

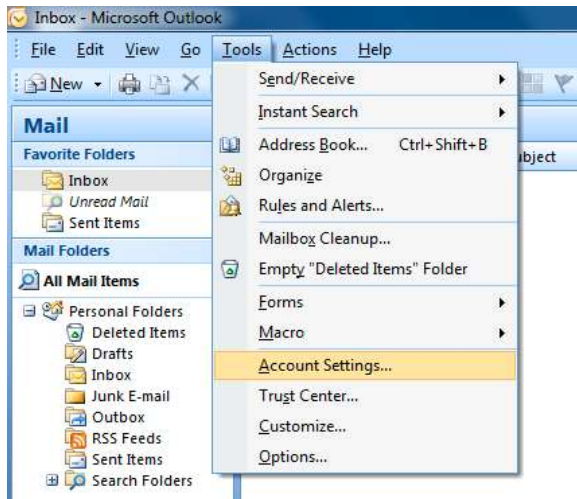
Microsoft Outlook 2007

New email setup

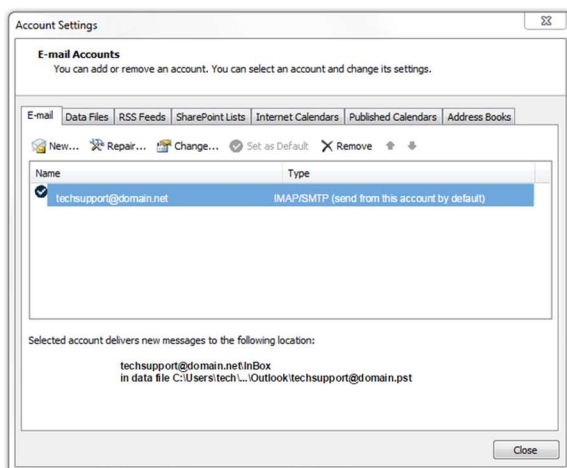
### Access the Account Settings:

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

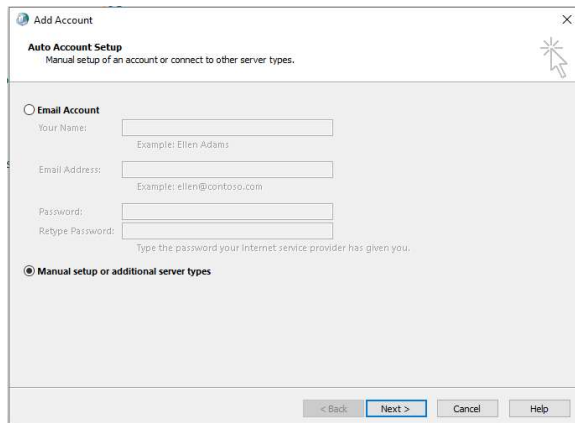
Click on **Account Settings** in the drop down.



- From the **Account Settings** wizard, click **New...** to set up a new account

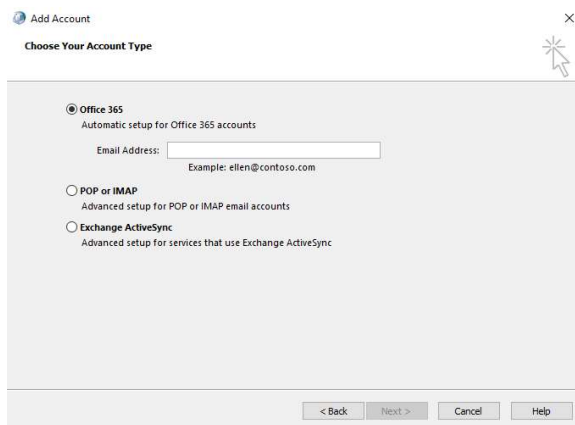


Click **Manual setup or additional server types**, then click Next.



The screenshot shows the 'Add Account' dialog box with the 'Auto Account Setup' section. The 'Manual setup or additional server types' option is selected. The 'Email Account' section is unselected. The 'Manual setup or additional server types' section is empty. The 'Next >' button is highlighted.

Click POP or IMAP, then click Next.



The screenshot shows the 'Add Account' dialog box with the 'Choose Your Account Type' section. The 'POP or IMAP' option is selected. The 'Office 365' option is unselected. The 'Exchange ActiveSync' option is unselected. The 'Next >' button is highlighted.

- Enter **Your Name**:
- Enter your **Email Address**:
- Select your account type (POP3 or IMAP) using the drop down arrow. IMAP is recommended.
- Enter your incoming mail server. If you have a Hamiltoncom address it will be mail.hamiltoncom.net. If you have a Futiva address it will be mail.futiva.net
- The outgoing mail server will be the same as what you entered above. Either mail.hamiltoncom.net or mail.futiva.net depending on your email address.
- Verify that the User Name is set to your entire email address. Ex. [example@hamiltoncom.net](mailto:example@hamiltoncom.net)
- Enter your password.
- Make sure Remember password is checked.

**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 by clicking the Next button

## Advanced Settings

- SSL and TLS need to be enabled for new accounts. Click on the **More Settings** button. Then click on the **Outgoing Server** tab at the top.
- Make sure the box is checked and **Use same settings** is selected.
- Then click on **Advanced** tab at the top

Internet Email Settings

General **Outgoing Server** Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

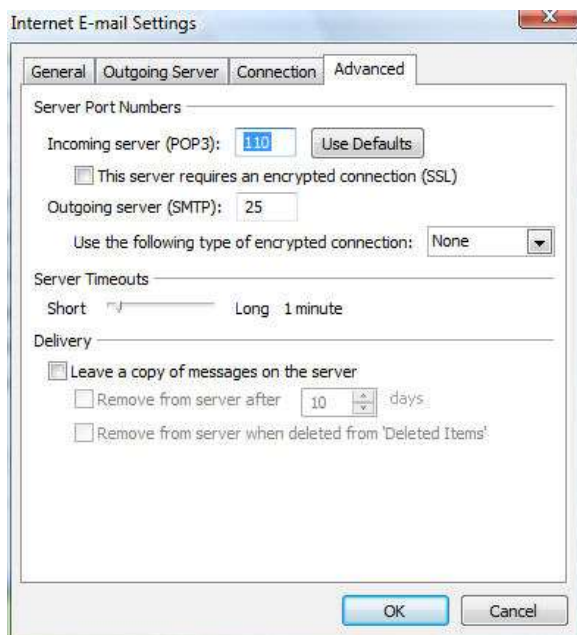
User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

- 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.
- Click the box for **This server requires an encrypted connection** under incoming mail server
- Under outgoing server, click the drop down for encryption connection and select **STARTTLS**
- 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.

