

# Allied Telesis

## Email Configuration Guide

### Outlook 2007

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### 1. Required Settings

Most email programs that support the POP/IMAP and SMTP email standards for sending and receiving email use the following five primary settings.

1. Username -You must enter your complete email address. (Example: user@yourdomain.com)
2. Password -This is the same password that you use to login to Web Mail.
3. Incoming Mail Server
4. Outgoing Mail Server (SMTP)
5. Outgoing Mail Server (SMTP) Authentication

In order to send email, you must set your email software to use authentication when connecting to the outgoing mail server. If your email software asks you to enter a username and password, enter the same username and password that you entered in settings one and two above.

### 2. Server Settings

Server Type	Server Name	Port
POP	pop.yourdomain*.com	110
IMAP	imap.yourdomain*.com	143
SMTP	smtp.yourdomain*.com	25
SMTP alternative port	smtp.yourdomain*.com	2525

**\*\*Your Domain\*\*** can be one of the following:

**myatcc.com**  
**atccmail.com**  
**yokotamail.com**  
**armed-svc.com**

### 3. Setting Up Your Email Account

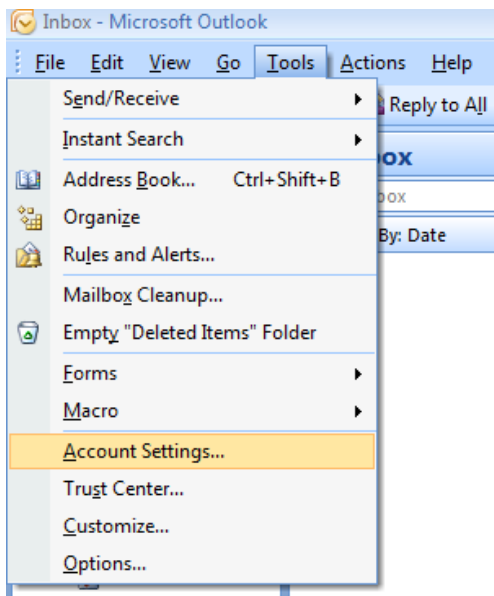


Start Outlook. You can do this by clicking on the icon from your desktop or by selecting this from your Programs Menu

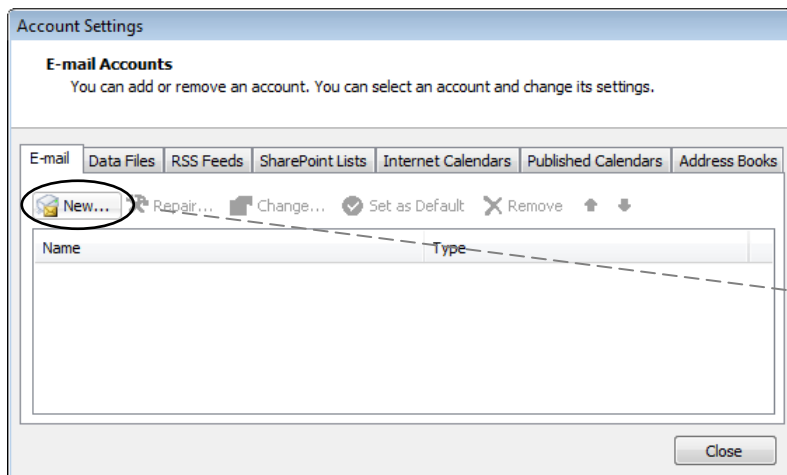


If this is the first time you have used Outlook, you will be brought to the Startup Wizard.

Click **Next**



If the Startup Wizard does not automatically display click on **Tools** in the Menu bar, then select **Account Settings**.



Click **New** to create your e-mail account

The screenshot shows the 'Add New E-mail Account' dialog box in Outlook 2007, specifically the 'Auto Account Setup' step. The title bar reads 'Add New E-mail Account'. Below the title bar, the text says 'Auto Account Setup' and 'Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.' There are three input fields: 'Your Name' with the text 'John Smith' and an example 'Example: Barbara Sankovic'; 'E-mail Address' with the text 'user@yourdomain.com\*' and an example 'Example: barbara@contoso.com'; and 'Password' and 'Retype Password' both containing '\*\*\*\*\*'. A note below the password fields says 'Type the password your Internet service provider has given you.' At the bottom left, there is a checked checkbox labeled 'Manually configure server settings or additional server types'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

In the **Your Name** box, enter your name exactly as you would like it to appear to recipients

In the **E-mail Address** box, type your e-mail address

In the **Password** box, type your password **Retype Password** one more time

Check the “**Manually configure server settings or additional server types**” then click **Next** to continue

The screenshot shows the 'Add New E-mail Account' dialog box in Outlook 2007, specifically the 'Choose E-mail Service' step. The title bar reads 'Add New E-mail Account'. Below the title bar, the text says 'Choose E-mail Service'. There are three radio button options: 'Internet E-mail' (selected), 'Microsoft Exchange', and 'Other'. Under 'Internet E-mail', it says 'Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.' Under 'Microsoft Exchange', it says 'Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, faxes and voice mail.' Under 'Other', it says 'Connect to a server type shown below.' Below the 'Other' section, there is a text box containing 'Outlook Mobile Service (Text Messaging)'. At the bottom right, there are three buttons: '< Back', 'Next >', and 'Cancel'.

Select **Internet E-mail** and then click **Next**

The screenshot shows the 'Add New E-mail Account' dialog box in Outlook 2007, specifically the 'Internet E-mail Settings' step. The title bar reads 'Add New E-mail Account'. Below the title bar, the text says 'Internet E-mail Settings' and 'Each of these settings are required to get your e-mail account working.' There are two main sections: 'User Information' and 'Test Account Settings'. 'User Information' includes 'Your Name' (John Smith), 'E-mail Address' (user@yourdomain.com), 'Server Information' (Account Type: POP3, Incoming mail server: pop.yourdomain.com\*, Outgoing mail server (SMTP): smtp.yourdomain.com\*), and 'Logon Information' (User Name: user@yourdomain.com, Password: \*\*\*\*\*). There is a checked checkbox 'Remember password' and an unchecked checkbox 'Require logon using Secure Password Authentication (SPA)'. 'Test Account Settings' includes a note: 'After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)' and a 'Test Account Settings ...' button. At the bottom right, there is a 'More Settings ...' button. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

You will now need to fill in your information one more time

In the **Your Name** box, reenter your name

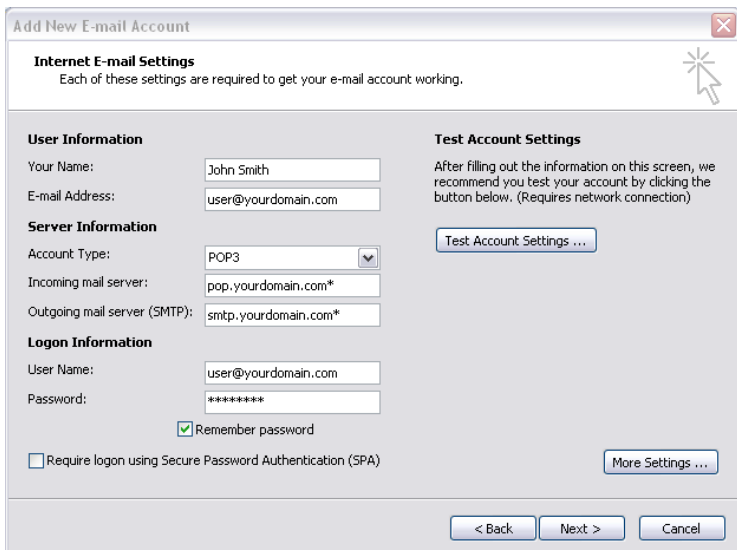
In the **E-mail Address** box, type your e-mail address

In **Account Type** chose **POP3** or **IMAP** as the type of account that you would like to create

If you chose **POP3** in **Account Types** enter:  
*pop.yourdomain.com\**

If you chose **IMAP** in **Account Types** enter:  
*imap.yourdomain.com\**

In the **Outgoing mail server (SMTP)** box, type  
*smtp.yourdomain.com\**

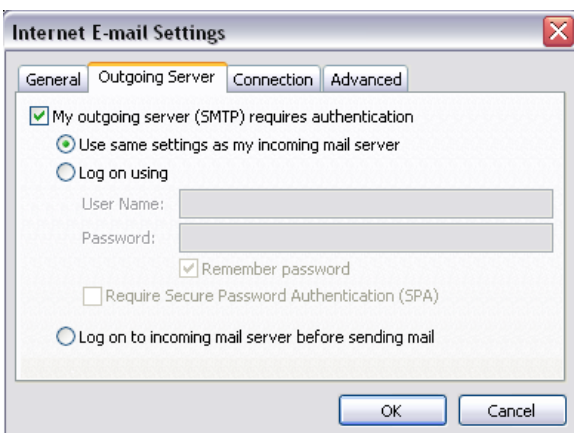


In the **User Name** box, type your entire email address  
(Example: user@yourdomain.com)

In the **Password** box, type your password

If you would like Outlook to remember your password, please check the box labeled **Remember password**

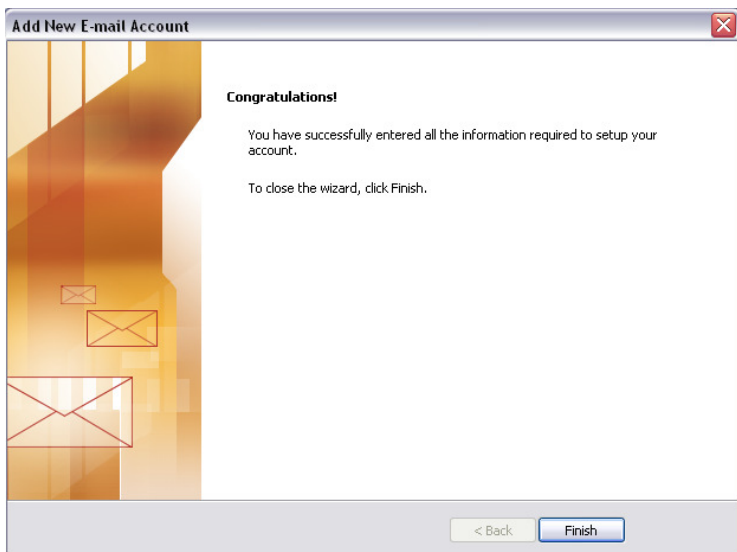
Now click on **More Settings**



Select the **Outgoing Server** tab

Check the box labeled “My Outgoing Server Requires Authentication”

Ensure the first radio button is checked which will use the same settings as your incoming mail server then click **OK**



Click **Next** after you have completed entering this configuration information, and then click **Finish**.

## 4. Support

For questions on how to use Microsoft Outlook, please visit the Microsoft support site.

<http://support.microsoft.com/>