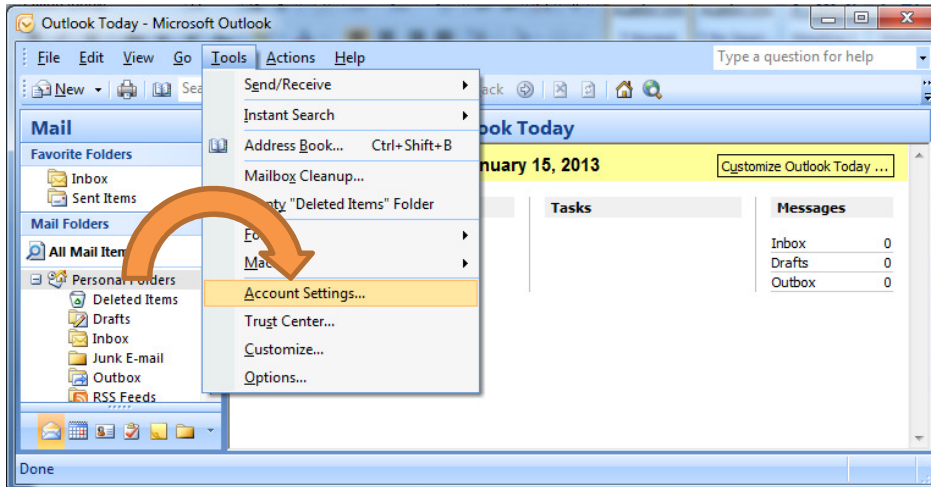
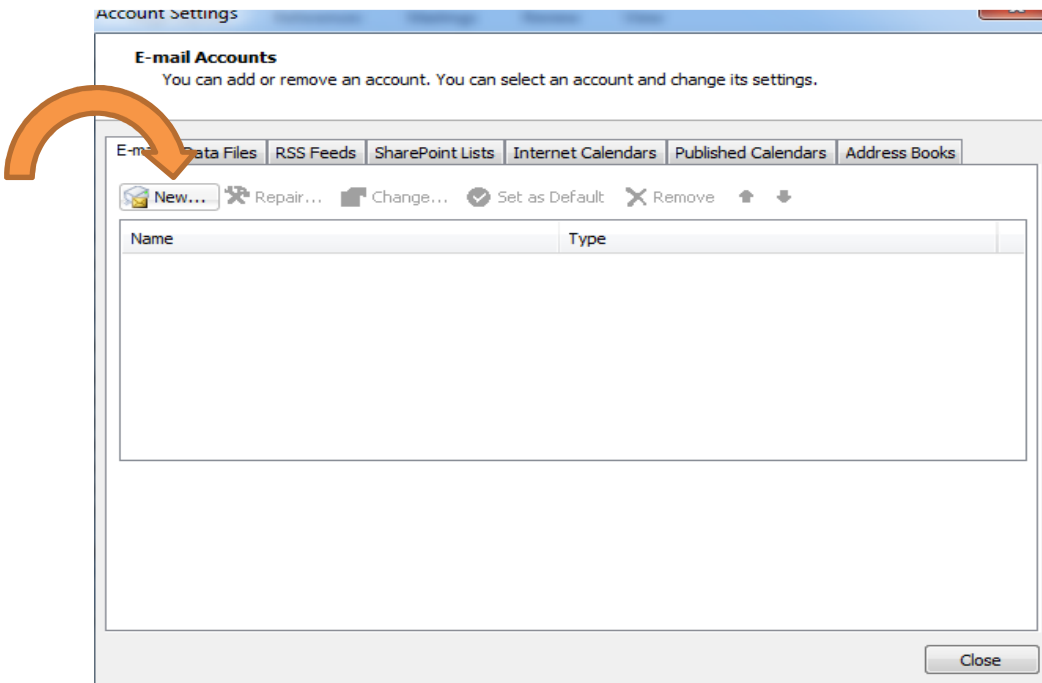


# Outlook 2007 Email Setup

Click on tools then on Account Settings



Click on New



*Enter your name and Email address*

*Check the box next to Manually configure settings and click next*

The screenshot shows the 'Add New E-mail Account' dialog box in the 'Auto Account Setup' stage. The window title is 'Add New E-mail Account'. The main heading is 'Auto Account Setup'. There are four input fields: 'Your Name' with the text 'Localtel Test' and an example 'Example: Barbara Sankovic'; 'E-mail Address' with the text 'test@nwi.net' and an example 'Example: barbara@contoso.com'; 'Password' with a masked field '\*\*\*\*\*'; and 'Retype Password' with a masked field '\*\*\*\*\*'. Below these fields is a checkbox labeled 'Manually configure server settings or additional server types' which is checked. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. An orange arrow points to the 'Next >' button. Two orange arrows on the left point to the 'Your Name' and 'E-mail Address' fields. A mouse cursor icon is in the top right corner.

*Select Internet E-mail and click next*

The screenshot shows the 'Add New E-mail Account' dialog box in the 'Choose E-mail Service' stage. The window title is 'Add New E-mail Account'. The main heading is 'Choose E-mail Service'. There are three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Below 'Other' is a list box containing 'Fax Mail Transport' and 'Outlook Mobile Service (Text Messaging)'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. An orange arrow points to the 'Next >' button. A large orange arrow on the left points to the 'Internet E-mail' radio button. A mouse cursor icon is in the top right corner.

*Under Server Information*

*Select IMAP as the Account Type*

*Enter mail.nwi.net as the Incoming mail server*

*Enter smtp.nwi.net as the Outgoing mail server*

*Under Logon Information*

*Enter your full email address as your username*

*Enter your password and click Remember password*

*Click on 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: Localtel Test  
E-mail Address: test@nwi.net

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

**Logon Information**  
User Name: test@nwi.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 ...

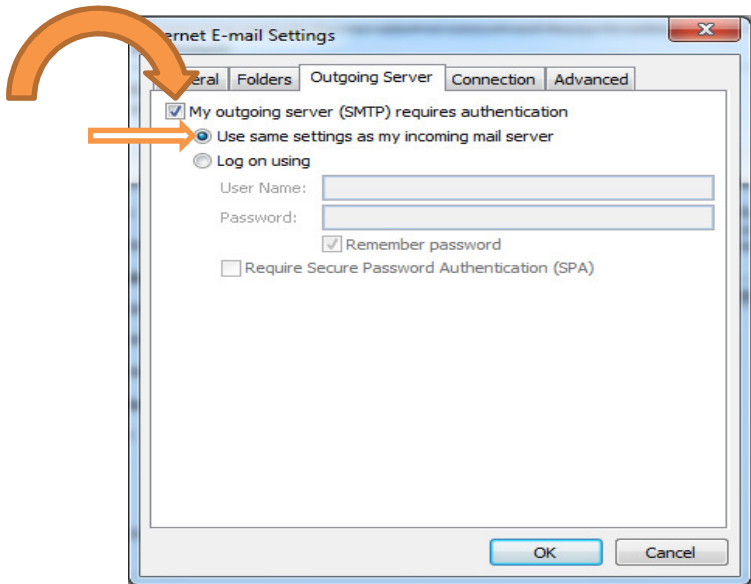
More Settings ...

< Back   Next >   Cancel

Select the Outgoing Server tab

Check the box next to: My outgoing server (SMTP) requires authentication.

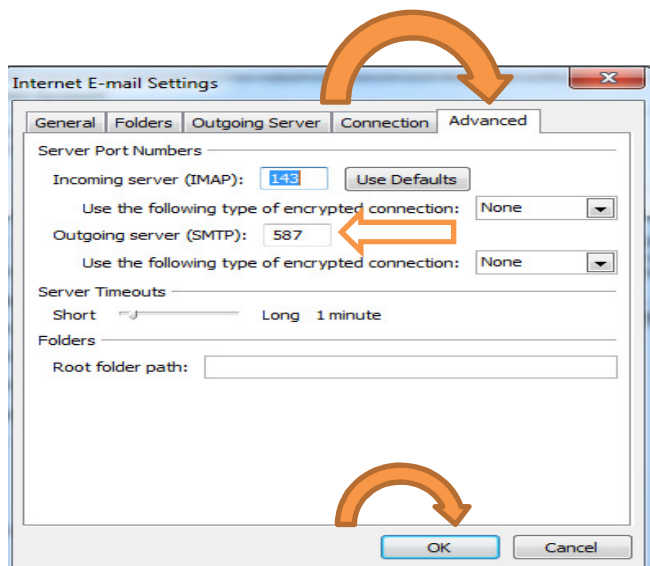
There should now be a dot next to Use same setting as my incoming mail server



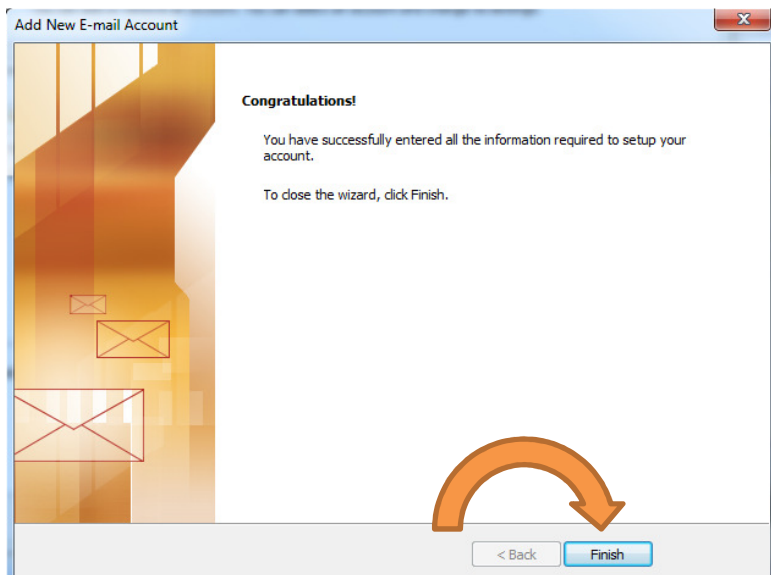
Click on the Advanced tab

Change the Outgoing server (SMTP) to 587

Click ok



*Click the Next button and you should get a page that says Congratulations!*



*Click Finish and close your account settings window  
You should now be able to send and receive your E-mail!*