

Email Setup Guide

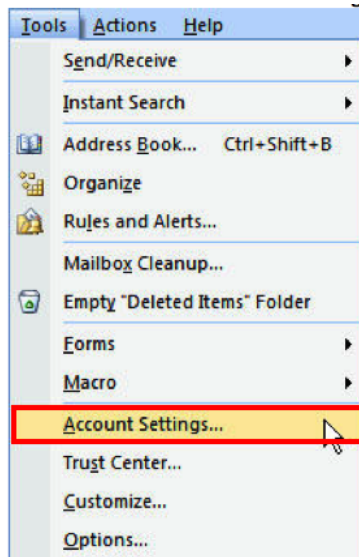
Setting up Outlook 2007



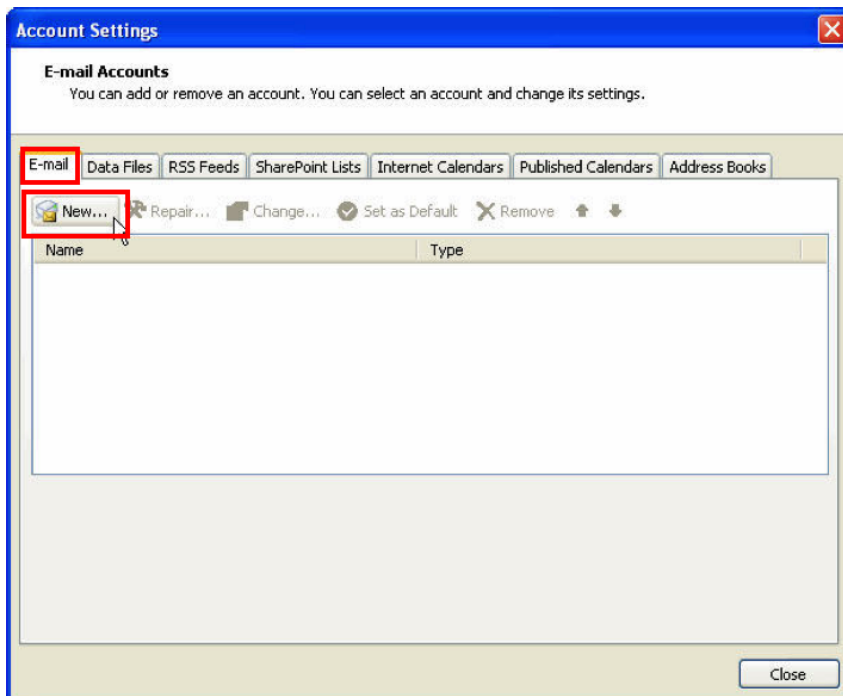
Outlook 2007

Open Outlook 2007.

Click on the **“Tools”** menu then **“Account Settings...”**



When **“Account Settings”** has opened, select the **“Email”** tab and then click on the **“New”** button.

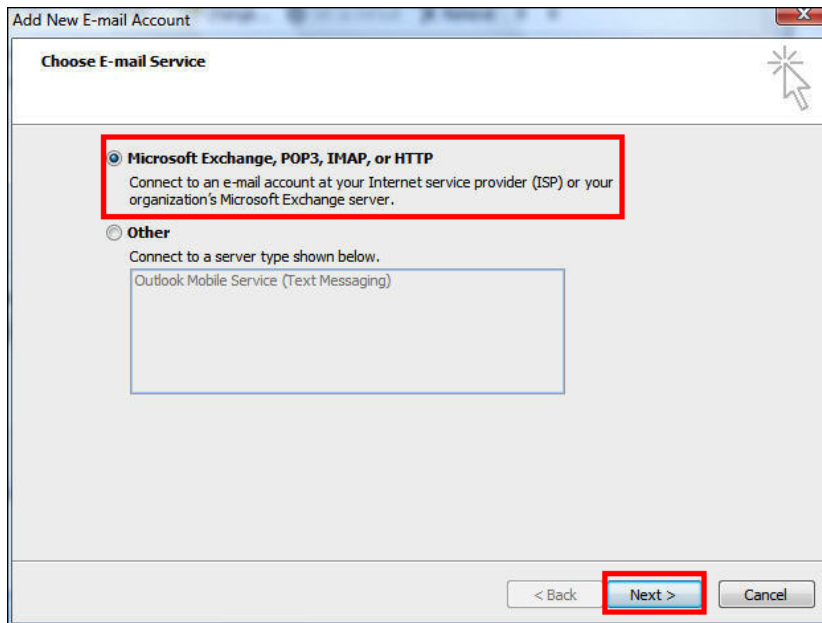


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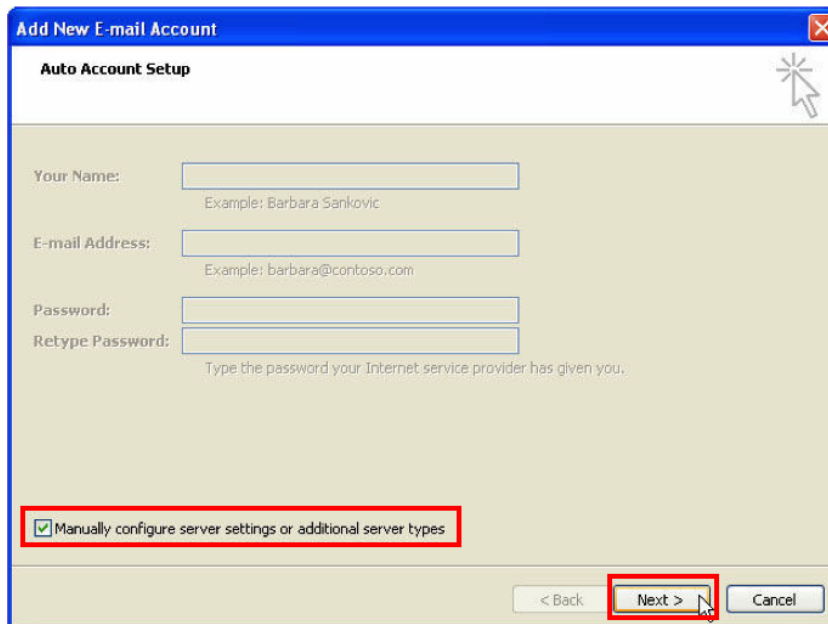
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In the window that opens, check **“Microsoft Exchange, POP3, IMAP or HTTP”** and click **“Next”**.



Tick **“Manually configure server settings or additional server types”** then click **“Next”**.

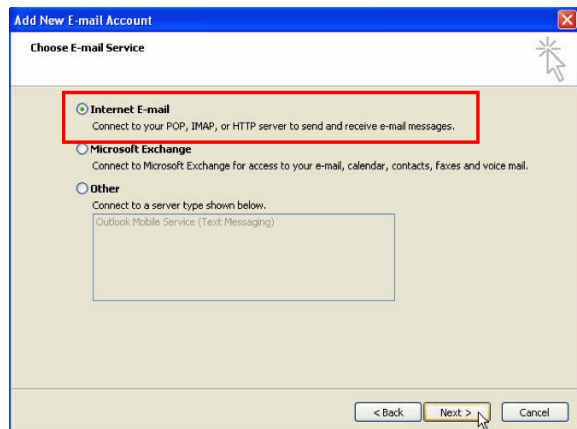


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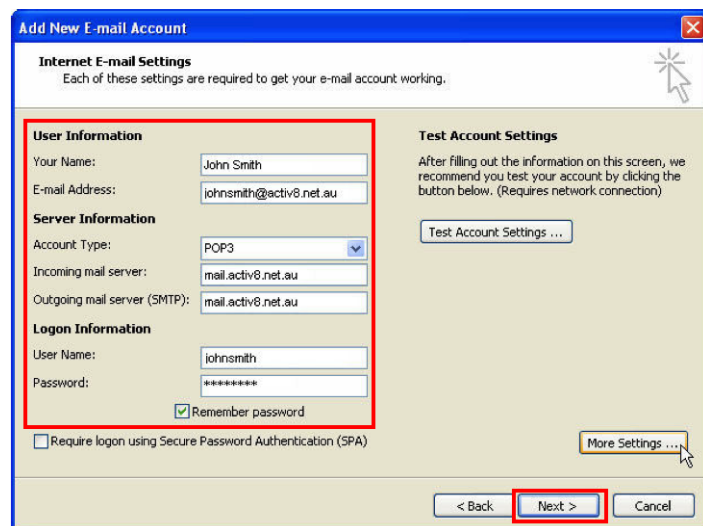


Select “Internet E-mail” then click “Next”.



In the window that opens, enter the following settings:

- 1 Under “**User Information**”,
 - a Type your name into the “**Your Name**” box.
 - b Type your activ8 email address into the “**E-mail Address**” box.
- 2 Under “**Server Settings**”,
 - a Set the “**Account Type**” to “**POP**”.
 - b Enter mail.activ8.net.au into the “**Incoming mail server**” and “**Outgoing mail server**” boxes.
- 3 Under “**Login Information**”,
 - a Your username should already be filled in.
 - b Type in your password into the “**Password**” box and tick the “**Remember Password**” box



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On the next window that appears, click **“Finish”**.

