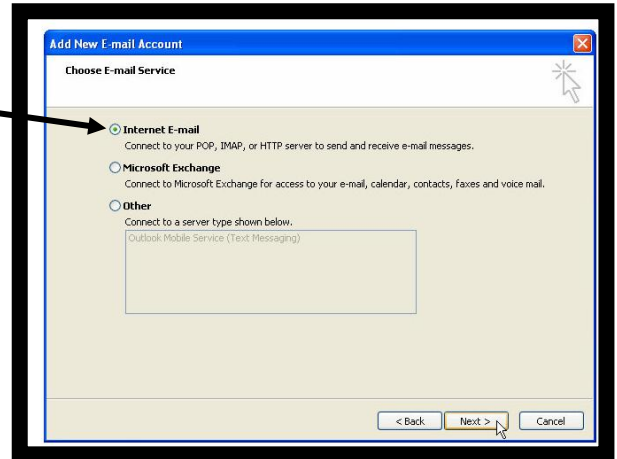
To set up an E-mail account in Microsoft Outlook 2007, you will need to do the following:

- Open outlook then click on tools
- Click on Account settings
- When on account settings, click on the “E-mail” tab and select “New”



- You then need to make sure that the box is ticked for “Manually configure server settings or additional server types” and then click “Next”

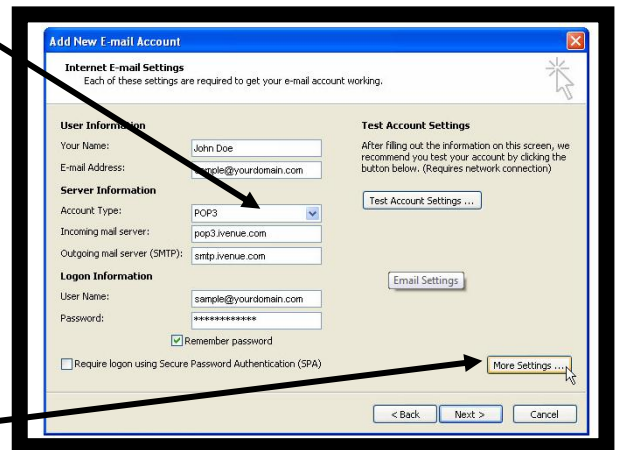
- The next stage is the “Add E-mail Account” where a few options will be displayed. You need to make sure that the spot highlighted is “Internet E-mail” and then click “Next”



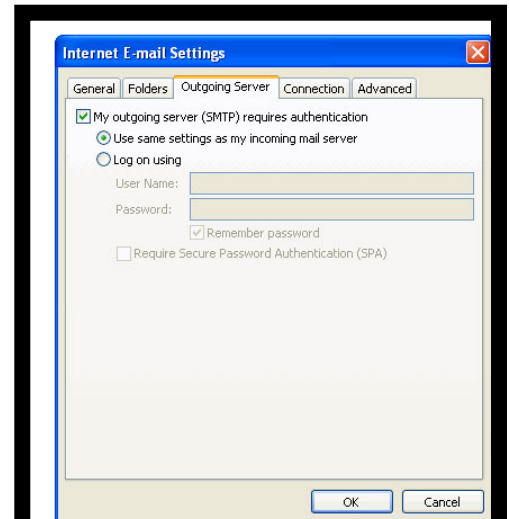
- You will then need to fill out the details required.
- Make sure that the account type is POP3
- The account name is the full e-mail address

- Incoming mail server = mail.intouchsystems.co.uk
- Outgoing mail server = mail.intouchsystems.co.uk

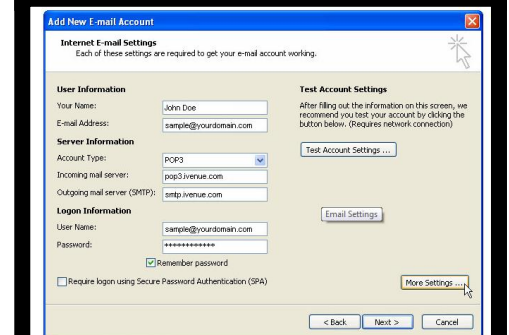
- Then click on “More Settings”



- You now need to make sure that on the “Outgoing Server” tab that the tick is placed in the “My outgoing server (SMTP) requires authentication” and then click on “OK”



- After clicking “OK” you will then be re-directed to the previous stage (Filling out details)
- Finally, you can test the account by clicking on Test Account Settings if you wish.



- Then select “Next” and finally “Finish” this will close the setup wizard and the account will be set up.

