

Open Microsfot outlook 2007 and choose Tools menu then Account Settings

Account Settings

8

E-mail Accounts

You can add or remove an account. You can select an account and change its settings.

Name	Туре	^
amr@dtegypt.com	POP/SMTP (send from this account by default)	
Data Technology	POP/SMTP	
info Candptions	POP/SMTP	1
nfo@wtdev.net	POP/SMTP	E
ales@wtdev.net	POP/SMTP	
ales@candoptions.com	POP/SMTP	
nfo@dtegypt.com	POP/SMTP	
amr@wtdev.net	POP/SMTP	
atelsheikh@nmail.com	POP/SMTP	
lected e-mail account delivers Change Folder Personal F in data file C	ew e-mail messages to the following location: Iders \ Inbox \Users \ Amr \ AppData \Local \ Microsoft \ Outlook \ Outlook.pst	

Click new to create a new account

	Tiles RSS Feeds SharePoint Lists Internet Calendars Published Calendars Address Books
Add New	E-mail Account
E Choos	e t-mail service
-	Microsoft Exchange, POP3, IMAP, or HTTP Connect to an e-mail account at your Internet service provider (ISP) or your
	organization's Microsoft Exchange server.
	Connect to a server type shown below.
Se	Fax Mail Transport Outlook Mobile Service (Text Messaging)

Choose Microsoft Exchange, Pop3 as shown above

6			
N a C	Add New E-mail Account	p	
I i s	Your Name:	Example: Barbara Sankovic	1
i i	E-mail Address:		
Se	Password:		
		Type the password your Internet service provider has given you.	

Check the box manually configure server settings as shown above

E-mail Datz	Files RSS Feeds	SharePoint Lists	Internet Calendars	Published Calendars	Address Books
Add Nev	w E-mail Account	1987 - 50400M		54 — 31.	
2 Choo	ose E-mail Service	•			
1					
i	Internet f	-mail	or HTTP conver to con	id and receive a mail m	2002000
s	O Microsoft	Exchange	or nine server to ser	iu anu receive emaini	essayes.
a	Connect to	Microsoft Exchan	ge for access to your	e-mail, calendar, conta	cts, faxes and voice ma
Se	O Other Connect to	a server type sho	own below.		
	Fax Mail Ti	ansport	t Maccanine)		
	OUUUUK M	Julie Service (Text	urressaying)	0	
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Choose Inte	ernet E-mail				
	A				

E-mail Data Files RS	S Feeds SharePoint Lists Internet Cale	ndars Published Calendars Address Books
Add New E-mail A	ccount	•• • •
Internet E-ma	ill Settings se settings are required to get your e-mail	account working.
I User Informati	ion	Test Account Settings
s Your Name:	Amr Elsheikh	After filling out the information on this s
E-mail Address:	amr@dtegypt.com	button below. (Requires network conne
Server Informa	ation	Tast Account Sattings
Se Account Type:	POP3	
Incoming mail ser	ver: mail.dtegypt.com	
Outgoing mail ser	ver (SMTP): mail.dtegypt.com	
Logon Informa	tion	
User Name:	amr@dtegypt.com	
Password:	*****	
	Remember password	

Type Your Name is the name which will appear at the recipient "From Name"

E-mail address: your full E-mail address

Incoming and outgoing mail server is: mail.your domain name

User name is full E-mail address

Click more settings at the right bottom corner.

Click Advanced at the top right

E-mail Data	Files RSS Feeds SharePoint Lists Internet Calend	dars Published Calendars Address Books
Add Nev	E-mail Account	No. da la companya da comp A
Inte	met E-mail Settings ach of these settings are required to get your e-mail a	account working,
	Internet E-mail Settings	
i User s Your i E-mai s Serv Accol Incon Outge Logo User Passv	General Outgoing Server Connection Advanced Server Port Numbers Incoming server (POP3): 110 Use Default This server requires an encrypted connection Outgoing server (SMTP): 25 Use the following type of encrypted connection Server Timeouts Short	Its Settings ion (SSL) Settings In: None
20 Re		More Settin

E-mail Dat	a Files RSS Feeds SharePoint Lists Internet Calendars Published Caler	idars Address Books
Add Ne	w E-mail Account	
Inte	rnet E-mail Settings Each of these settings are required to get your e-mail account working.	
	Internet E-mail Settings	3
ii User s Your ii E-mai s Serv Se Incon Outgo Logo User Passv	General Outgoing Server Connection Advanced Server Port Numbers Incoming server (POP3): 110 Use Defaults Incoming server (POP3): 110 Use Defaults Incoming server requires an encrypted connection (SSL) Outgoing server (SMTP): 587 Use the following type of encrypted connection: None Image: Connection (SSL) Server Timeouts Short Image: Connection (SSL) Delivery Image: Connection (SSL) Image: Connection (SSL) Delivery Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connection (SSL) Image: Connectio	Settings the information on this scree u test your account by didking Requires network connection Settings
120		More Setting Next > Car

Change the value of the Outgoing server (SMTP): from 25 to 587

Click Ok

Please click outgoing server and check the box

My outgoing server requires Authentication.

Click Test account settings

Jser Info	ormation		Test Account Settings
our Name	e:	INFO	After filling out the information on this screen, we
-mail Add	tress:	info@wtdev.net	button below. (Requires network connection)
Server I	nformation		Toot Account Cattings
		present the second seco	rest Account Setungs
	ype: Test Account Set	POP3 v tings	
ccount T ncomin utgoin ogon ser Na	ype: Test Account Set Congratulations! A	POP3	Click Close to continue. Stop
ccount T ncomine ogon ser Na asswor	ype: Test Account Set Congratulations! / Tasks Errors Tasks	POP3 • tings	Click Close to continue. Stop Close

You must receive completed for both tasks as shown above

Click next

Click Finish

Now you can click send and receive icon at the top icons menu

You should receive the outlook test message and now you can use your outlook to send and receive mails

Thanks

Data Technology Team