

# Creating a New E-mail Account in Outlook 2007

This guide will help you set up a new e-mail account with the proper server settings in Outlook 2007.

## Step 1. Navigate to your **Account Settings**:

- Open **Outlook 2007**
- Click the **Tools** drop-down menu and select **Account Settings**
- Click the **E-mail** tab, then click **New**

## Step 2. The Add New E-mail Account window will open:

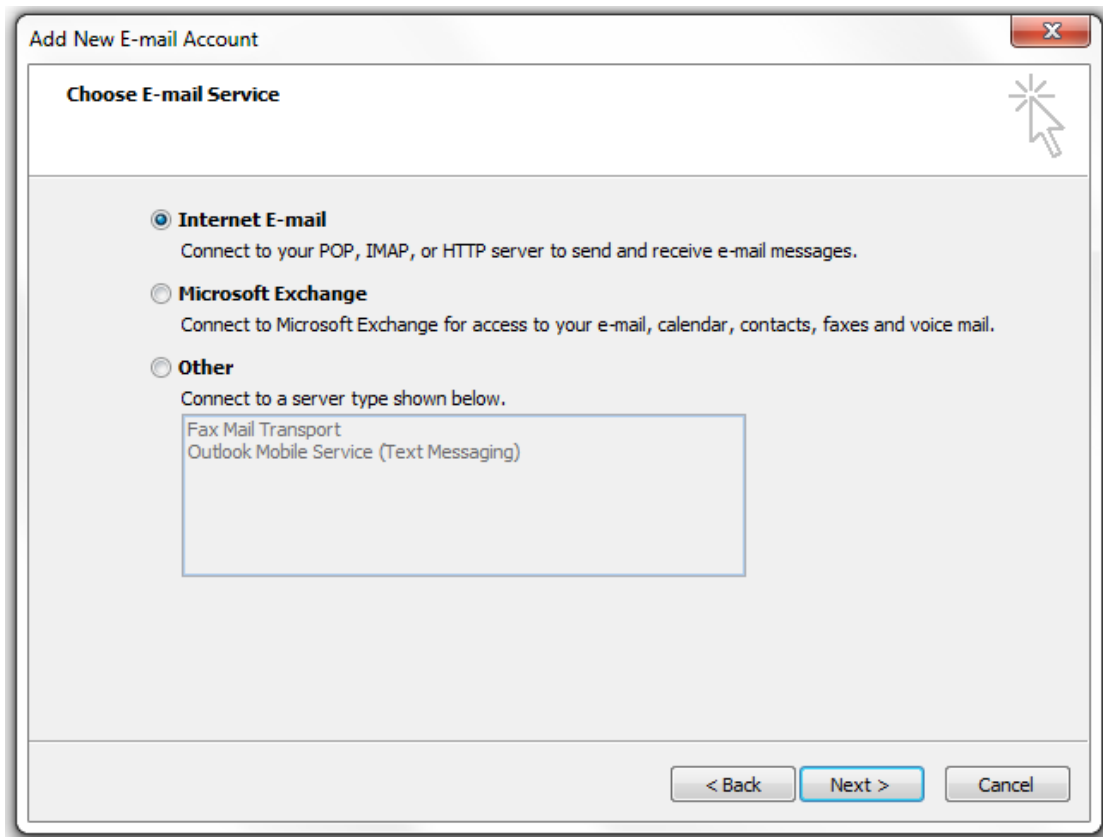
- At the bottom, click on **Manually configure server settings or additional server types**

The screenshot shows the 'Add New E-mail Account' dialog box. The title bar reads 'Add New E-mail Account'. The main area is titled 'Auto Account Setup' and contains the following fields and options:

- Your Name:** A text box with the example 'Barbara Sankovic' below it.
- E-mail Address:** A text box with the example 'barbara@contoso.com' below it.
- Password:** A text box.
- Retype Password:** A text box with the instruction 'Type the password your Internet service provider has given you.' below it.
- A checkbox labeled 'Manually configure server settings or additional server types' is checked.
- At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

## Step 3. The Add New E-mail Account window will change and require you to **Choose Service**

- Select **Internet E-mail**
- Click **Next >**



#### Step 4. Enter your **Internet E-mail Settings**

- Make sure your Name, E-mail Address and Password are correctly entered
- Click the **Account Type** drop-down and select **IMAP**
- In the **Incoming mail server** field enter: **mail.lusfiber.net**
- In the **Outgoing mail server (SMTP)** field enter: **smtp.lusfiber.net**
- Enter your full e-mail address as your **User Name**
- Click More Settings...

**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: JohnDoe@lusfiber.net

**Server Information**  
Account Type: IMAP  
Incoming mail server: mail.lusfiber.net  
Outgoing mail server (SMTP): smtp.lusfiber.net

**Logon Information**  
User Name: JohnDoe@lusfiber.net  
Password: \*\*\*\*\*  
 Remember password  
 Require logon using Secure Password Authentication (SPA)

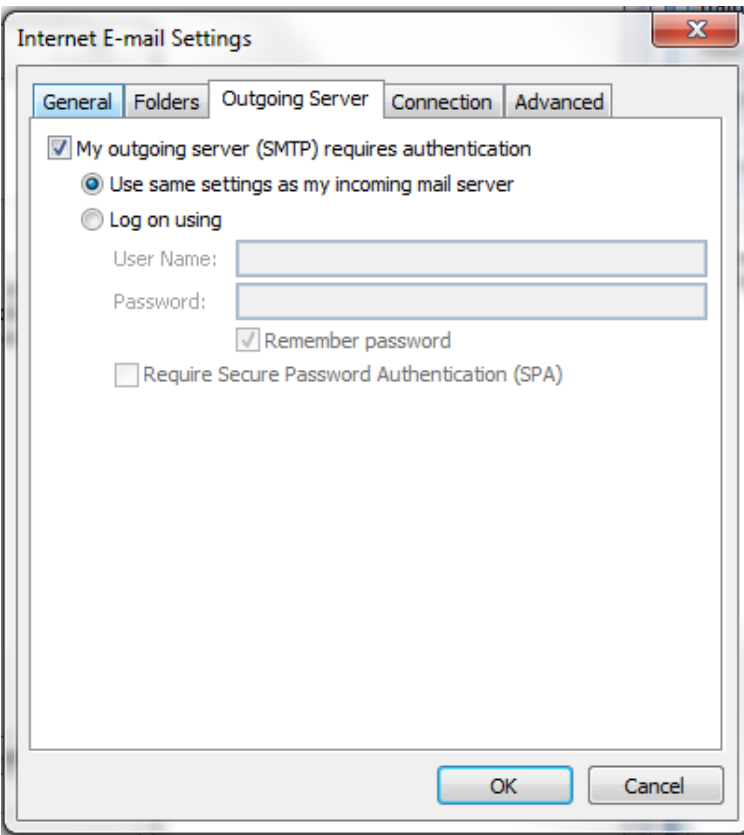
**Test Account Settings**  
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)  
Test Account Settings ...

More Settings ...

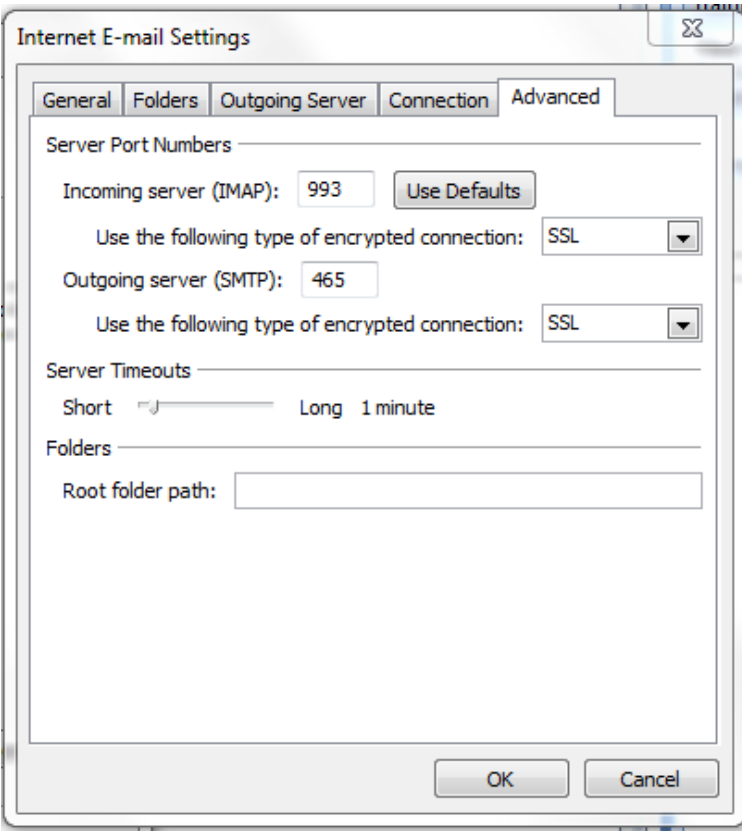
< Back   Next >   Cancel

**Step 5.** Setting up your Advanced Account Settings:

- Click the **Outgoing Server** tab
- Make sure that the box for **My outgoing server (SMTP) requires authentication** is checked
- The field **< Use same settings as my incoming mail server >** should be selected



- Click the **Advanced** tab
- Find the **Incoming Server (IMAP)** drop-down list and select **SSL**
- Find the **Outgoing server (SMTP)** drop-down list and select **SSL**
- Find the **Outgoing server (SMTP)** field and enter **465** (you may need to change the number in this field)
- In the **Incoming mail** field, make sure that **993** is entered for IMAP
- Click OK — you will be returned to the previous window
- Now simply click Next >



**Step 6.** The Test Account Settings window will appear and process the test automatically.

If you experience an error, double-check all steps for accuracy, make sure your Internet connection is active, and try again.

Once your account settings are confirmed by the system, you're finished!

