
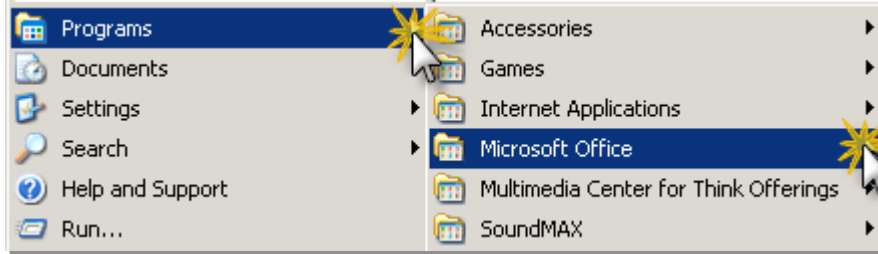


How to set up E-Mail in Outlook 2007

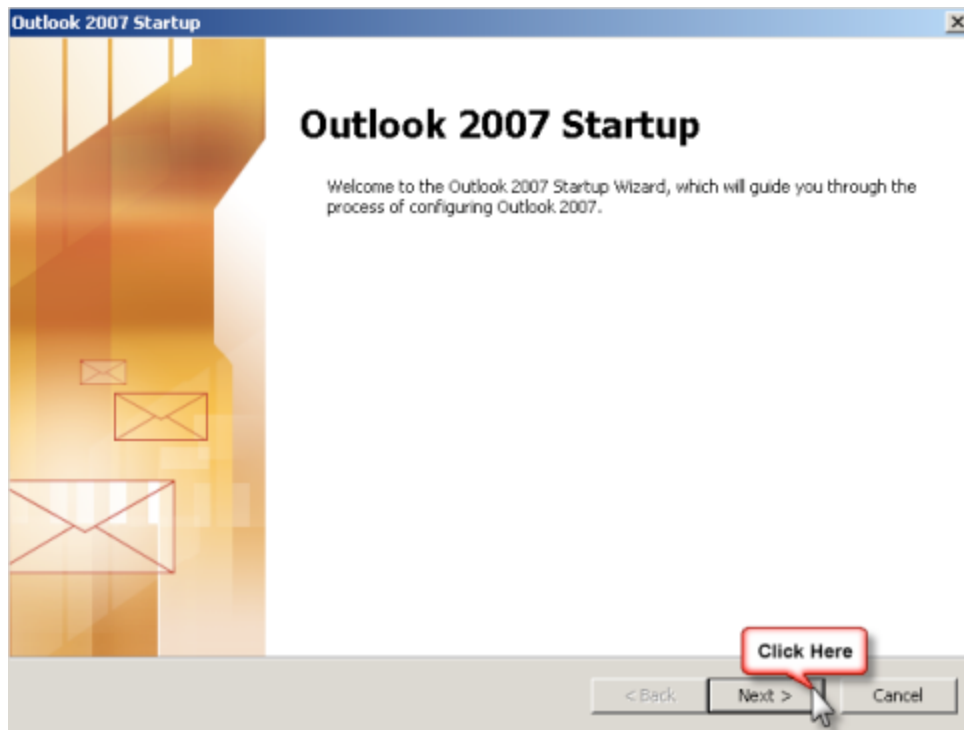
1. Click on start  on the bottom left side of your screen.
2. Select Programs and then click on Microsoft Office:



3. Click on Microsoft Outlook 2007:

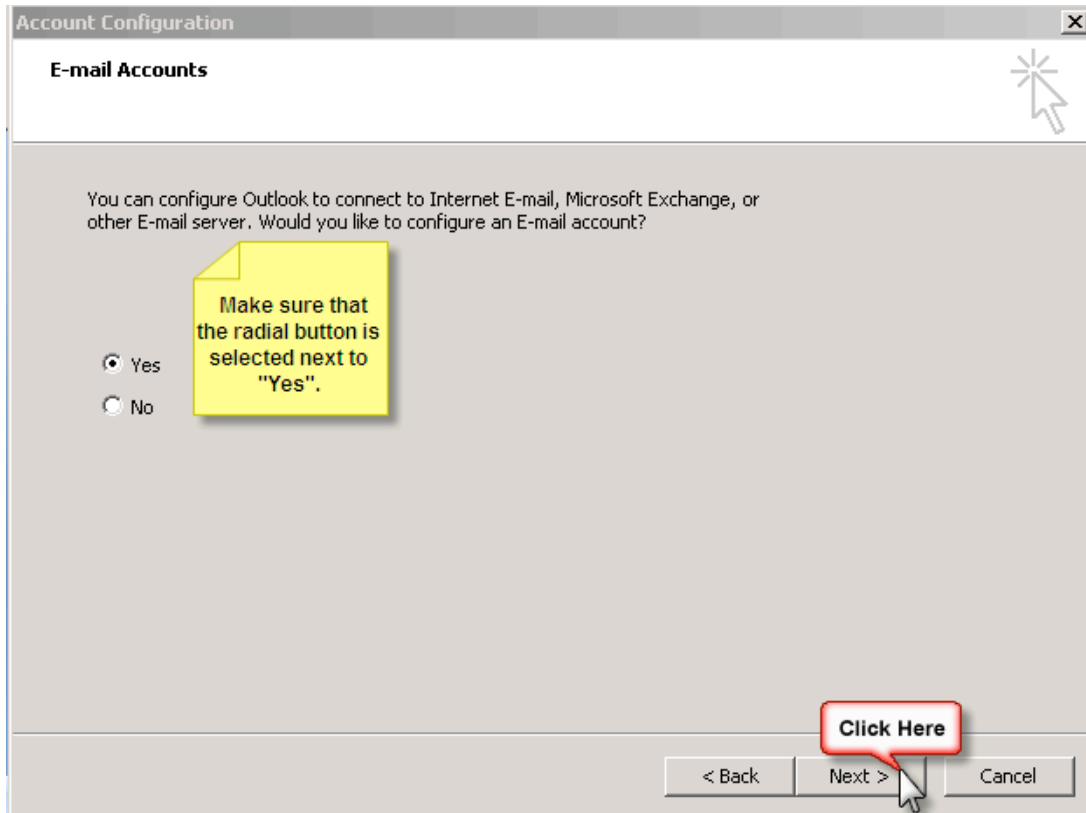


4. Click Next on the Outlook 2007 Startup screen:

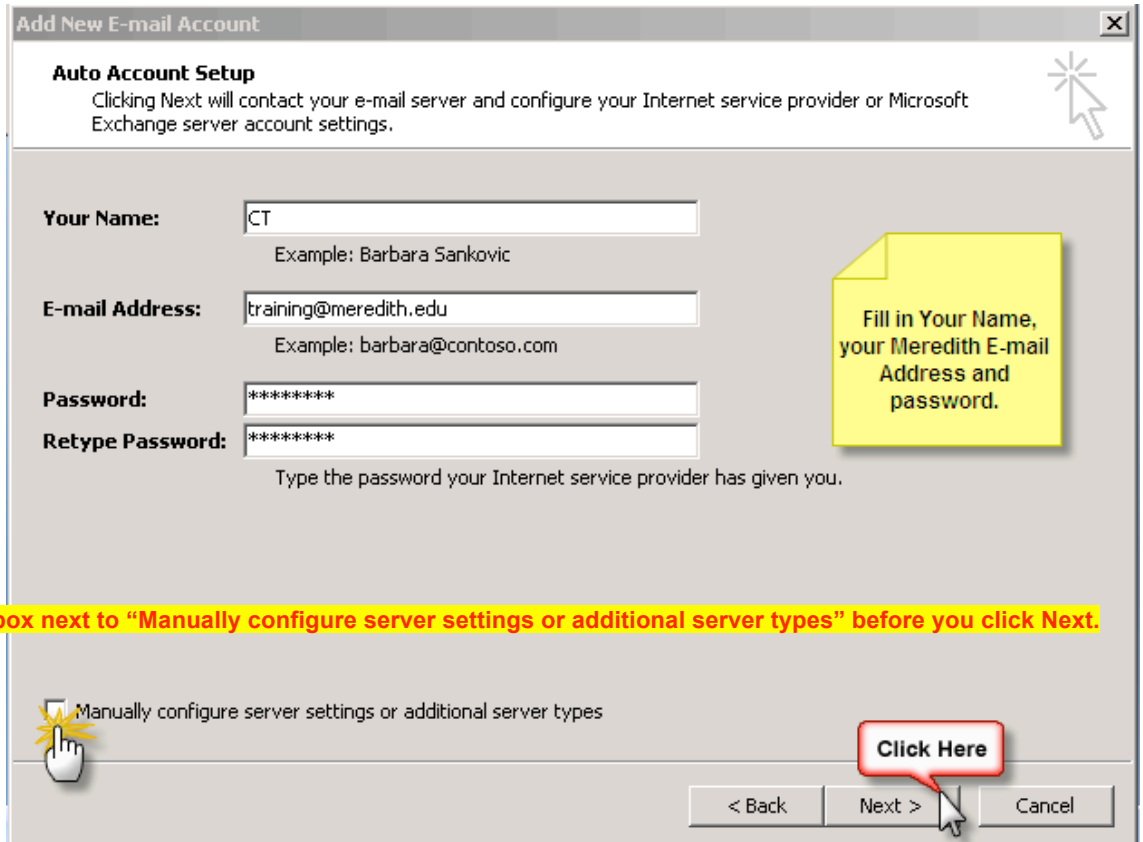


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5. On the Account Configuration screen make sure that “Yes” is selected:



6. On the Add new E-mail Account screen fill in Your Name, your Meredith E-mail Address and Password:

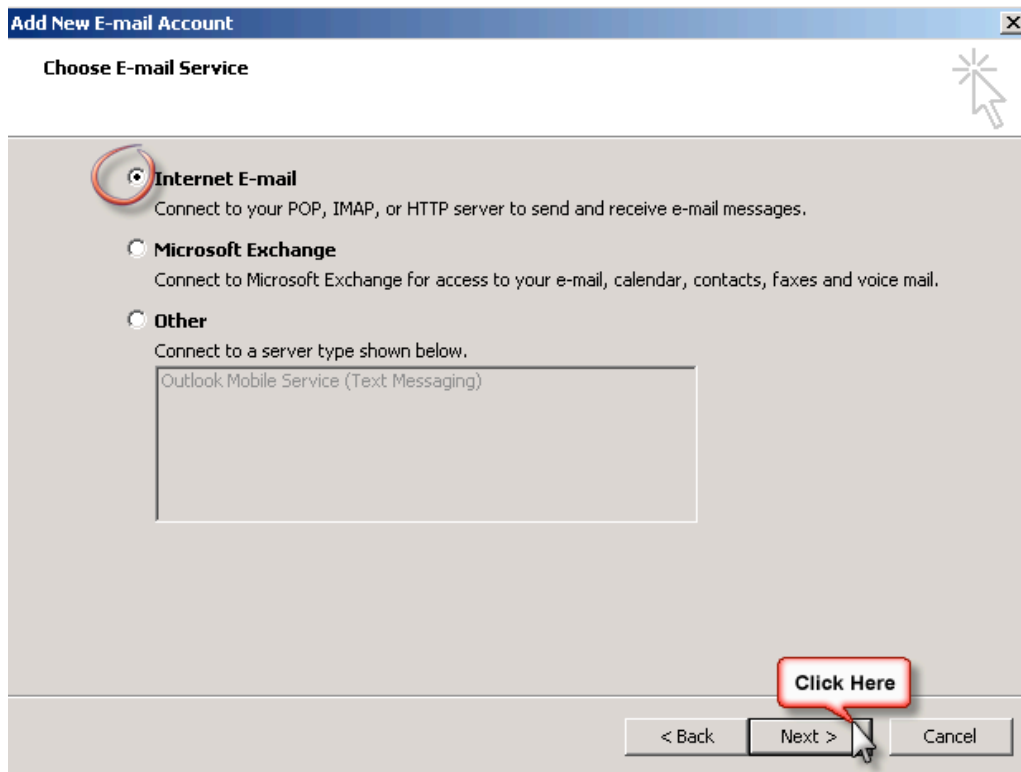


Note:

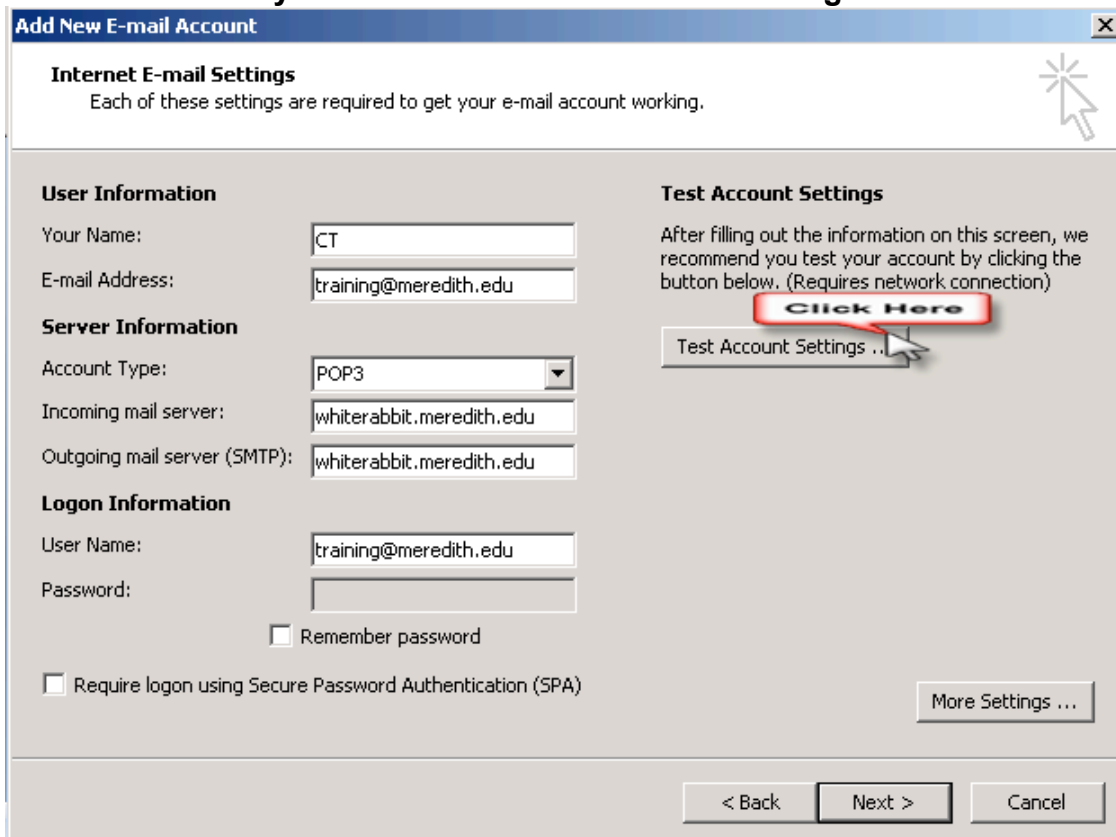
Please click on the box next to “Manually configure server settings or additional server types” before you click Next.

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7. Select the Internet E-mail option under “Choose E-mail Service”:

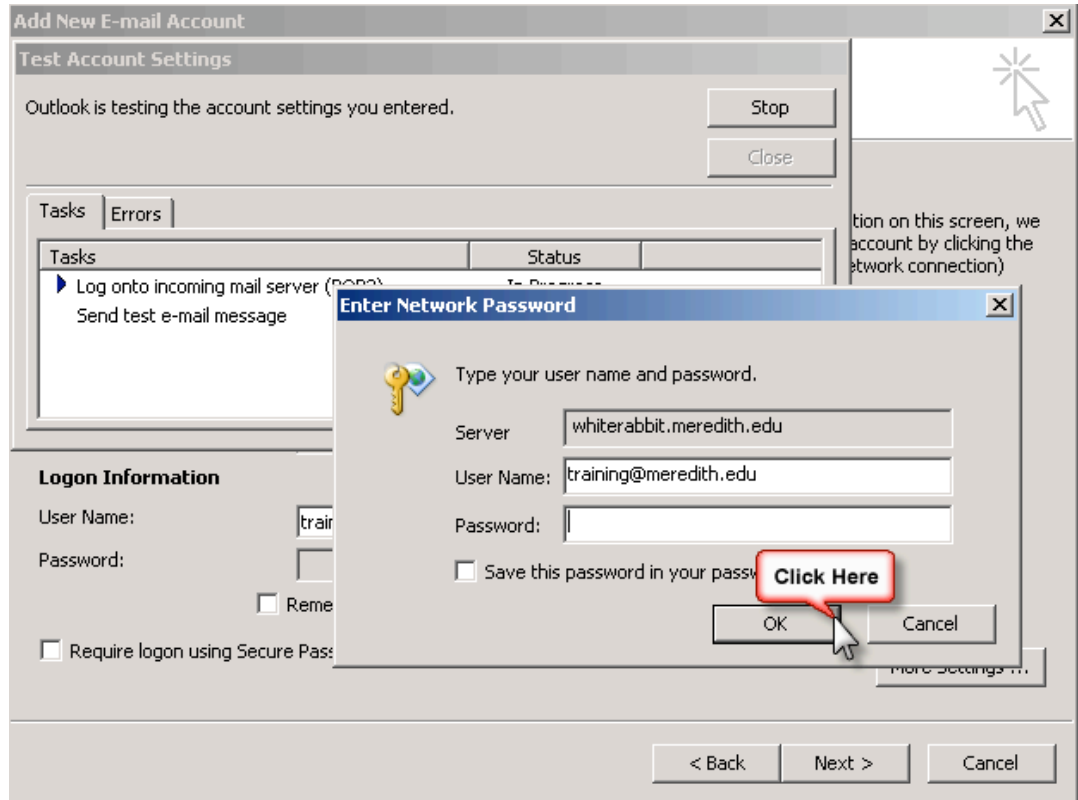


8. Complete the Incoming mail server and Outgoing mail server with the following: **whiterabbit.meredith.edu** Please fill in the User Name with your Meredith email-no password is necessary. Then click on Test Account Settings.

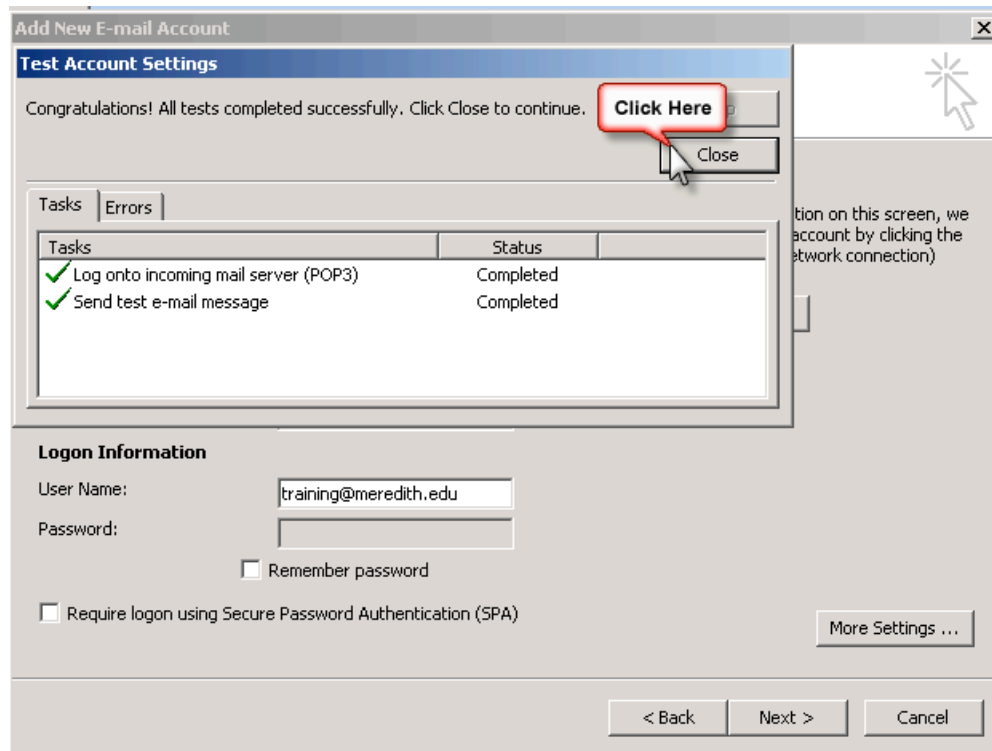


How to set up E-Mail in Outlook 2007

9. When the “Enter Network Password” box pops up, insert your Meredith email password, then click OK.



10. You should see the Test Account Settings box with the word “Completed” under Status. Then click on the “Close” button.



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11. This next step is essential to the success of setting up your email account. Click on the “More Settings” button on the “Internet E-mail Settings screen.

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: CT
E-mail Address: training@meredith.edu

Server Information
Account Type: POP3
Incoming mail server: whiterabbit.meredith.edu
Outgoing mail server (SMTP): whiterabbit.meredith.edu

Logon Information
User Name: training@meredith.edu
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... **Click Here**

< Back Next > Cancel

12. Click on the **Outgoing Server** tab, select **My Outgoing server (SMTP)...** then click on the radial button “Use same settings as my incoming server”. Click OK

Internet E-mail Settings

General Outgoing Server Connection 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)

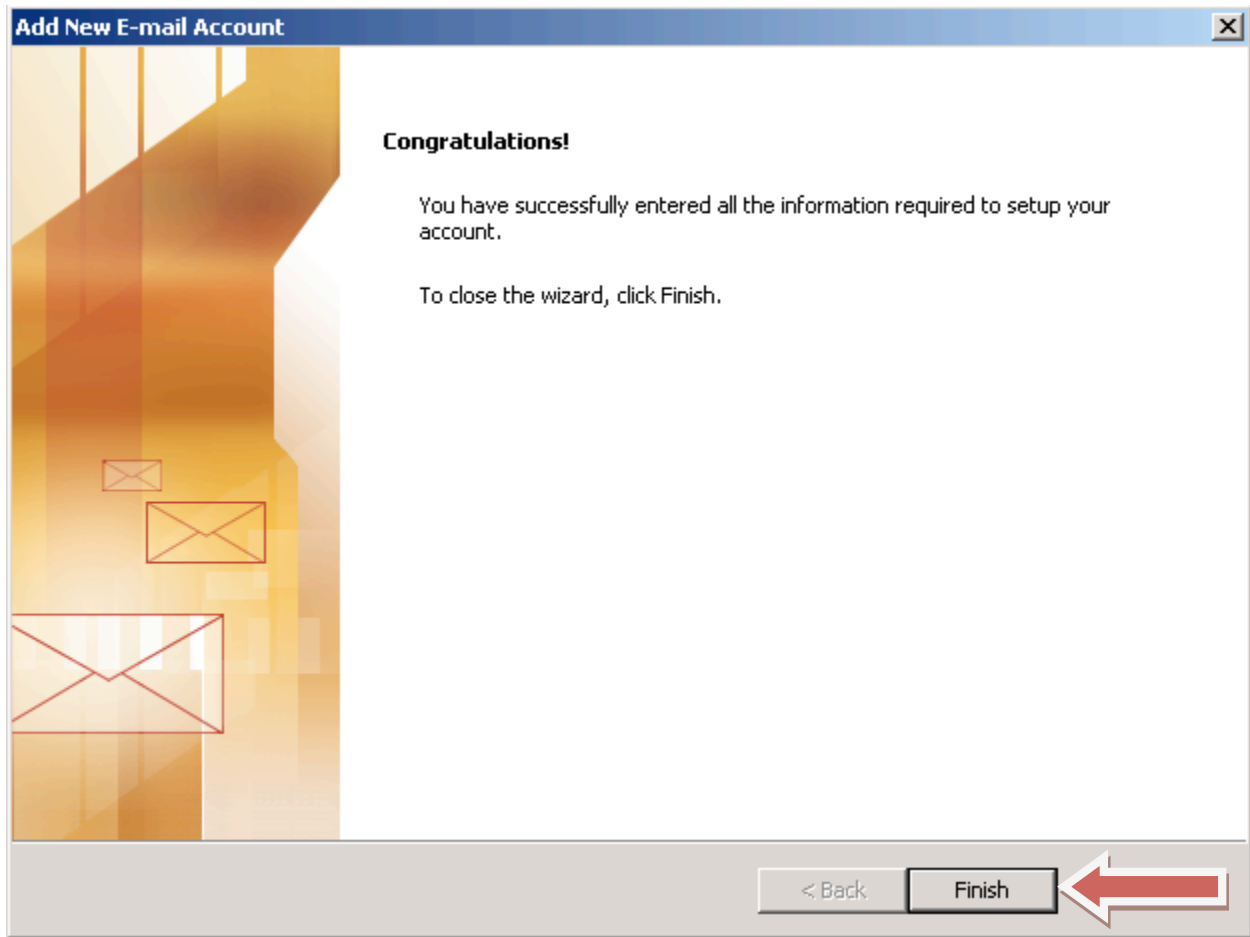
Log on to incoming mail server before sending mail

Click Here

OK Cancel

How to set up E-Mail in Outlook 2007

13. Click Next and you should see the following Screen:



Click Finish and you have successfully set-up Outlook 2007.
