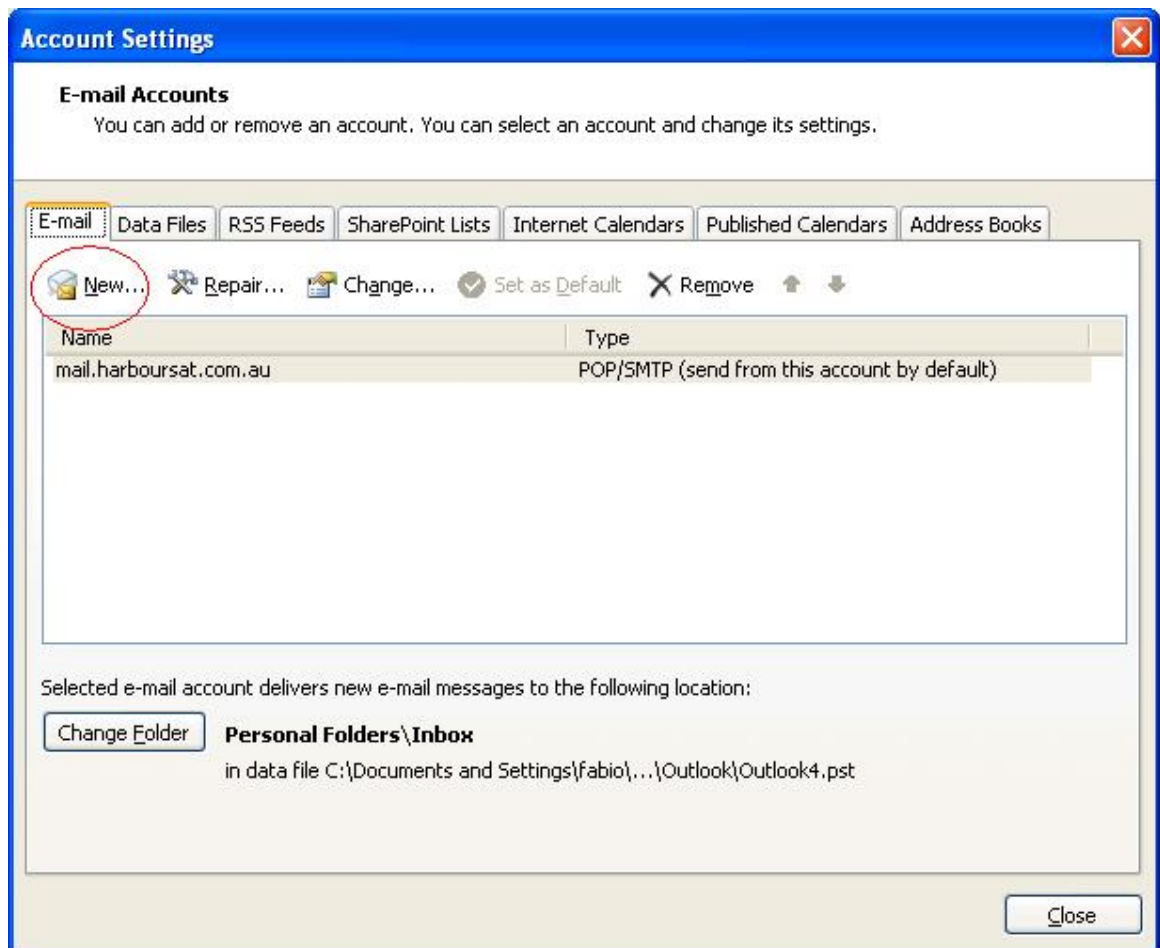


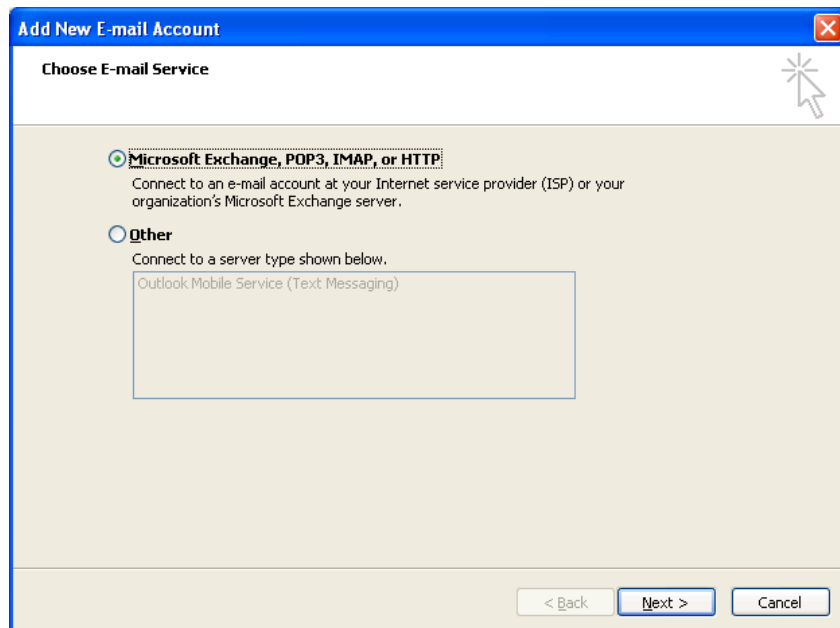
## Outlook 2007

Follow the instructions below to create a new POP account in Gmail using Outlook 2007.

1. Open Outlook.
2. Click tools
3. Select **Account Settings** from the drop down box.
4. Select the E-mail tab
5. Click **New** options along the top of the page. Please see screen shot example below.



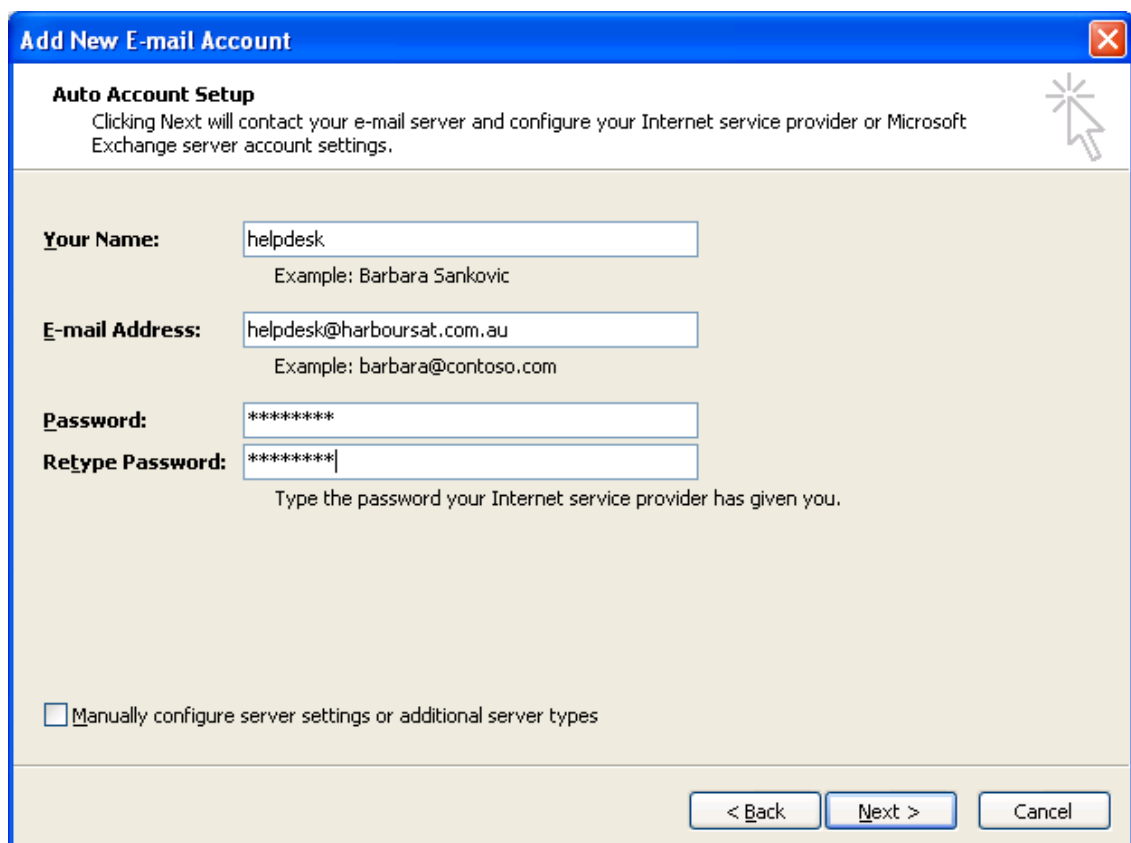
You will be presented with a new page as per screen shot example below;



6. Select Microsoft Exchange , POP3, IMAP and HTTP. See screen shot above.
7. Click **Next**
8. Enter your full name in the **Your Name** field
9. Enter your full email address in the **E-mail Address** field.

E.g. helpdesk@harboursat.com.au.

10. Add the password exactly as provided. Please be advised that passwords are case sensitive.



10. Tick the checkbox **Manually configure server settings or additional server types**  
The screen will grey out as per screen shot example below.

**Add New E-mail Account**

**Auto Account Setup**

Your Name:   
Example: Barbara Sankovic

E-mail Address:   
Example: barbara@contoso.com

Password:

Retype Password:   
Type the password your Internet service provider has given you.

**Manually configure server settings or additional server types**

< Back   Next >   Cancel

11. Click **Next**. The following page will appear.

**Add New E-mail Account**

**Choose E-mail Service**

**Internet E-mail**  
Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.


**Microsoft Exchange**  
Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.


**Other**  
Connect to a server type shown below.

Outlook Mobile Service (Text Messaging)

< Back   Next >   Cancel

12. Select **Internet E-mail** and click **Next**. The following screen will be displayed;

**Add New E-mail Account** 

**Auto Account Setup**   
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

**Your Name:**   
Example: Barbara Sankovic

**E-mail Address:**   
Example: barbara@contoso.com


**Password:**

**Retype Password:**   
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

13. Enter your full name in the Your Name field
14. Enter your full email address (including @harboursat.com.au) in the E-mail address field
15. Enter your password
16. Re-enter your password

**Add New E-mail Account** ✕

**Auto Account Setup** 

Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

**Your Name:**   
Example: Barbara Sankovic

**E-mail Address:**   
Example: barbara@contoso.com

**Password:**


**Retype Password:**   
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

17. Tick the checkbox **Manually configure server settings or additional server types**

You will note that the account page will now grey out as per example screen shot below;

**Add New E-mail Account** ✕

**Auto Account Setup** 

**Your Name:**   
Example: Barbara Sankovic

**E-mail Address:**   
Example: barbara@contoso.com

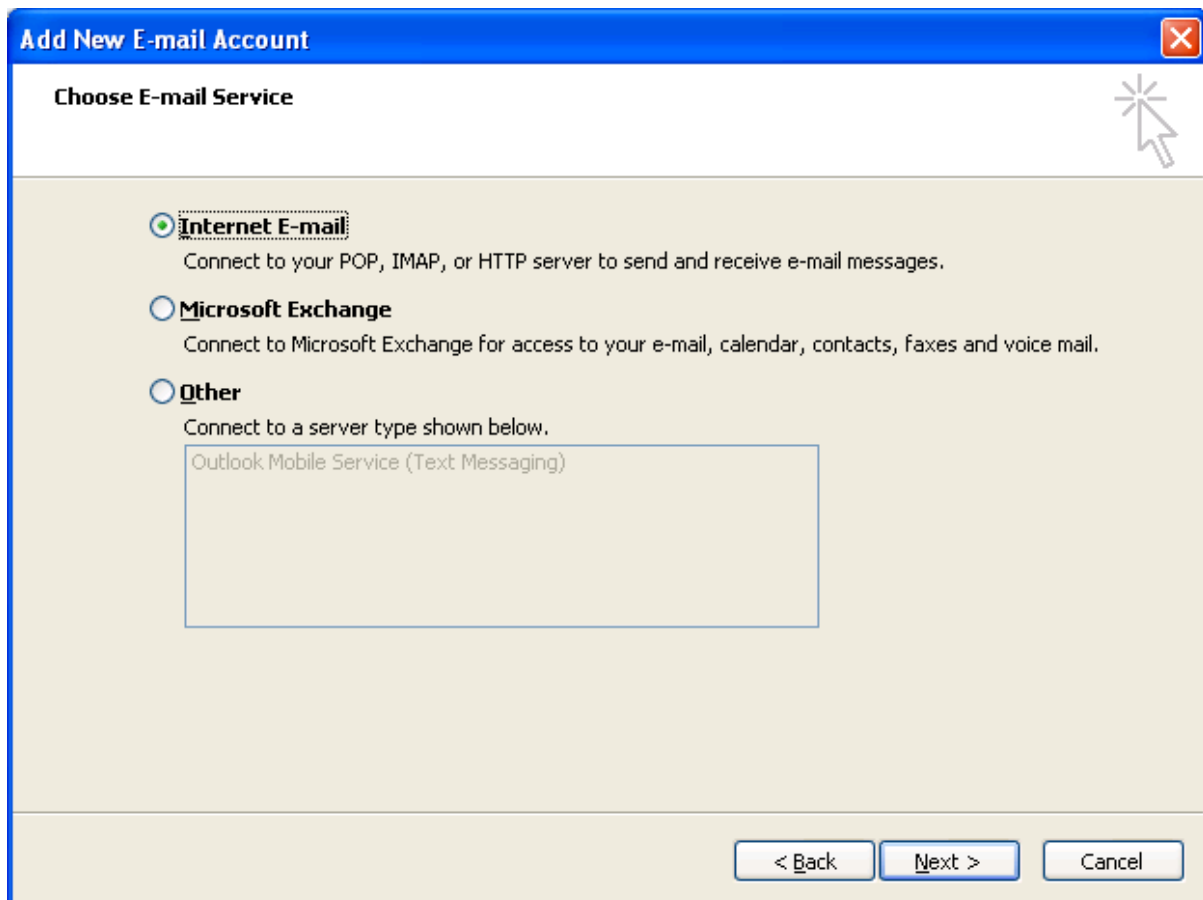
**Password:**

**Retype Password:**   
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

18. Click **Next**.


19. The E-mail Service page will appear. Select **Internet E-mail**



20. Click **Next**

A new page will appear as per screen shot example below;

**Add New E-mail Account** ✕

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working. 

<p><b>User Information</b></p> <p>Your Name: <input type="text" value="Helpdesk"/></p> <p>E-mail Address: <input type="text" value="helpdesk@harboursat.com.au"/></p> <p><b>Server Information</b></p> <p>Account Type: <input style="border: 1px solid #ccc;" type="text" value="POP3"/></p> <p>Incoming mail server: <input type="text"/></p> <p>Outgoing mail server (SMTP): <input type="text"/></p> <p><b>Logon Information</b></p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input checked="" type="checkbox"/> Remember password</p> <p><input type="checkbox"/> Require logon using Secure Password Authentication (SPA)</p>	<p><b>Test Account Settings</b></p> <p>After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)</p> <p style="text-align: center;"><input type="button" value="Test Account Settings ..."/></p> <p style="text-align: right;"><input type="button" value="More Settings ..."/></p>
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21. Make sure your name is in the Your name field
22. Make sure your email address is in the E-mail address field.
23. In the **Account Type** dropdown menu, select **POP3**
24. In the incoming mail server field enter **pop.gmail.com**
25. In the outgoing server (SMTP) enter **smtp.gmail.com**.
26. In the 'User Name' field, enter your full email address e.g.  
helpdesk@harboursat.com.au
27. Enter your password

**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: Helpdesk  
E-mail Address: helpdesk@harboursat.com.au

**Server Information**  
Account Type: POP3  
Incoming mail server: pop.gmail.com  
Outgoing mail server (SMTP): smtp.gmail.com

**Logon Information**  
User Name: helpdesk@harboursat.com.au  
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

28. Click **Next**.

A congratulations screen will appear as per screen shot example below

**Add New E-mail Account**

**Congratulations!**

You have successfully entered all the information required to setup your account.

To close the wizard, click Finish.

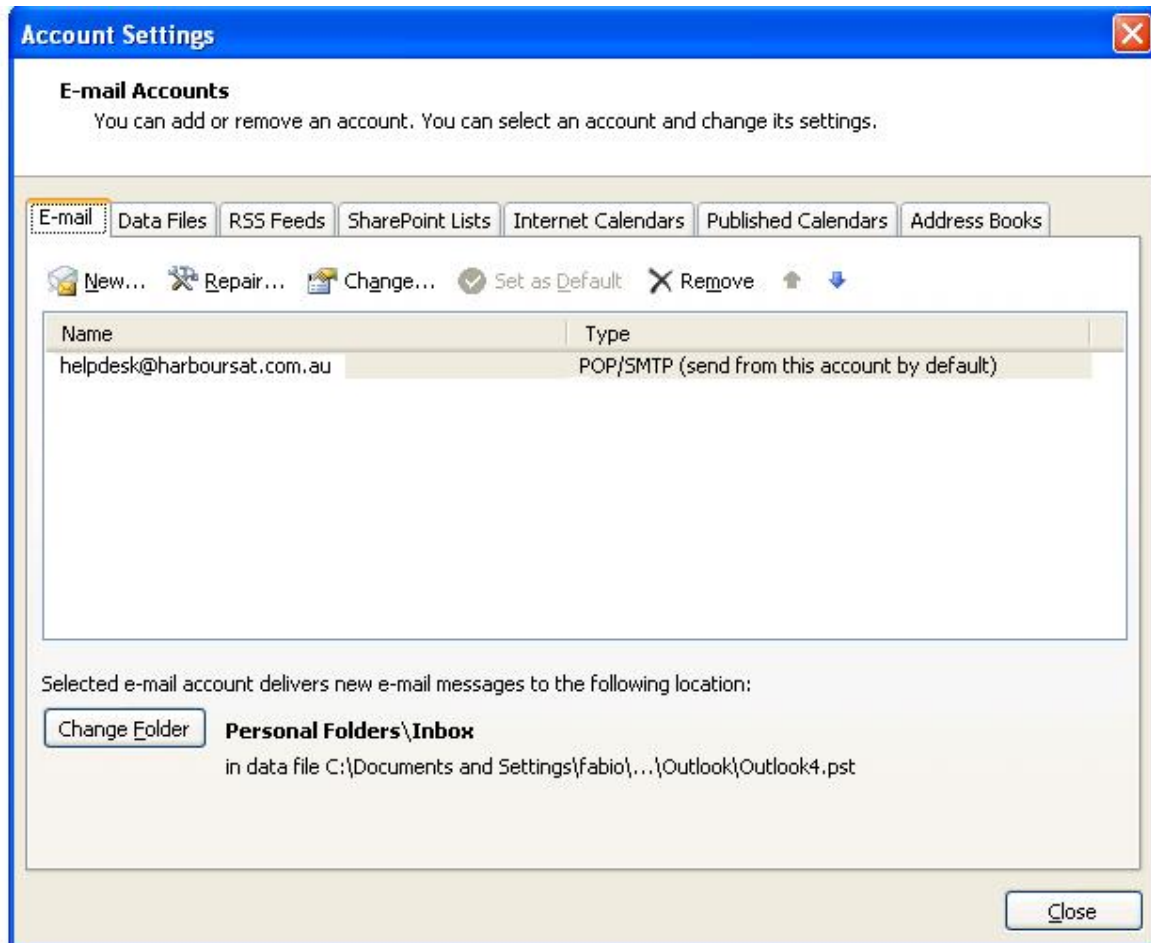
< Back   Finish

29. Click **Finish** Button

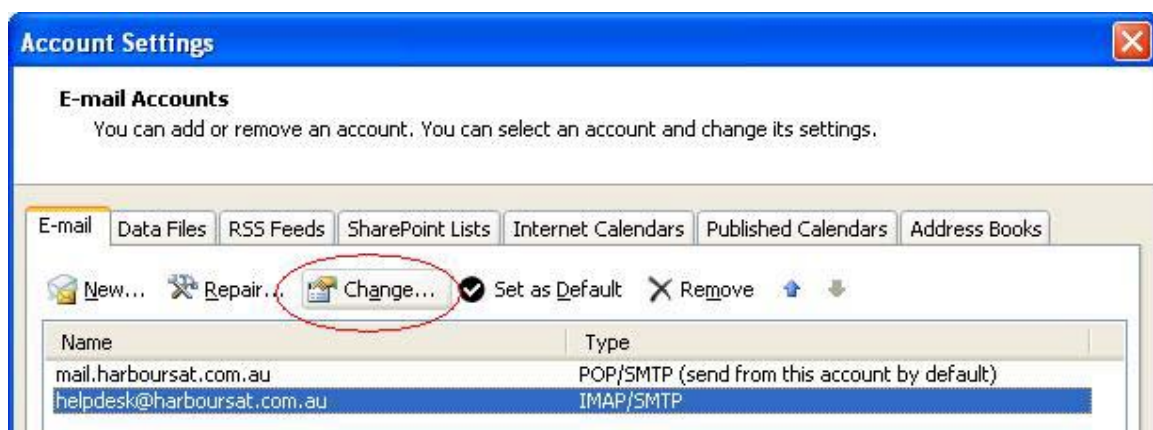
30. You will now be returned to the Accounts settings page. Click **Close**

31. In the **Tools** menu, select **Account Settings**.

The accounts settings page will appear as per screen shot example



32. Select the newly created POP/SMTP account, and click **Change**



33. The Change E-mail Account page will appear as per screen example below;

**Change E-mail Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name: helpdesk  
E-mail Address: helpdesk@harboursat.com.au

**Server Information**  
Account Type: IMAP  
Incoming mail server: imap.gmail.com  
Outgoing mail server (SMTP): smtp.gmail.com.au

**Logon Information**  
User Name: helpdesk@harboursat.com.au  
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

34. Click **More Settings** button on the lower right of the page.

35. Click the **Advanced** tab.

36. For the Incoming Server section you must select SSL encryption. The number should change to **995**

**Internet E-mail Settings**

General   Folders   Outgoing Server   Connection   **Advanced**

Server Port Numbers

Incoming server (IMAP): 995   Use Defaults  
Use the following type of encrypted connection: SSL

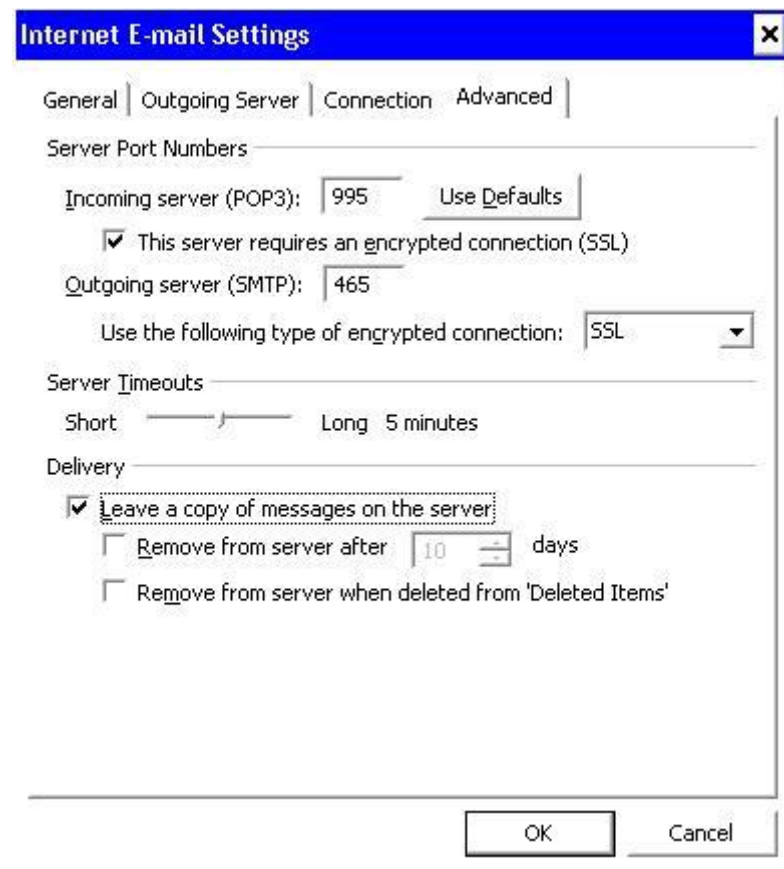
Outgoing server (SMTP): 25  
Use the following type of encrypted connection: TLS

Server Timeouts  
Short:   Long: 5 minutes

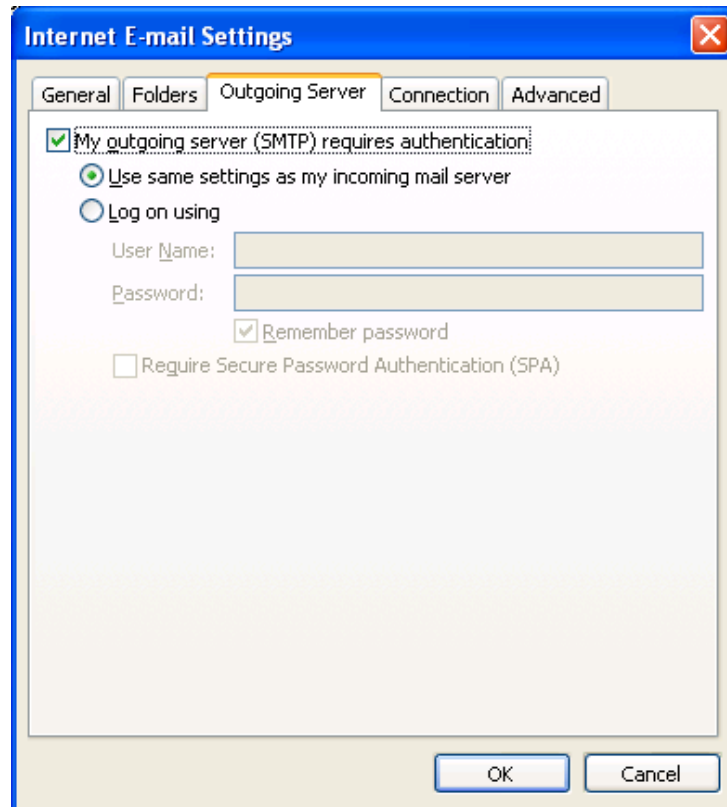
Folders  
Root folder path:

OK   Cancel

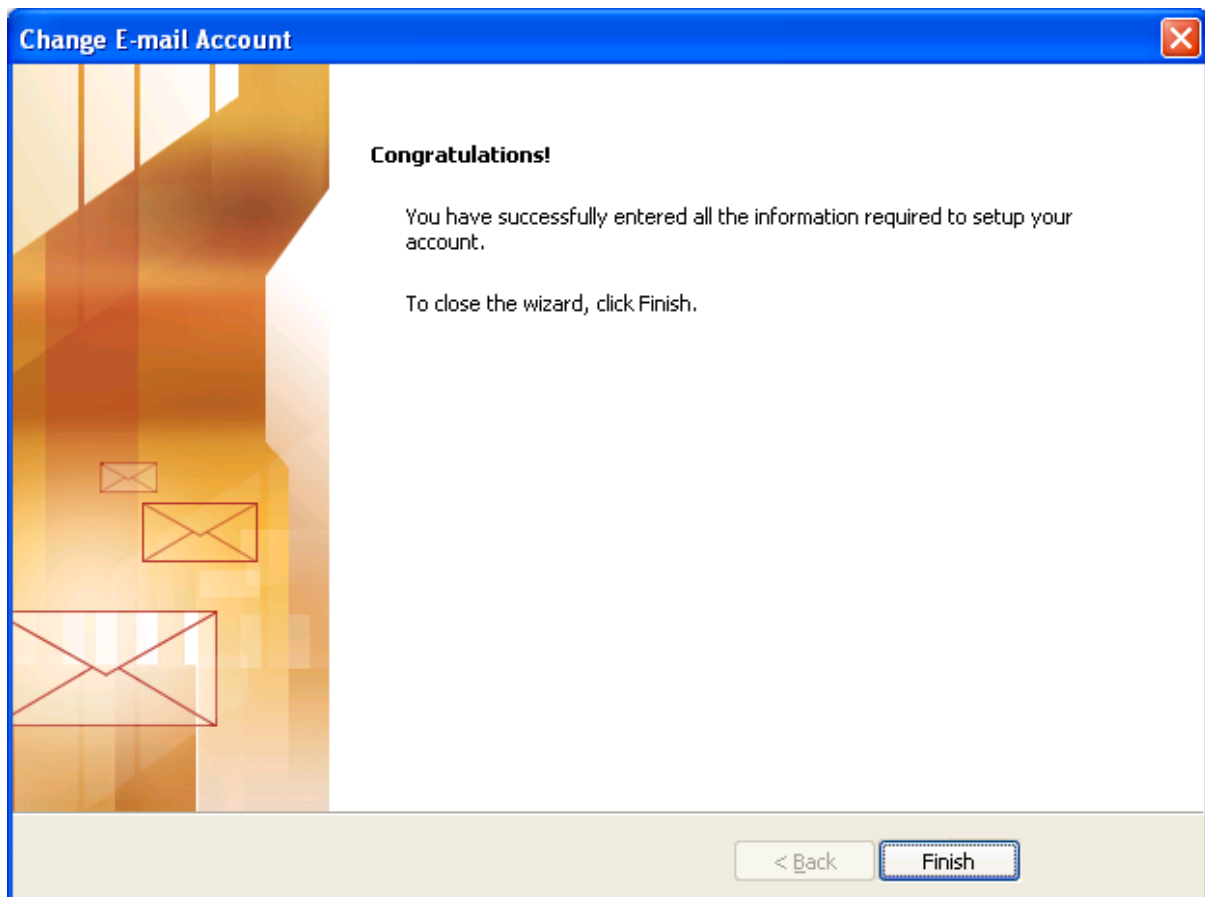
37. For the Outgoing server section you must select **SSL** encryption and change the port number from 25 to **465**. See screen shot example below.
38. Change the server timeout to 5 minutes by moving the slider to the right



39. 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' should also be selected.



40. Click **OK**
41. Click **Next**



42. Click **Finish**

43. You will be returned to the Account Settings page. Click **Close**

**Congratulations** - you have completed setting up your email program to you Gmail POP.