

P.O. BOX 954, Ocean Springs, MS 39566 Phone (228) 818-7967 Fax (228) 818-4442 E-mail: support@syop.net

## Instructions on setting up e-mail in Outlook 2007:

Open Microsoft Outlook 2007

Click on 'Tools' along the top

Go to 'Account Settings'

Click 'New'

Select 'Manually configure server settings or additional server types'

Click 'Next'

Make sure 'Internet E-mail' is selected

Click 'Next'

Enter your name and full e-mail address

Account type is POP3

Incoming and outgoing mail servers are the same and should be:

mail.yourdomainname.com (or .net)

Enter your log-in information (username is full e-mail address)

Click 'More Settings'

Click on the 'Outgoing Server' tab

Check 'My outgoing server (SMTP) requires authentication'

Click 'Advanced' tab

Change 'Outgoing Server (SMTP)' to 26

Click 'OK'

Click 'Next'