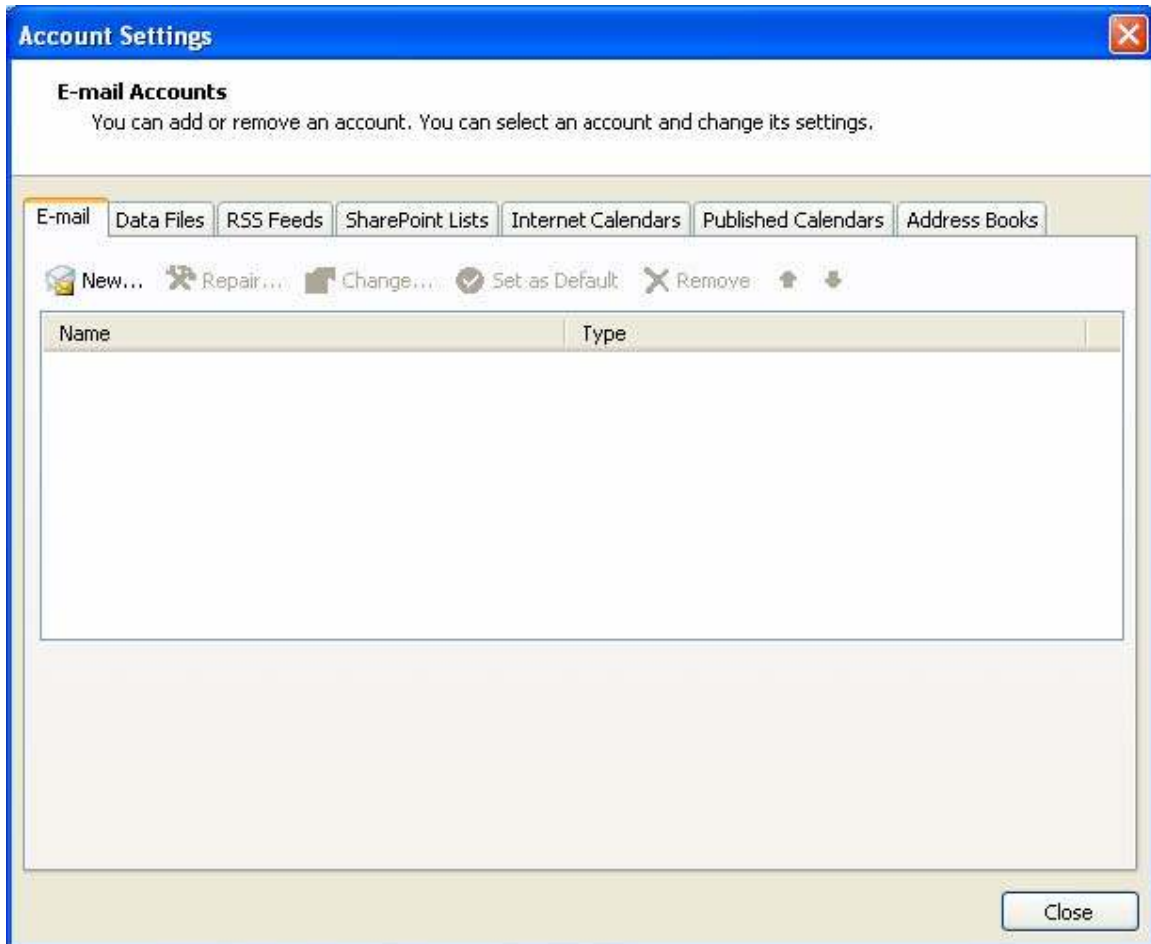




Configuring Microsoft Outlook 2007: To configure Microsoft Outlook 2007 start by opening the application. From the Tools menu select “Account Settings” and the following dialog box will be displayed.



Click the “New” button under the “EMail” tab and the following box will be displayed. At the bottom, check the box for manually configure server settings and click “next”.

Add New E-mail Account 

Auto Account Setup 

Your Name:
Example: Barbara Sankovic

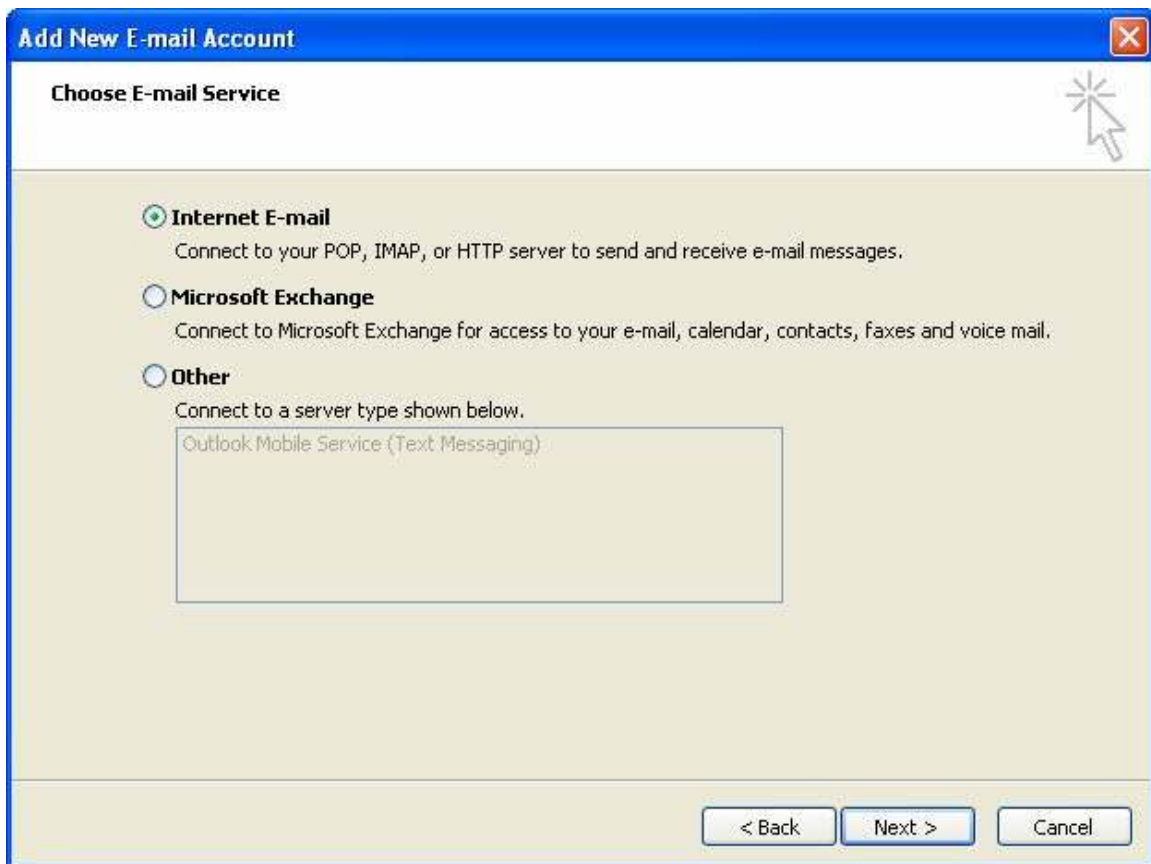
E-mail Address:
Example: barbara@contoso.com

Password:

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

Manually configure server settings or additional server types

Mark the “internet email” button. And click “next”



Enter your account information.

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: My Name
E-mail Address: username@sub-domain.ptdioc

Server Information
Account Type: POP3
Incoming mail server: mail.sub-domain.ptdiocese.
Outgoing mail server (SMTP): mail.sub-domain.ptdiocese.

Logon Information
User Name: username
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

User Information: Enter your username and full email address, ie myusername@subdomain.ptdiocese.org.

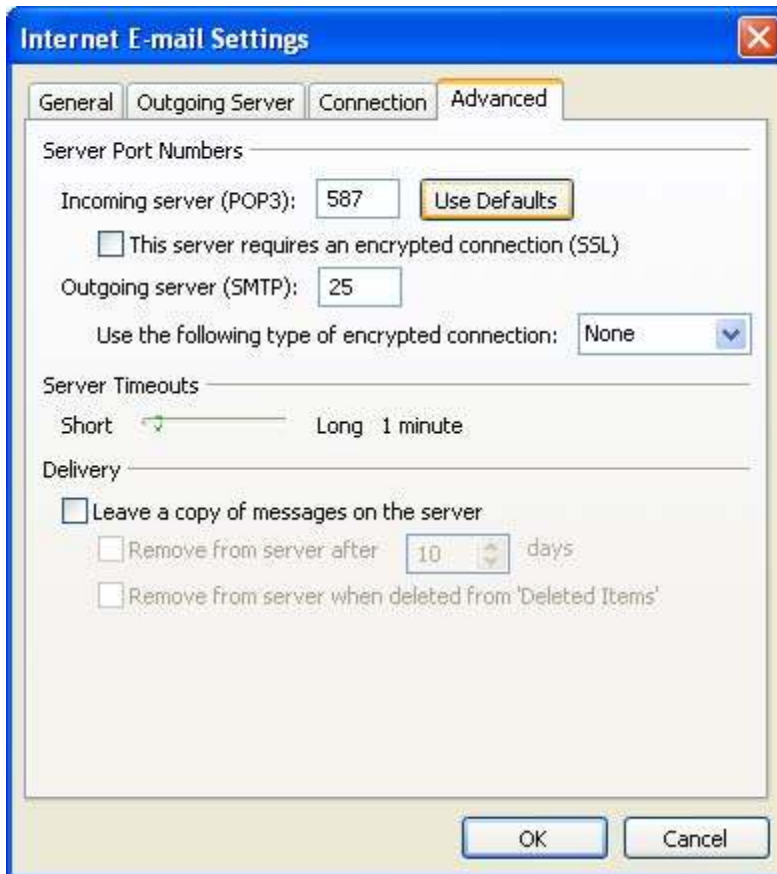
Server Information: Your incoming (POP3) and Outgoing (SMTP) mail servers will need to be set to your mail.subdomain.ptdiocese.org

Logon Information: In the Account name field enter your username followed by @subdomain.ptdiocese.org. The complete username and subdomain name are required to properly authenticate to the domain. Enter the password assigned to you by the administrator of your domain, and check the Remember password box, so that you will not have to enter your password each time that you check your email.

“More Settings”: Click the “More Settings...” button and the following dialog box will appear.



Click on the “Outgoing Server” tab and check the “My outgoing server (SMTP) requires authentication” check box. This is a new security setting to stop mail relay through the Diocese web server. This setting is required in order for you to send mail through the Diocese iMail server. The remaining tabs, “General”, and “Connection” remain the same.



Now go to the “Advanced” tab. In the “Incoming Mail Server” box type the number 587.

You have completed your mail configuration, you can save your settings by selecting “OK” or “Apply” where applicable until all dialog boxes are closed.

You may now test your configuration by clicking the send and receive button. If you get an error, review the information in this document closely. Common setup errors are listed below.

Common Problems:

1. Failed Authentication – The user has not used the complete email address as the username. The username/USERID should be myusername@subdomain.ptdiocese.org.
2. Failed Send-The user has not configured the email client for outbound email authentication. See the “Outgoing Mail Server” or

“More Settings” sections of this document.