How to Configure Outlook 2007
For your
New Mail Account

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:

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.

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.

10. Now you will be prompted to log in to your server. 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.

12. Click Finish.

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

15. Enter your password. Click OK.

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