



GENUSUS

Setting Up Microsoft Outlook 2007 to Use Your E-Mail Address

This document assumes you are using Microsoft Outlook 2007. If you are using a previous version of Outlook, please see the version of this document for your version of Outlook. We do not recommend using Outlook previous to version 2003.

Security Advisory: As many people are aware, there are certain security risks associated with e-mail. By following the guidelines below, you can virtually eliminate the need to worry about being infected by a virus through e-mail.

- Do not open attachments in e-mail messages from people you don't know.
- Do not open attachments with the following extensions: vbs, js, jsp, asp, com, bat, pif, exe It is likely that these attachments are actually scripts designed to load a Trojan Horse-type virus onto your computer. Even if the message is from somebody you know and trust, do NOT open script attachments with those extensions!
- Do not run attachments you receive with an exe extension. Files with an exe extension are programs that could contain viruses.
- We strongly recommend against downloading and running novelty programs or programs from small vendors whose backgrounds are uncertain.
- Generally you can feel safe opening attachments with extensions such as jpg, gif and bmp. These are image files and cannot transfer viruses to your computer the way script files or programs can.
- Use common sense while online. The internet is a wonderful resource, but many people are struck by viruses when they download and run shareware or freeware files from small vendors. If a program is useful, buy it from the manufacturer. If you receive an attachment in an e-mail message and you don't know what it is, delete it.

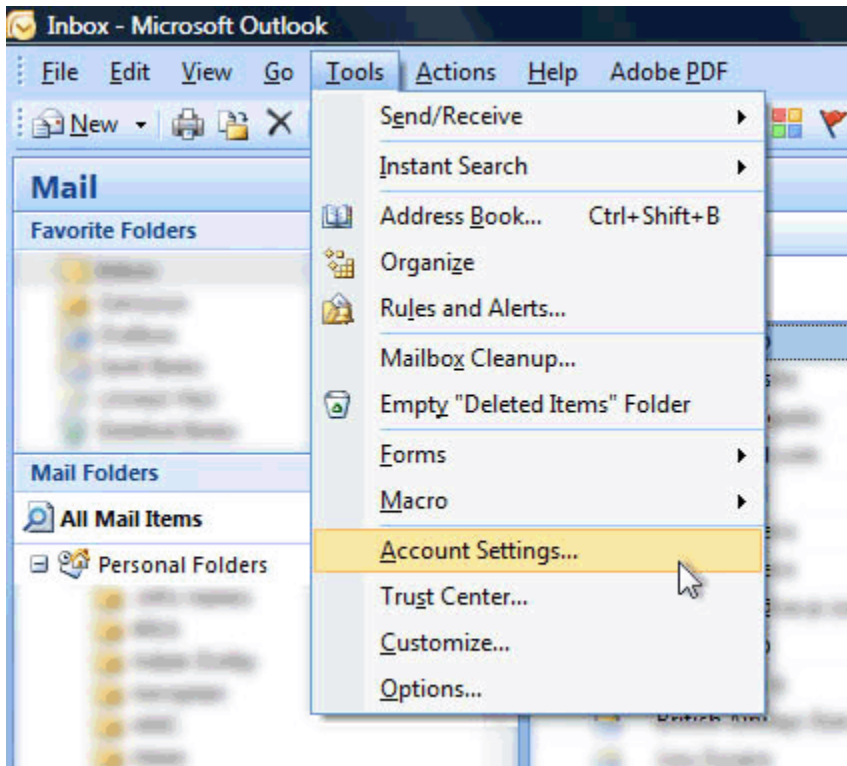
Junk E-Mail: In most circumstances, when you retrieve your mail in Outlook, it's deleted from the server when Outlook receives it. However, Outlook will not retrieve mail that the server files in your Junk e-mail folder. If you believe you may have missed a message that was improperly marked as spam and filtered, log into <http://mail.genusus.com/> with your e-mail address and password, then click on the **Junk E-Mail** folder at left in order to view messages that have been filtered by the server.

If you see a message there that shouldn't be there, select the checkbox in front of the message, mouse up to the Action menu and select **Unmark as Spam**

Please proceed to the next page to read the Microsoft Outlook 2007 Setup instructions.

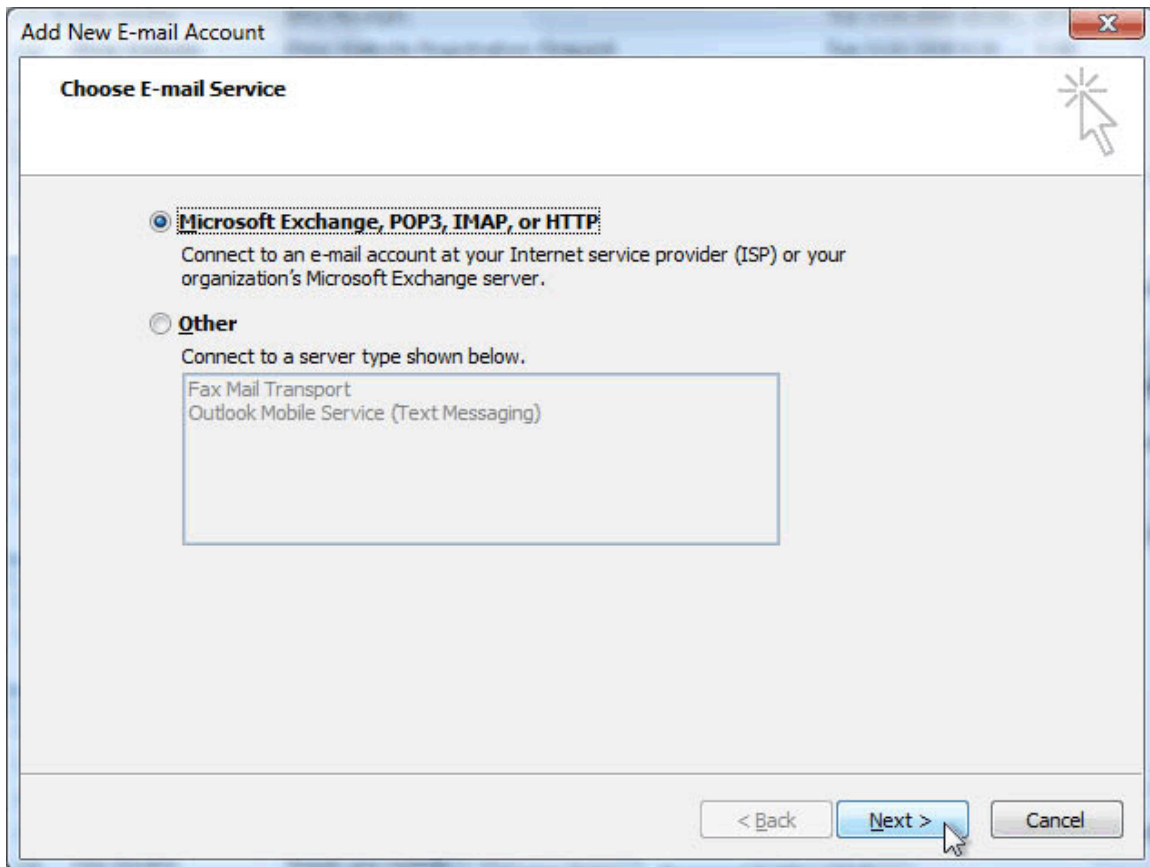
Setting Up Microsoft Outlook 2007 to Use Your E-Mail Address - Step 1

In Microsoft Outlook 2007, click on the Tools menu, then select Account Settings... as shown:



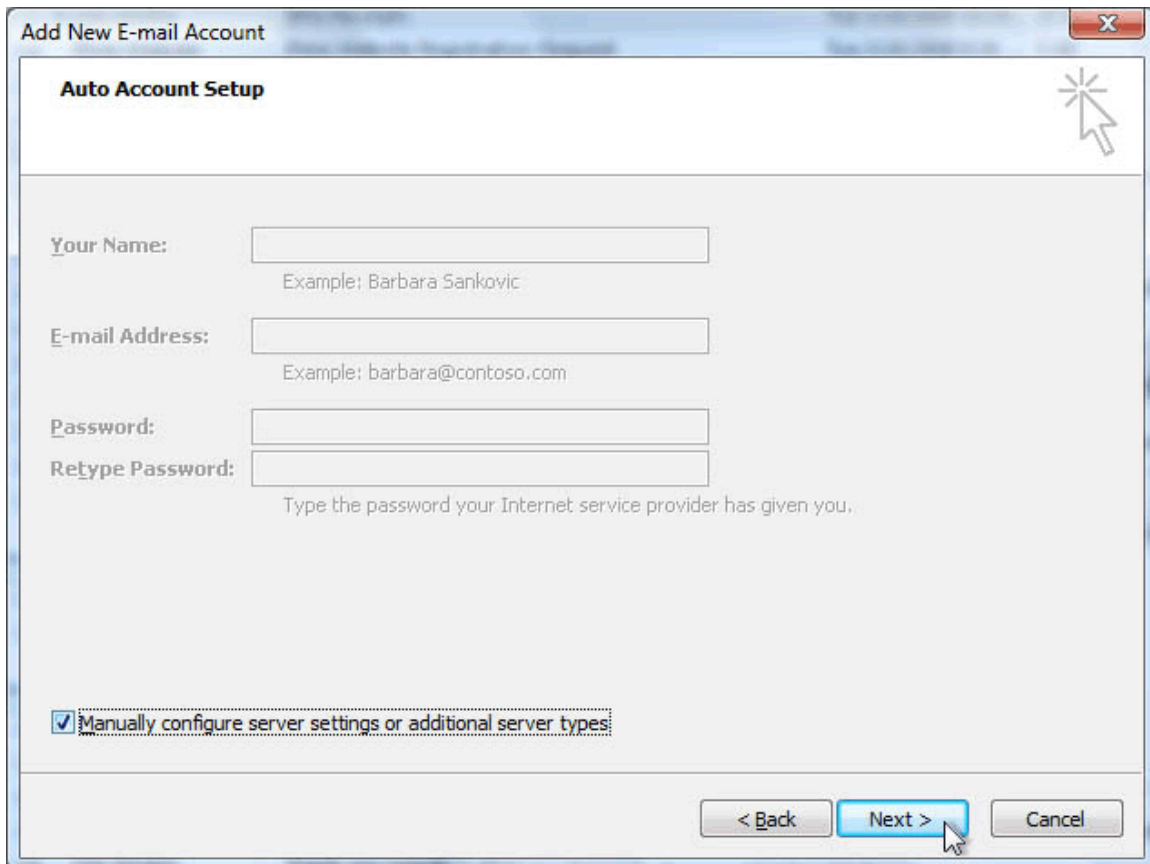
Setting Up Microsoft Outlook 2007 to Use Your E-Mail Address - Step 3

Select the radio button that says Microsoft Exchange, POP3, IMAP, or HTTP then click the Next > button:



Setting Up Microsoft Outlook 2007 to Use Your E-Mail Address - Step 4

Check the box that says **Manually configure server settings or additional server types** then click the **Next >** button:



Add New E-mail Account

Auto Account Setup

Your Name:
Example: Barbara Sankovic

E-mail Address:
Example: barbara@contoso.com

Password:

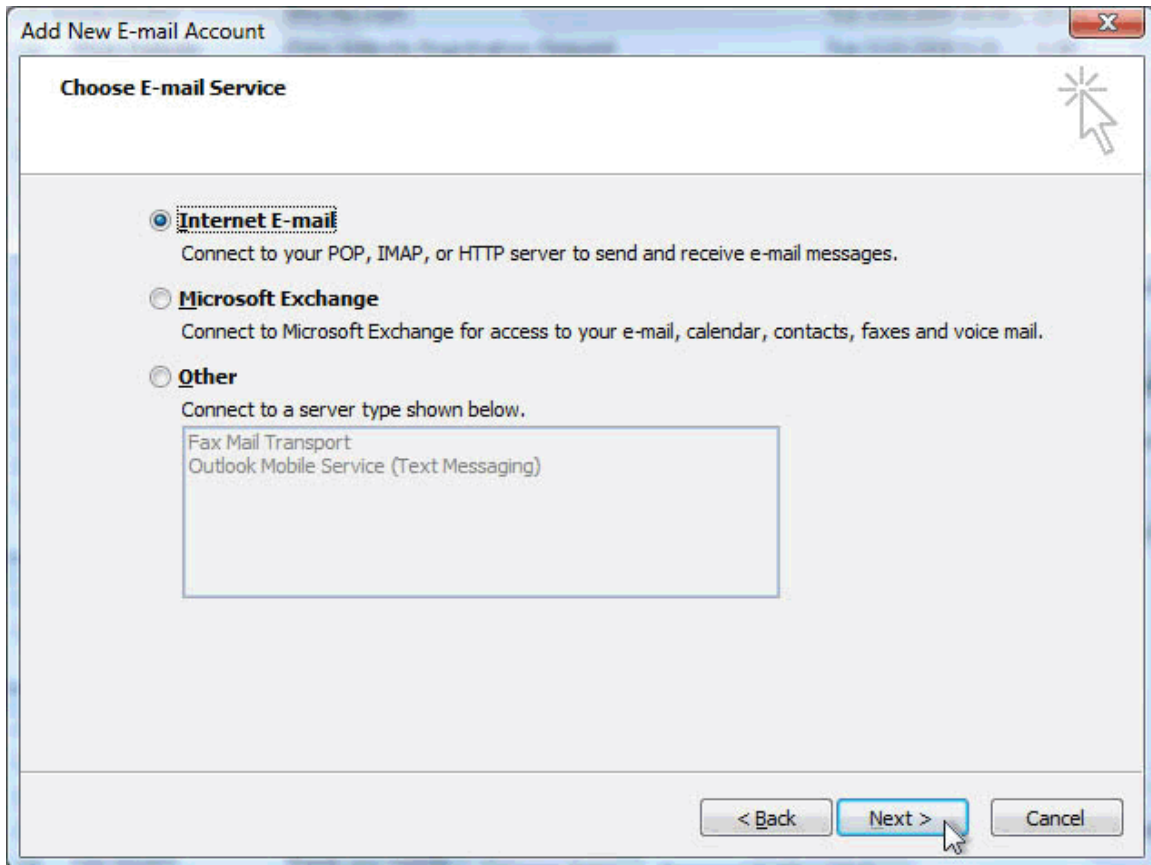
Retype Password:
Type the password your Internet service provider has given you.

Manually configure server settings or additional server types

< Back **Next >** Cancel

Setting Up Microsoft Outlook 2007 to Use Your E-Mail Address - Step 5

Click the radio button that says **Internet E-mail** then click the Next > button:



Setting Up Microsoft Outlook 2007 to Use Your E-Mail Address - Step 6

Here's where you fill in most of the required information...

- Your Name: (how you want your name to appear to people who receive e-mail from you)
- E-mail Address: is your e-mail address. Replace the domain.com part with your actual domain name. So if your web site is <http://www.badwolf.com> and your name is Rose, your e-mail address might be rose@badwolf.com
- Incoming mail server (POP3): and Outgoing mail server (SMTP): should both be set as illustrated. So if your web site is <http://www.badwolf.com>, these would both be set to mail.badwolf.com
- User Name: is the same as your e-mail address. In the example we've been using, it would be rose@badwolf.com
- Password: is your e-mail address password, either that we've given to you or that you've set up yourself

Once you fill in all of these fields, click the **More Settings...** button as shown:

Add New E-mail Account

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

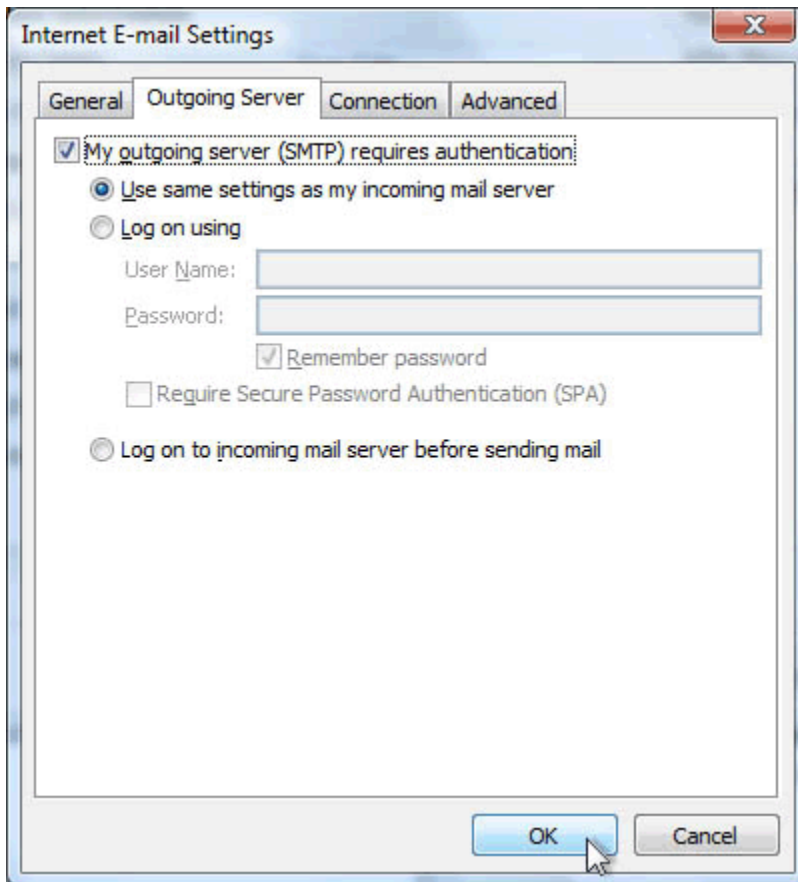
Require logon using Secure Password Authentication (SPA)

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)

Setting Up Microsoft Outlook 2007 to Use Your E-Mail Address - Step 7

Click on the Outgoing Server tab as shown. Check the box that says **My outgoing server (SMTP) requires authentication** then click the OK button:



Setting Up Microsoft Outlook 2007 to Use Your E-Mail Address - Step 8

Back at the main Add New E-mail Account window, click the Next > button:

Add New E-mail Account

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)

Setting Up Microsoft Outlook 2007 to Use Your E-Mail Address - Step 9

Click the Finish button as shown:

