How to Configure Outlook 2007
For your
New Mail Account
Pierpont C&TC

1. Goto control panel. Switch to Classic View.
2. Double Click Mail.
3. Click Show Profiles button.
4. Click Add.

5. Enter a Profile Name. Click OK.

6. Enter your name, e-mail address, and password. Click Next.
7. You will see a screen like the following:

![Configuring screen](image)

8. A pop up will ask you to allow the website to configure your settings. Check Don’t ask me about this website again. Click Allow.

![Allow pop up](image)

9. A connection box will pop up. Enter your e-mail address in the User name field and your password in the Password field. If you wish you can check Remember my password. Click OK.

![Connection box](image)

10. If you are prompted to log in to your server do that. Enter your e-mail address in the User name field and your password in the Password field and click OK.
11. You will get the configuring screen.

![Configuring Screen]

12. Click Finish.

![Congratulations Screen]

13. If you have more than one mailbox configured on that computer select Prompt for a profile to be used. Click Apply. Click OK.

![Profile Name](Image)

15. Enter your password. Click OK.

![Password](Image)

16. It will take time for your Inbox to load.

![Inbox](Image)