

Outlook 2007

1. Open Outlook.
2. For new setups, select **Do not upgrade**.
3. Click **Yes**.
4. Enter your display name, email address (including 'campuskey@jefferson.edu), and password.
5. Select the 'Manually configure server settings or additional server types' checkbox.

Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: jxd702@jefferson.edu

Password:

Re-type 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**.

7. Settings: name, full email address (including 'campuskey@jefferson.edu')
 - o In the **Account Type** dropdown menu, select **IMAP**; enter the incoming and outgoing server names shown below.
 - o In the 'User Name' field, fill in your email address 'campuskey@jefferson.edu'
 - o After creating these settings, clicking **Next** takes you to the end of the setup.

The screenshot shows a window titled "Add New E-mail Account" with a close button in the top right corner. Below the title bar, the text "Internet E-mail Settings" is displayed, followed by the instruction "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a star icon in the top right corner of the window.

The window is divided into two main sections: "User Information" and "Test Account Settings".

User Information:

- Your Name: My Name
- E-mail Address: campuskey@jefferson.edu

Server Information:

- Account Type: IMAP (dropdown menu)
- Incoming mail server: imap.gmail.com
- Outgoing mail server (SMTP): smtp.gmail.com

Logon Information:

- User Name: campuskey@jefferson.edu
- Password: *****
- Remember password
- Require logon using Secure Password Authentication (SPA)

Test Account Settings:

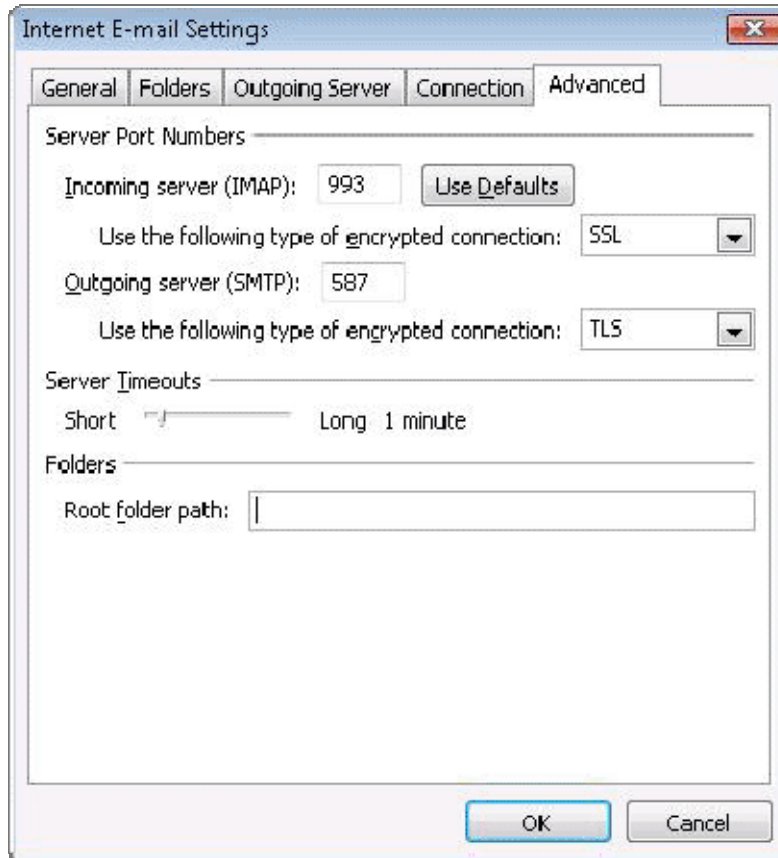
- After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
- Test Account Settings ...

At the bottom right, there is a "More Settings ..." button.

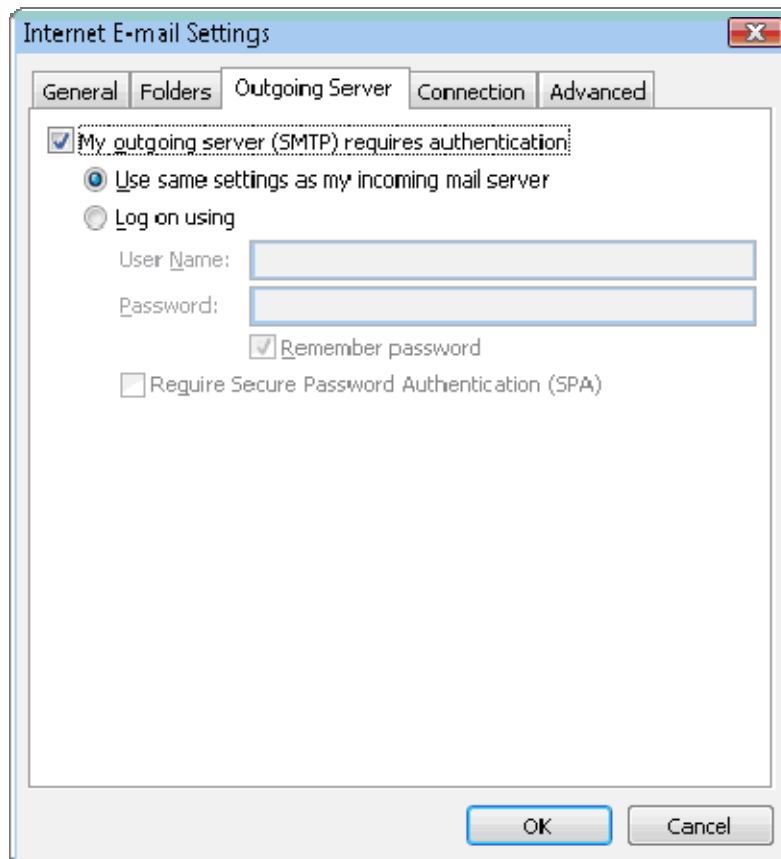
At the bottom of the window, there are three buttons: "< Back", "Next >", and "Cancel".

8. In the **Tools** menu, select **Options** then **Mail Setup**. Under 'Email Accounts,' click **E-mail Accounts**.

9. Select an account, and click **Change** above the list of accounts. Click **More Settings**, then the **Advanced** tab.
 - Incoming server must be 993, and must use SSL encryption.
 - Outgoing server can use 587, TLS encryption.



10. Click the **Outgoing Server** tab. Make sure that 'My outgoing server (SMTP) requires authentication' is selected. The radio button 'Use same settings as my incoming mail server' should also be selected.



11. Click **OK** > **Next** > **Finish** > **Close** > **OK**.