

E-mail Setup for Microsoft Outlook 2007 100 Mile NetShop Ltd.

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A step-by-step walkthrough

1) Start Outlook 2007 by double-clicking its desktop icon or by selecting it from the Start Menu. What happens next depends on whether you have opened Outlook previously.

- If you **have not** started Outlook 2007 before, an Outlook 2007 Startup wizard will open automatically. On the first screen of the wizard, click **Next**.

On the E-mail Upgrade Options screen, select the second option **Do not Upgrade**. Click **Next**.

On the E-mail Accounts screen, click **Yes** when asked if you want to set up an e-mail account. Go to step #2.

- If you **have** started Outlook 2007 before, click the **Tools** menu at the top of the Outlook Window, then click **Account Settings**. In this new window, select the **New...** on the E-mail tab. Microsoft Exchange, POP3, IMAP, or HTTP should already be selected. Click **Next**. Go to step #2, below.
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2) On the Auto Account Setup screen, check the box beside **Manually configure server settings or additional server types** and click **Next**.

Add New E-mail Account [X]

Auto Account Setup [Help Icon]

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

< Back **Next >** Cancel

3) Select **Internet E-mail** then press **Next**.



4) For **Your Name**, enter your real name here.

For the **E-mail Address**, enter your full e-mail address here.

For the **Account Type**, leave **POP3** set.

If you have a bcinternet.net e-mail address, enter **mail.bcinternet.net** for the **Incoming mail server**, and **smtp.bcinternet.net** for the **Outgoing mail server (SMTP)**.

If you have a bcwireless.com e-mail address, enter **mail.bcwireless.com** for the **Incoming mail server**, and **smtp.bcwireless.com** for the **Outgoing mail server (SMTP)**

Enter your **username** in the **Username** field and your **e-mail password** in the last field.

Press **Next**.

Add New E-mail Account [X]

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name:

E-mail Address:

Server Information

Account Type:

Incoming mail server:

Outgoing mail server (SMTP):

Logon Information

User Name:

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)

Note: Do NOT put a check mark where it says Require logon using Secure Password Authentication (SPA).

5) Press **Finish** and you're all set!