

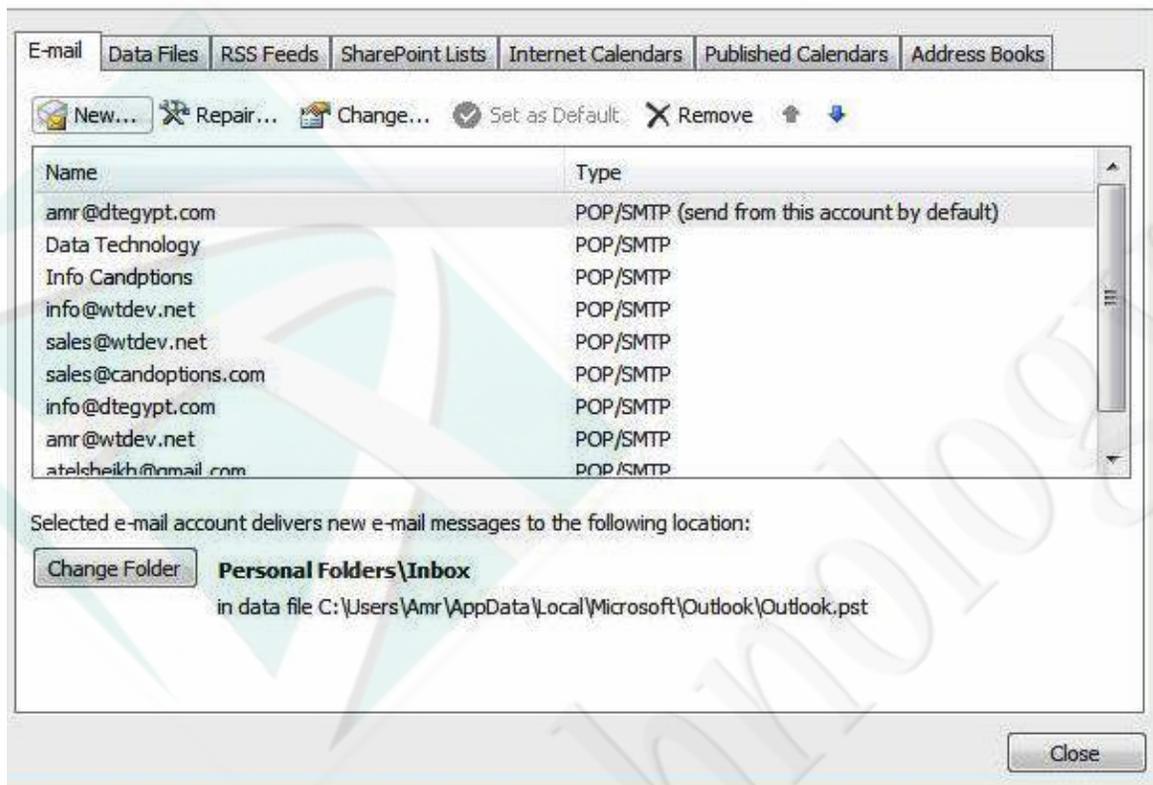
Open Microsoft Outlook 2007 and choose Tools menu then Account Settings



Account Settings

E-mail Accounts

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

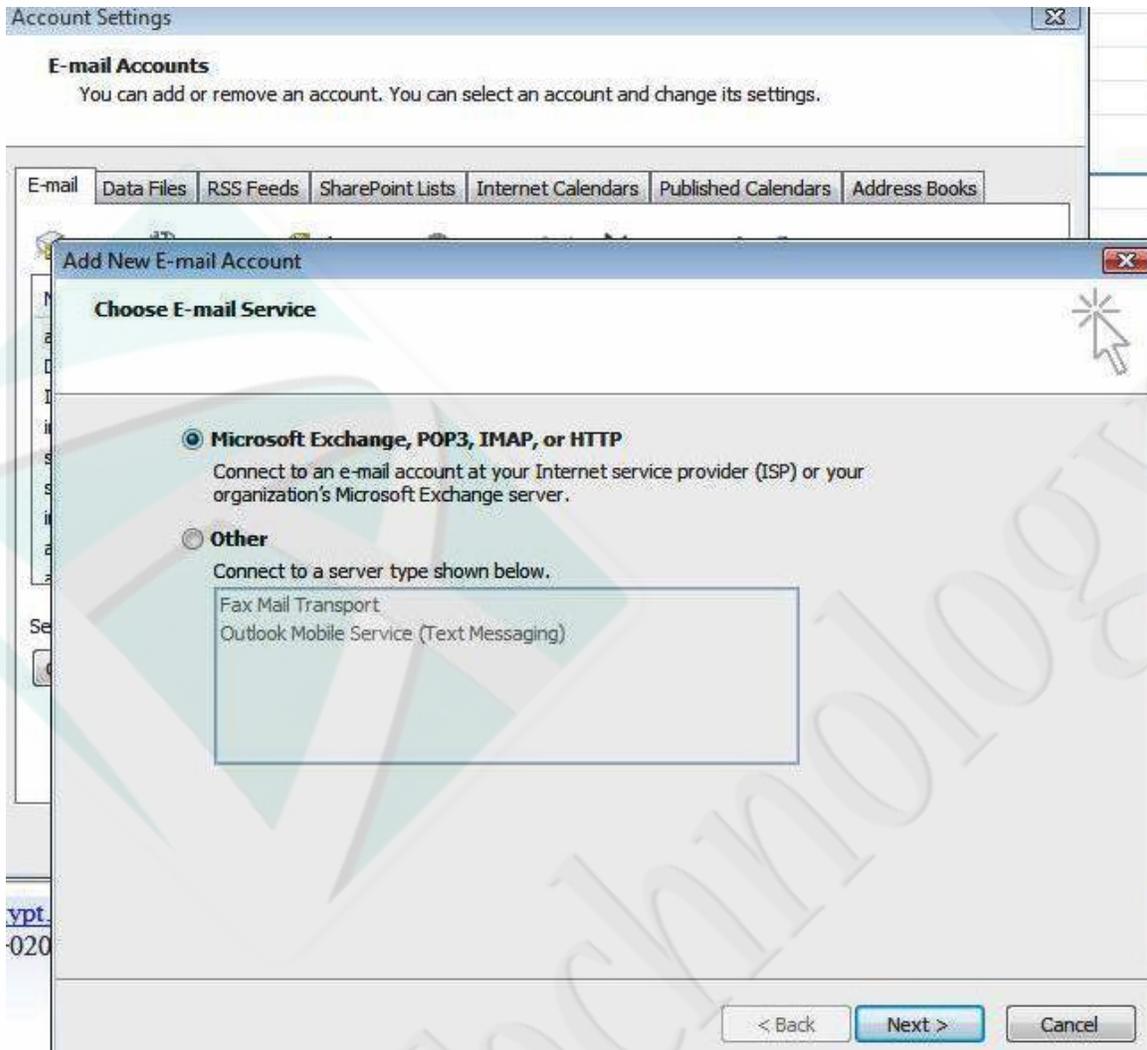


The screenshot shows the Outlook Account Settings window. At the top, there are tabs for "E-mail", "Data Files", "RSS Feeds", "SharePoint Lists", "Internet Calendars", "Published Calendars", and "Address Books". Below the tabs is a toolbar with icons for "New...", "Repair...", "Change...", "Set as Default", and "Remove", along with up and down arrow icons. The main area contains a table of email accounts:

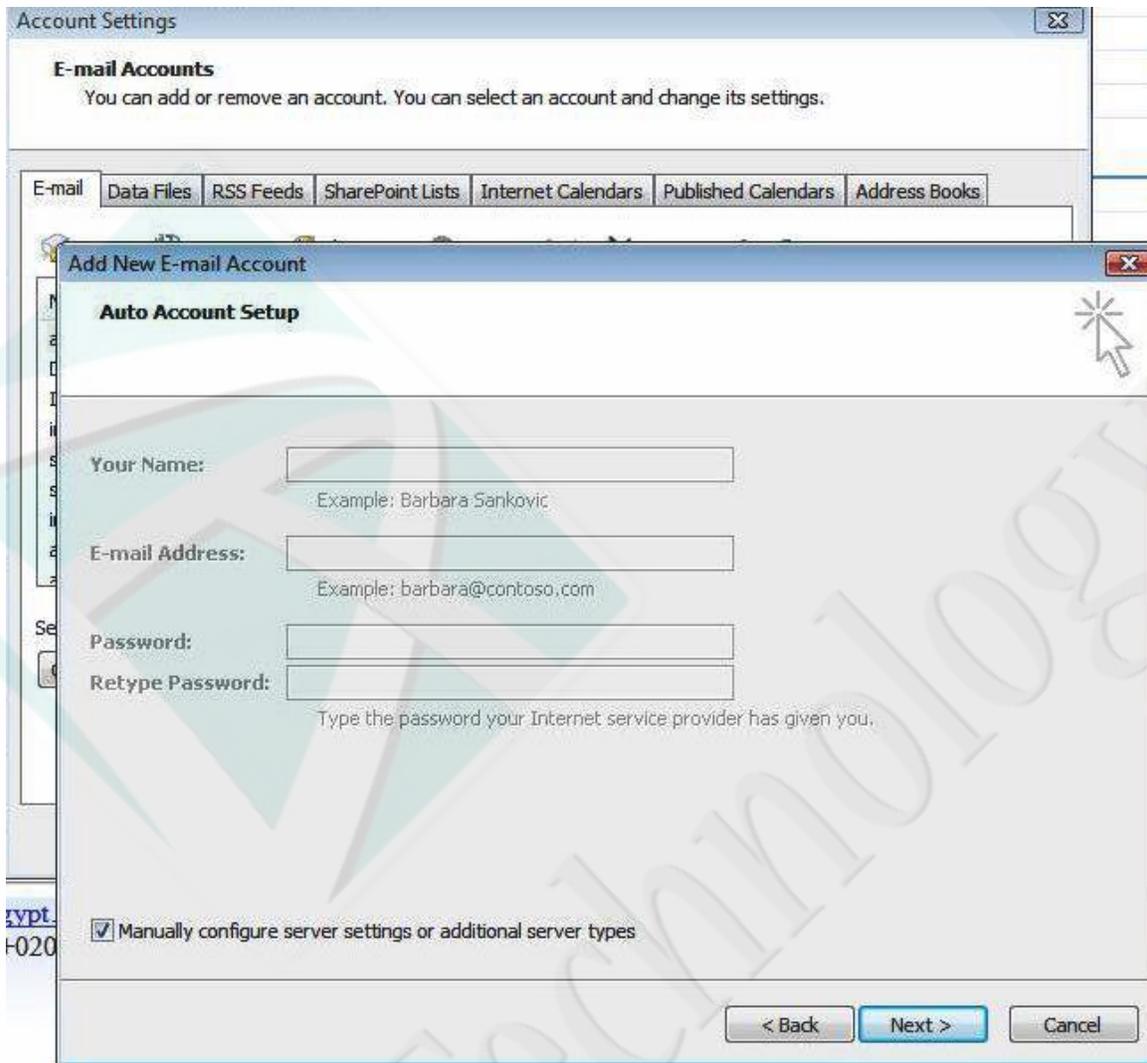
| Name | Type |
|-----------------------|--|
| amr@dtegypt.com | POP/SMTP (send from this account by default) |
| Data Technology | POP/SMTP |
| Info Candptions | POP/SMTP |
| info@wtdev.net | POP/SMTP |
| sales@wtdev.net | POP/SMTP |
| sales@candoptions.com | POP/SMTP |
| info@dtegypt.com | POP/SMTP |
| amr@wtdev.net | POP/SMTP |
| atelcheikh@gmail.com | POP/SMTP |

Below the table, it says "Selected e-mail account delivers new e-mail messages to the following location:" followed by a "Change Folder" button and the text "Personal Folders\Inbox" and "in data file C:\Users\Amr\AppData\Local\Microsoft\Outlook\Outlook.pst". A "Close" button is located at the bottom right of the window.

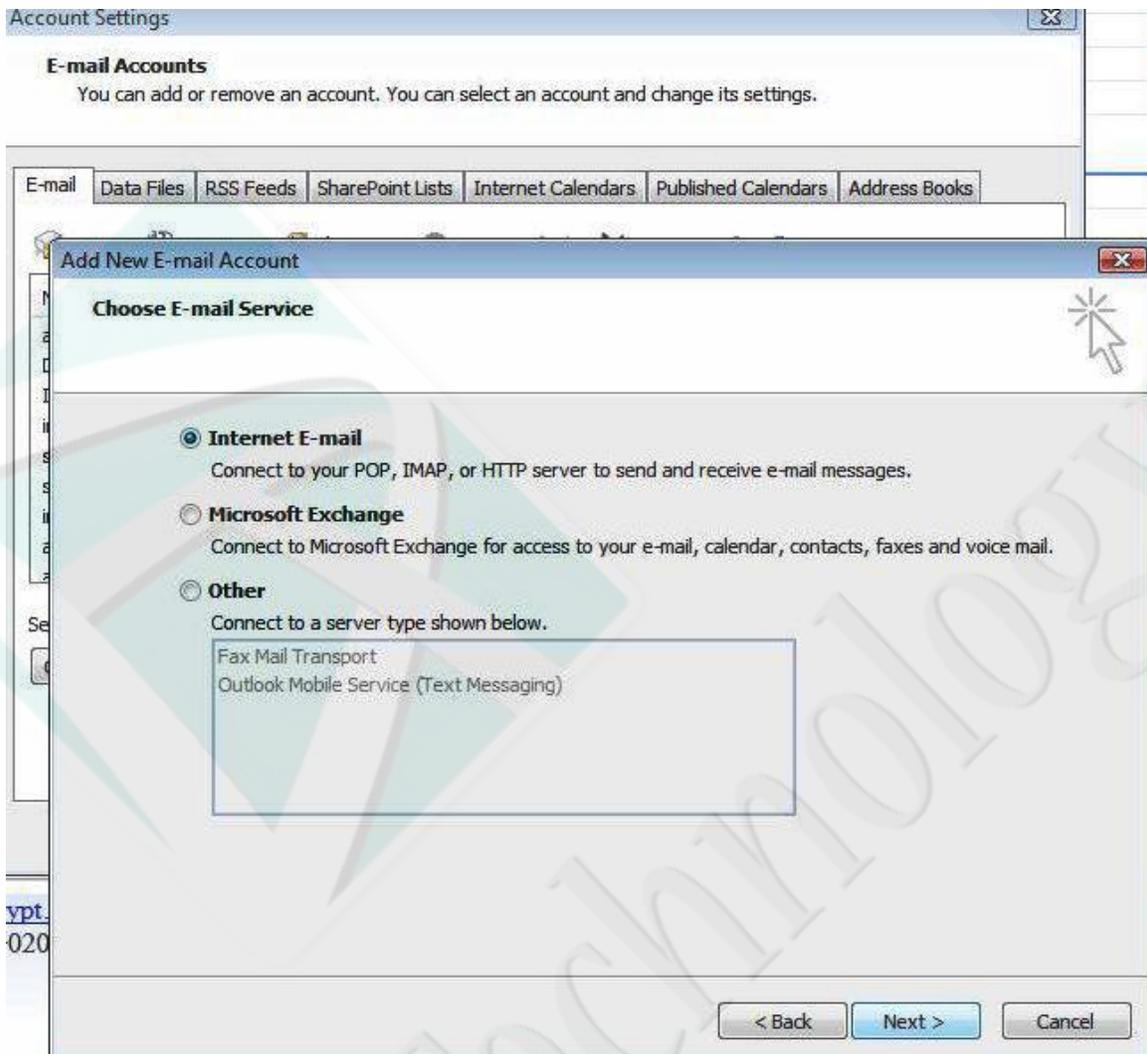
Click new to create a new account



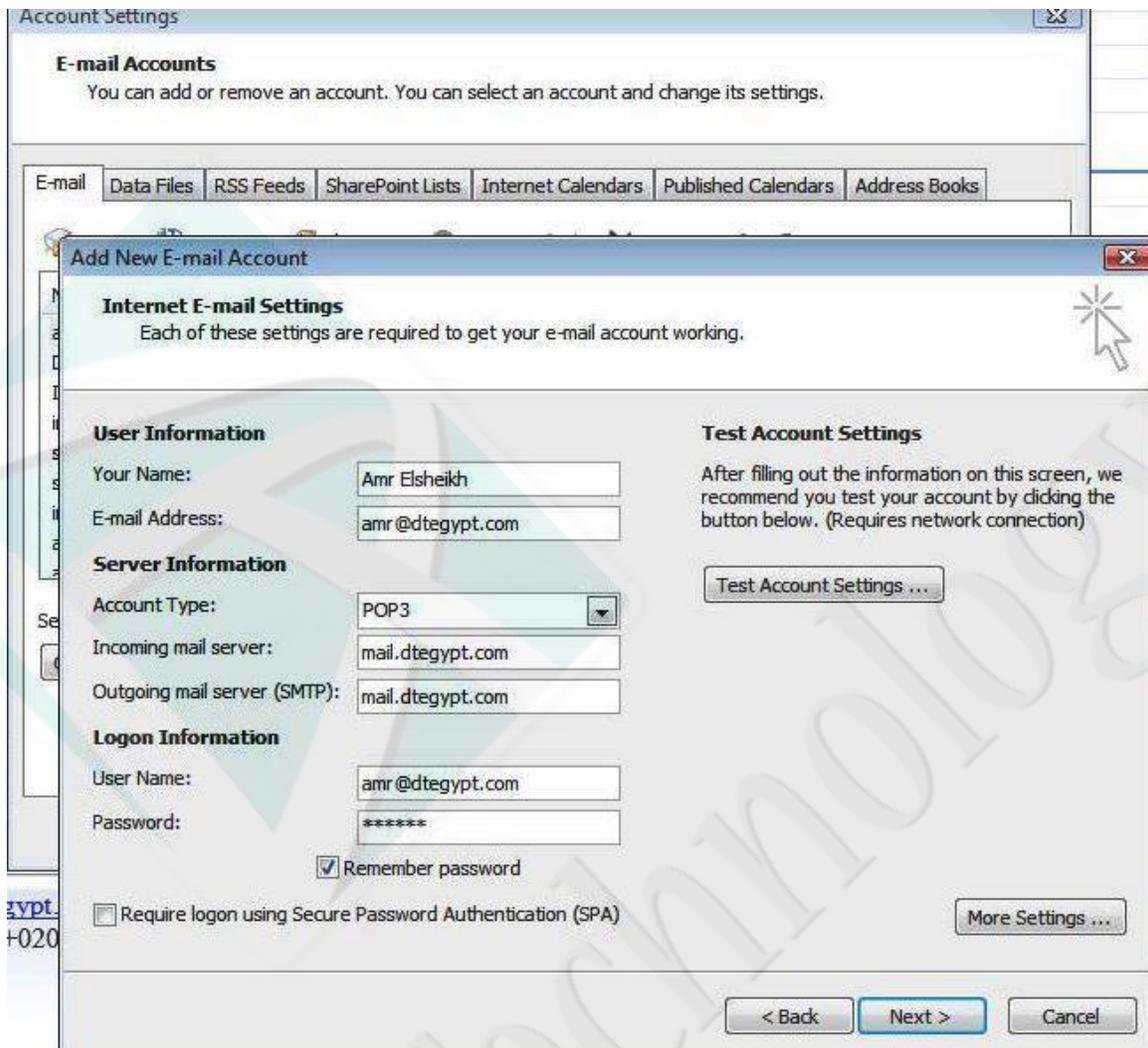
Choose Microsoft Exchange, Pop3 as shown above



Check the box manually configure server settings as shown above



Choose Internet E-mail



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

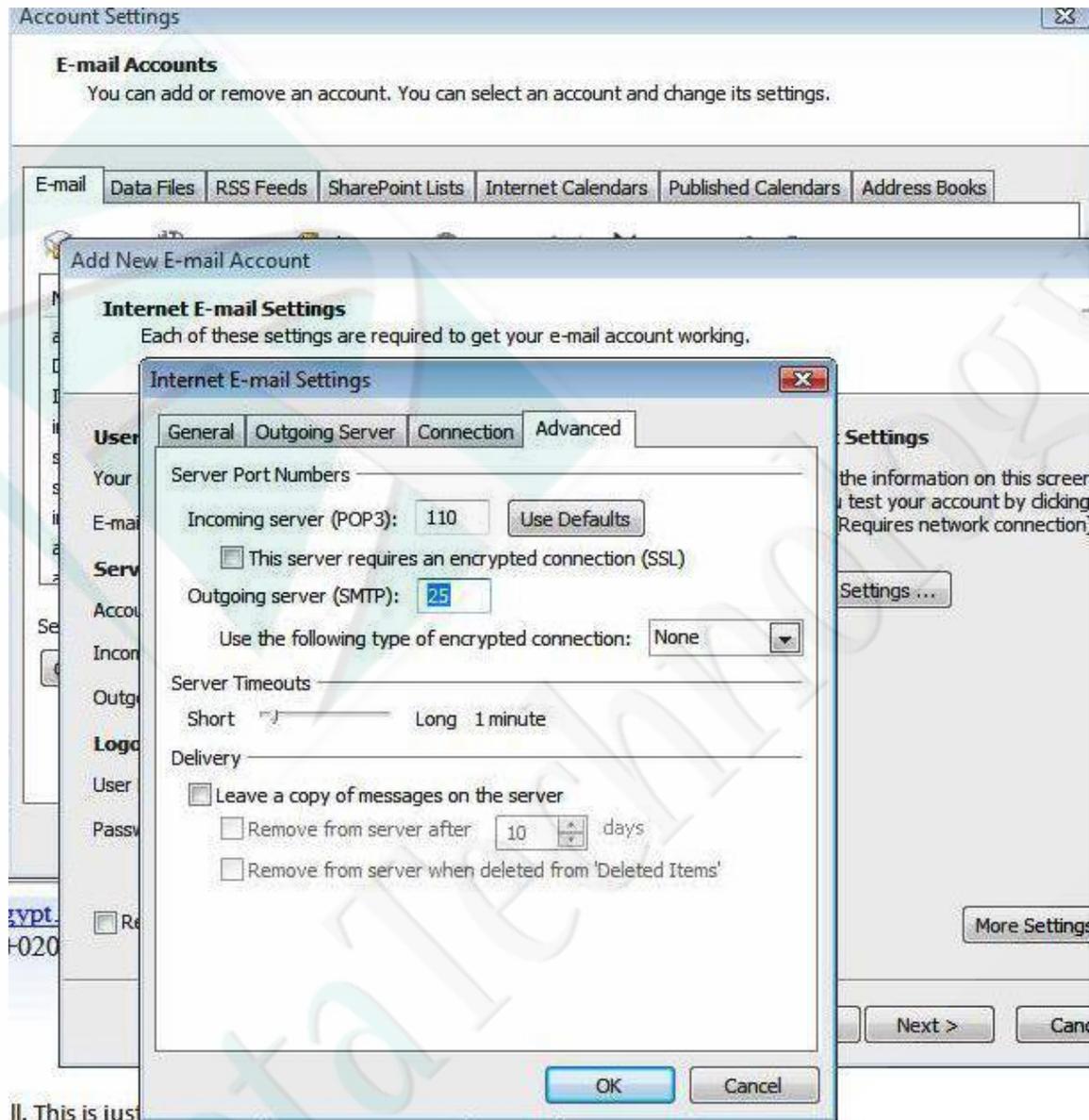
E-mail address: your full E-mail address

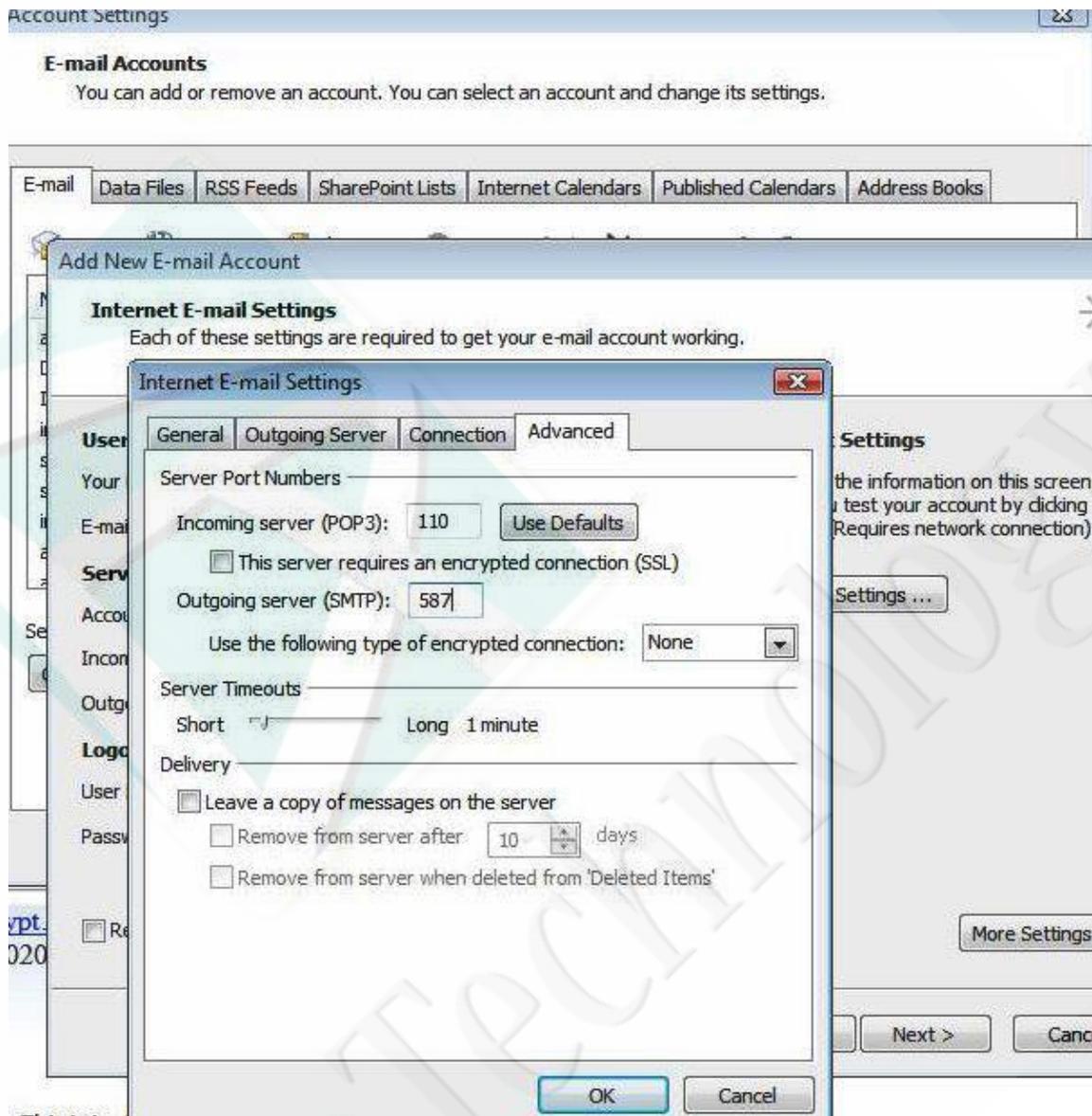
Incoming and outgoing mail server is: mail.your domain name

User name is full E-mail address

Click more settings at the right bottom corner.

Click Advanced at the top right





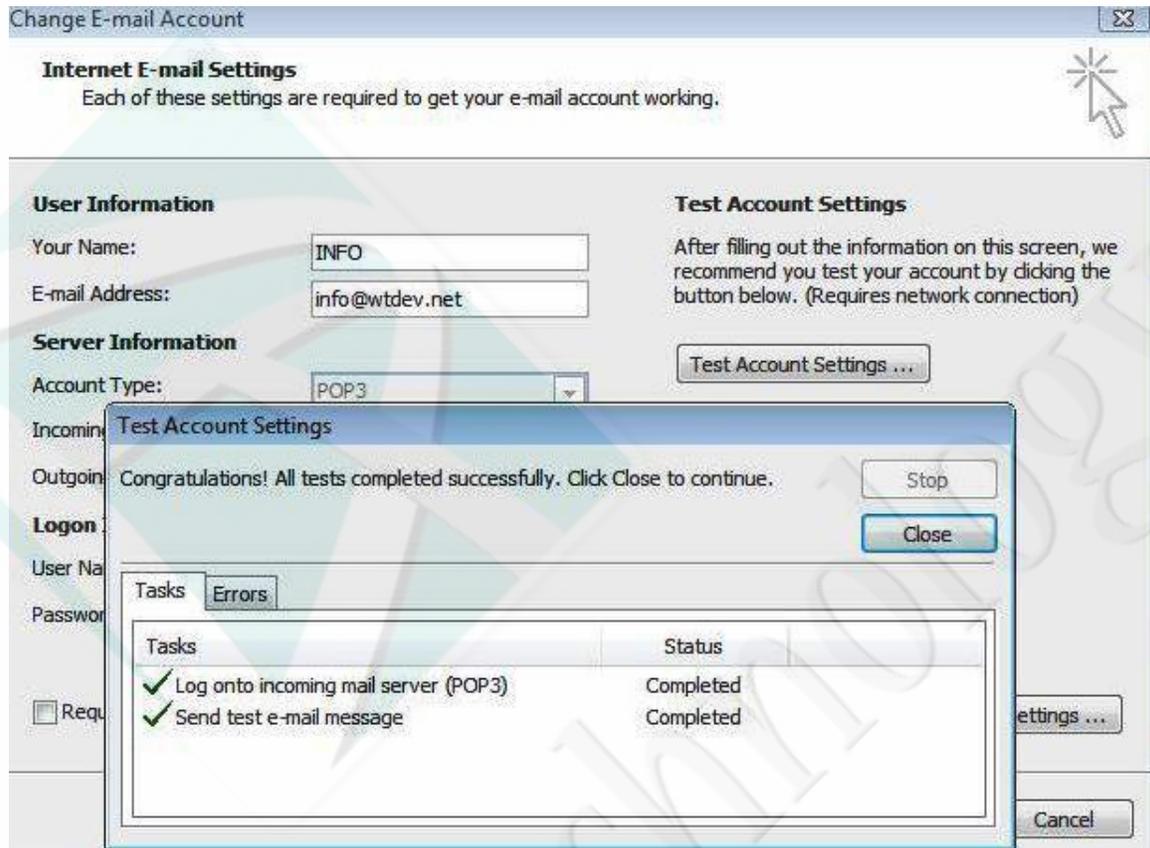
Change the value of the Outgoing server (SMTP): from 25 to 587

Click Ok

Please click outgoing server and check the box

My outgoing server requires Authentication.

Click Test account settings



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