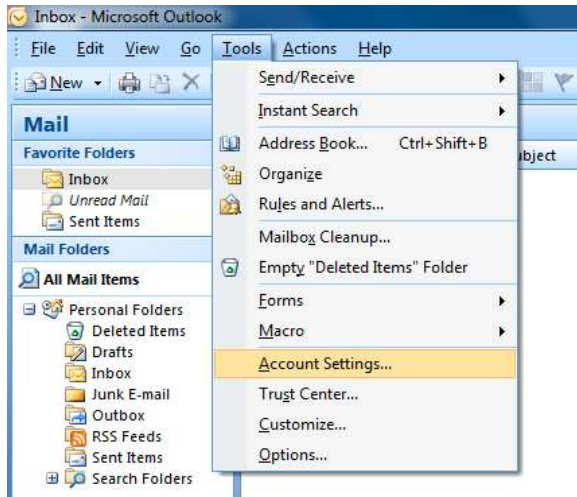


Changes to Microsoft Outlook 2007

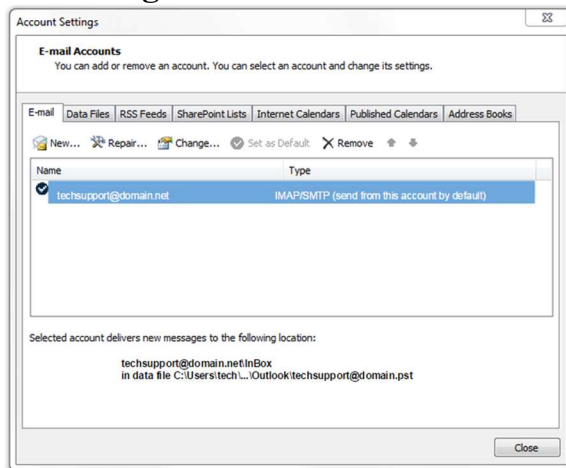
Access the Account Settings:

- Open **Microsoft Outlook 2007**
- Click **Tools** from the drop-down menu

Click on **Account Settings** in the drop down.



- From the **Account Settings** wizard, select the profile you want to edit and click the **Change...**



Verify / Update Server Settings:

- Verify the **Name** and **Email Address** field are correct.
- The **Account Type** should show POP or IMAP. You cannot change this field, but it will tell you what server settings you need to be verifying.
- Verify the **Incoming Mail Server** settings are **mail.hamiltoncom.net**

- Update the **Outgoing Mail Server (SMTP)** settings to **mail.hamiltoncom.net**
- Verify the **Username** is your full email address, ex. **example@hamiltoncom.net**
- Verify the **Password** is correct. There should be a box checked below to remember that password.

Change 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@domain.net

Server Information
Account Type: IMAP or POP
Incoming mail server: see instructions
Outgoing mail server (SMTP): see instructions

Logon Information
User Name: johndoe@domain.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 ...
 Test Account Settings by clicking the Next button

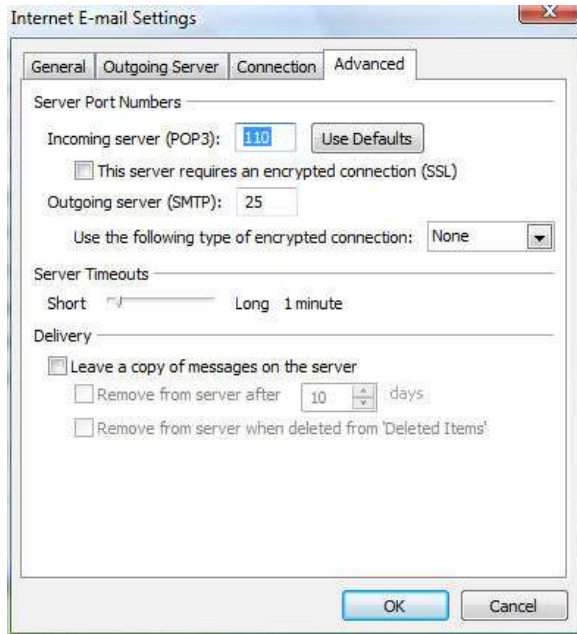
More Settings ...

< Back Next > Cancel

If no other settings are required, you can click **Next** to proceed to the final screen.

Advanced Settings (If Needed):

- SSL needs to be enabled for new accounts. Click on the **More Settings** button and verify / change to the partners settings. Then click on the Advanced Tab.
 - Verify the Incoming and Outgoing server ports match the partner's requirements. For POP3 the port is 995, or for IMAP the port is 993. The port for SMTP is 587.
 - For SSL encryption for the Incoming / Outgoing servers, check the appropriate boxes.
 - If you need to adjust the Delivery settings, uncheck options like Leave a copy of messages on the server. You can leave that option checked and adjust other settings like Remove from server after a certain number of days and Remove from the server when the Deleted items folder.



When finished, click **OK**.

- Click the **Next** button when you have verified / changed all necessary settings.
- Click **Finish** to go back to the Accounts page.
- Click **Close** on this window and test your email to verify it is working.

