



Business Email & Collaboration

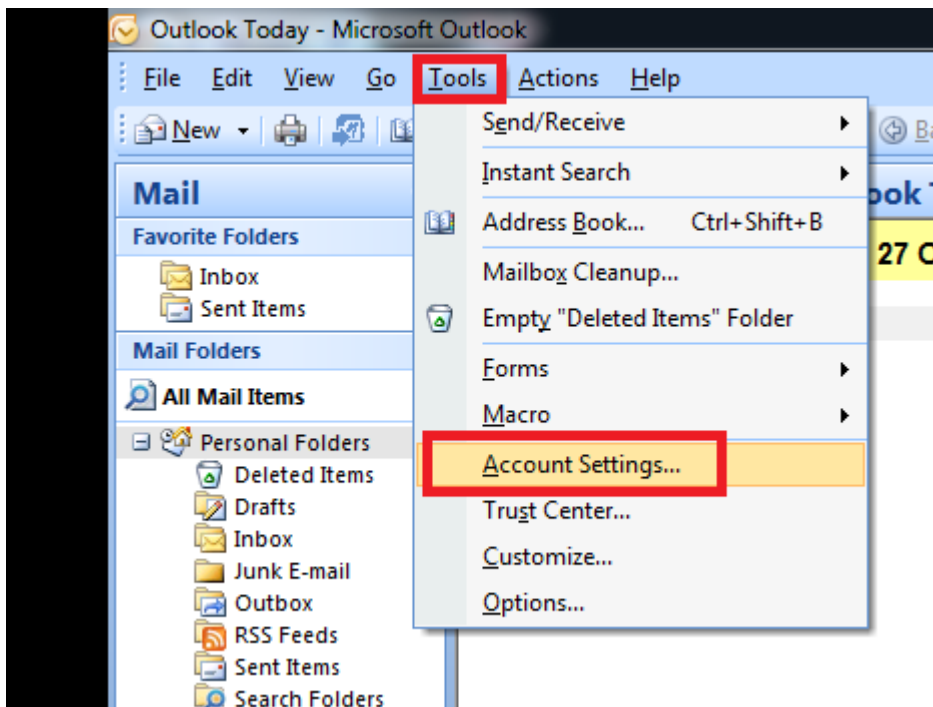
Setup Guide for Microsoft Outlook 2007/2003

Before you follow these steps please make sure you have your email address and email password at hand.

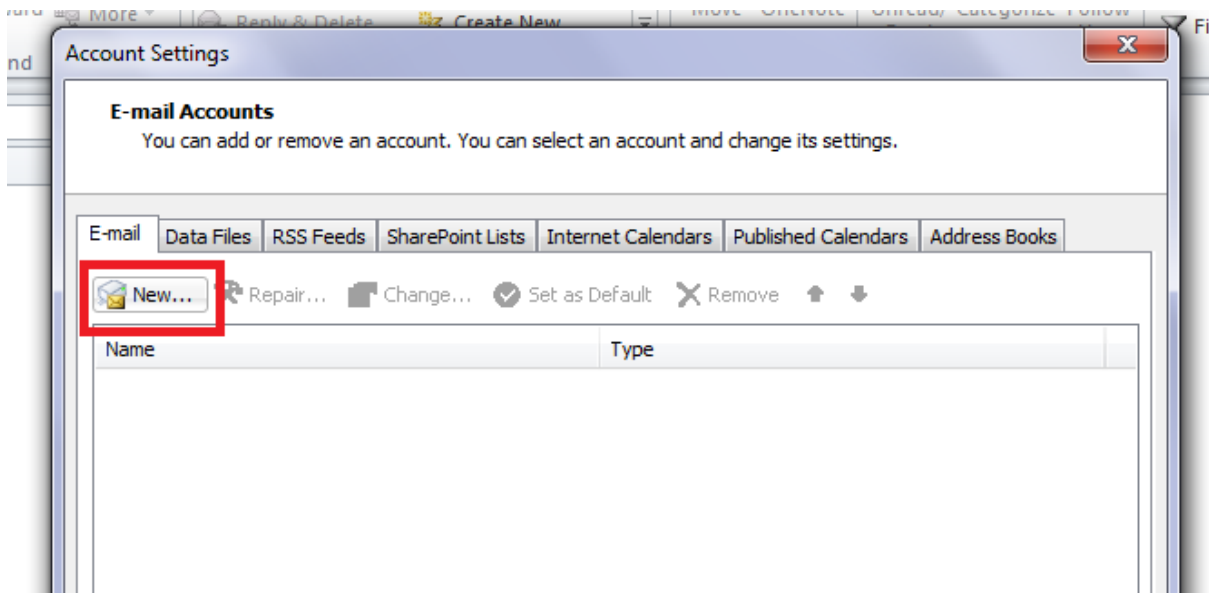
1. Open Outlook



- Simply Click the TOOLS button from the top menu and then select Account Settings as shown below.



- A new window will then be displayed as shown below. You will then need to click on the New button



If after clicking the new button it asks you if you would like to create a new email account simply click the next button.

4. At this step you will need to enter a few different pieces of information which Saco Technology or your IT administrator should have provided you and then click the next button.
 - a. Enter your name as you want it to appear when people receive emails from you.
 - b. Enter your full email address
 - c. Then enter your email password twice to confirm it is correct.

E-mail Account

Your Name:
Example: Ellen Adams

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

Password:

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

Text Messaging (SMS)

Manually configure server settings or additional server types

< Back **Next >** Cancel

5. Once this is done it will then go through and search for all the email settings you need automatically. After a minute you will see the following image and you will simply need to click next.

Add New Account

Problem Connecting to Server

Configuring

Configuring e-mail server settings. This might take several minutes:

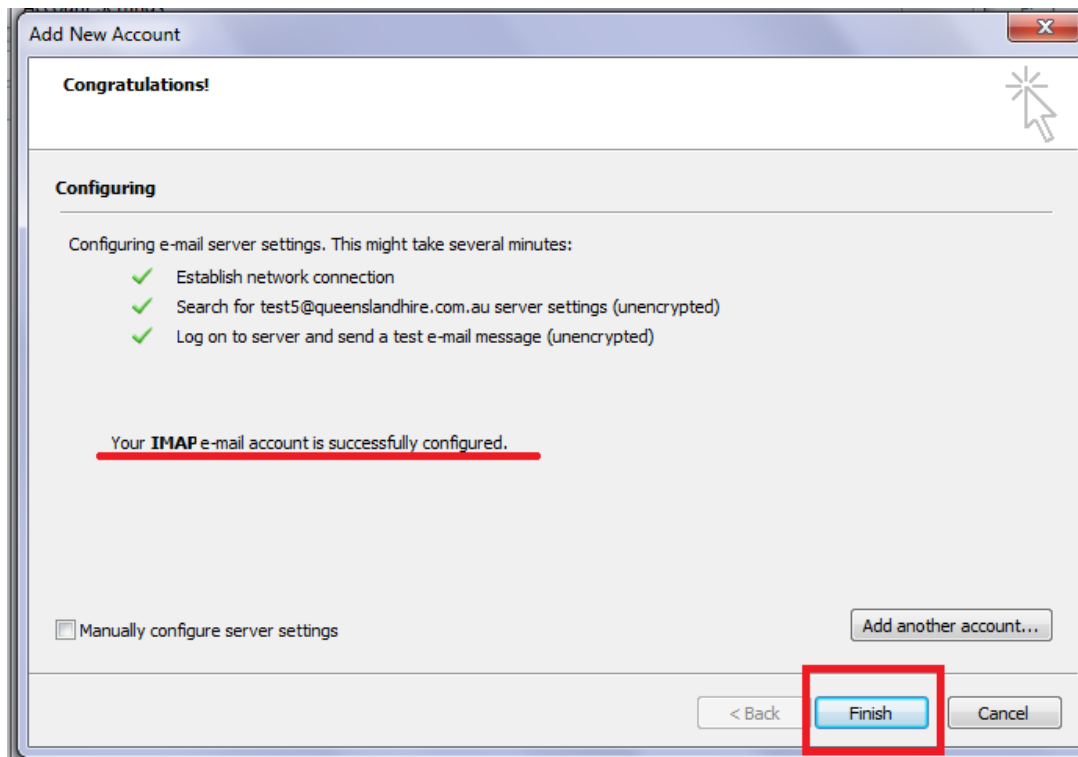
- ✓ Establish network connection
- ✗ Search for myemail@mydomain.com.au server settings

Log on to server

i An encrypted connection to your mail server is not available.
Click Next to attempt using an unencrypted connection.

< Back **Next >** Cancel

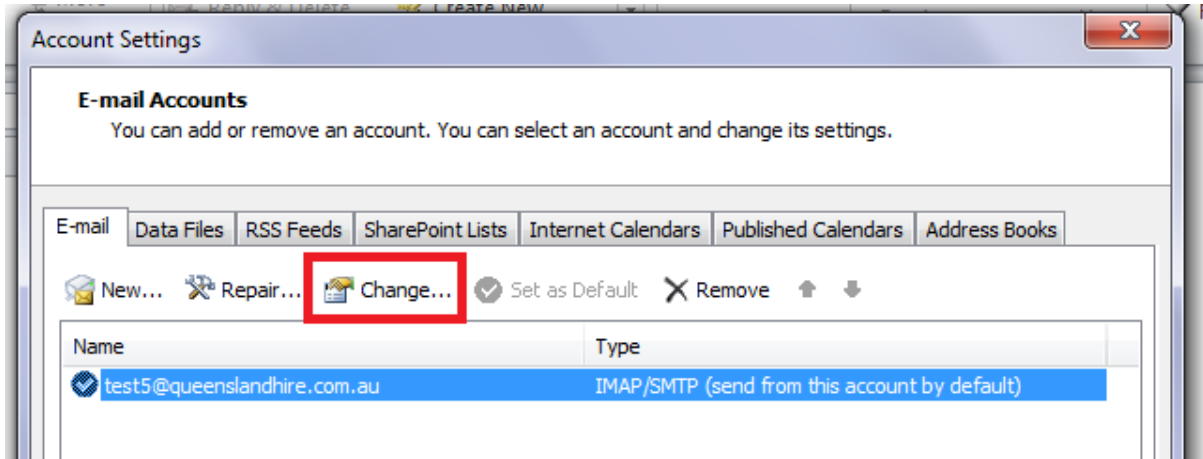
6. After you have clicked next it will then go through again and download the correct mail settings as shown below. To finish the setup all you need to do is select the Finish button.



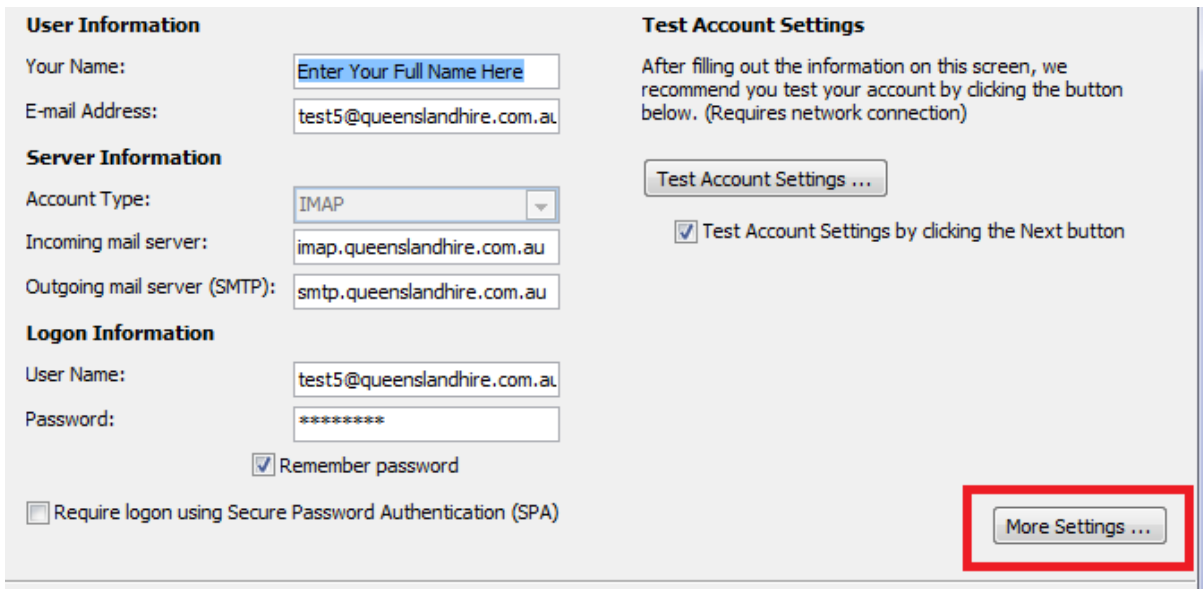
If you use Telstra Bigpond as your internet provide or use this when out of the office it is recommended that you follow the extra steps below to avoid issues sending emails out.

(If you don't then you are finished)

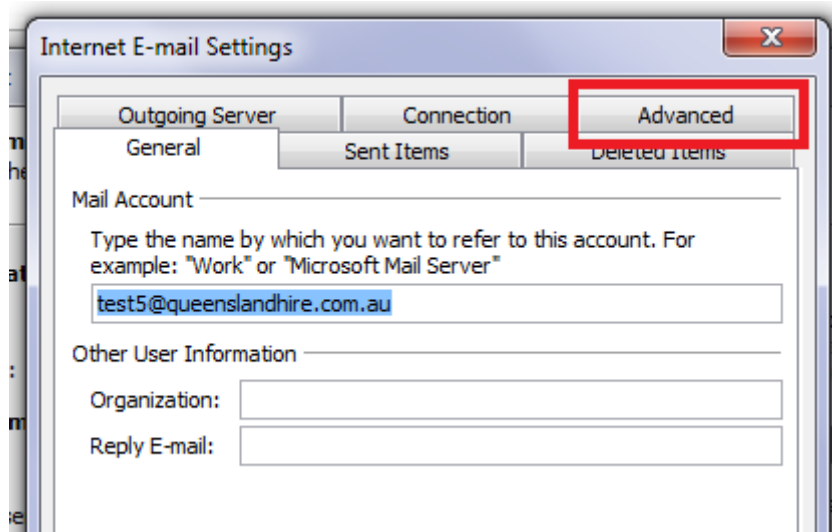
After hitting the finish button you will be taken back to the following screen below. From here simply select your email account you just added and click the Change button which then appears.



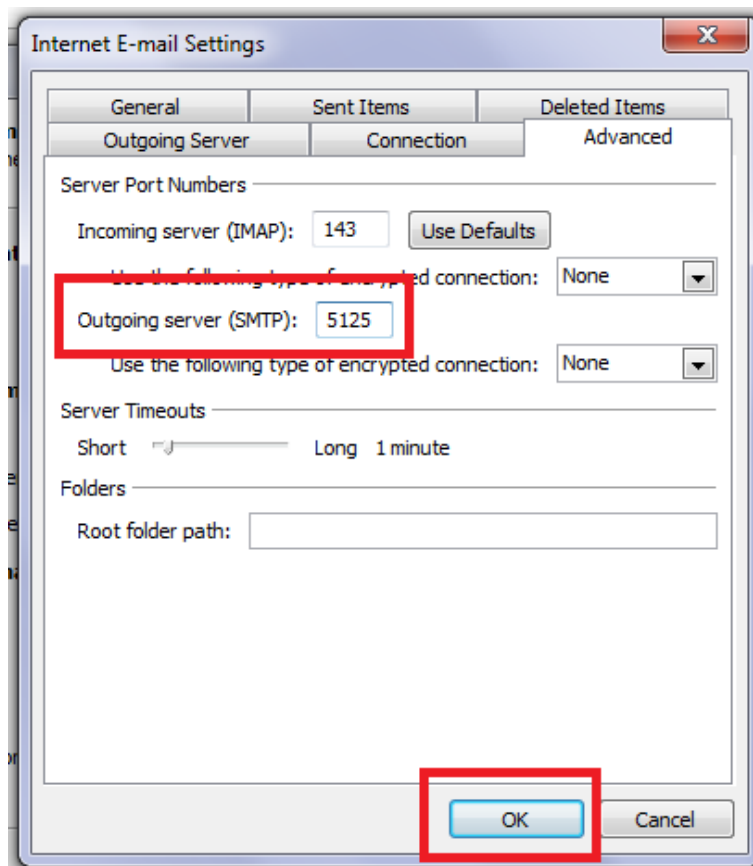
You will now see a new screen which shows you all your email settings. From here simply click the More Settings button found in the bottom right hand corner.



You will then see another window open which appears as shown below. All you need to do is simply click the Advanced button which is in the top right hand corner.



After clicking that you will see the follow windows open and you will notice the Outgoing Server has the number 25 in the text field. You need to change this to show 5125 as the image below shows and then simply hit the OK button.



You will then see a window like below and all you need to do is click on the next button:

The screenshot shows a configuration window with two main sections: 'Server Information' and 'Logon Information'. In the 'Server Information' section, 'Account Type' is set to 'IMAP', 'Incoming mail server' is 'imap.queenslandhire.com.au', and 'Outgoing mail server (SMTP)' is 'smtp.queenslandhire.com.au'. In the 'Logon Information' section, 'User Name' is 'test5@queenslandhire.com.au' and 'Password' is masked with asterisks. There are checkboxes for 'Remember password' (checked) and 'Require logon using Secure Password Authentication (SPA)' (unchecked). At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red rectangular box.

A new pop up will display and once it says completed in both fields hit the close button.

The screenshot shows a 'Test Account Settings' dialog box with a success message: 'Congratulations! All tests completed successfully. Click Close to continue.' Below the message are 'Stop' and 'Close' buttons, with the 'Close' button highlighted by a red box. A table below shows the results of the tests:

Tasks	Status
✓ Log onto incoming mail server (IMAP)	<u>Completed</u>
✓ Send test e-mail message	<u>Completed</u>

The following windows below will then be shown and all you need to do is simply click on FINISH.

