## 365 POP/IMAP setup for outlook 2007 198 Keira Tait Fri, Apr 13, 2018 Office 365 10490

In order to setup email for Outlook 2007, open Outlook and select tools, account settings and then new.

Select Microsoft Exchange, Pop3, Imap, or HTTP. Then click next.

Choose E-mail Service	裕
<ul> <li>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.</li> <li>Other Connect to a server type shown below.</li> </ul>	
Outlook Mobile Service (Text Messaging)	ß
	Next > Cancel

Input your account name (this can be anything) your email address, and password we provided. Then tick the box at the bottom for manual settings.

Auto Account Setu Clicking Next will Exchange server	up contact your e-mail server and configure your Internet service provider or Microsoft r account settings.	×
Your Name:	John Smith	
	Example: Barbara Sankovic	
E-mail Address:	john@example.com	
	Example: barbara@contoso.com	
Password:	******	
Retype Password:	******	
	Type the password your Internet service provider has given you.	
R		
Manually configure	server settings or additional server types	
		Cancel

Select Internet Email and then next.

User Information		Test Account Settings
/our Name:	John Smith	After filling out the information on this screen, we
E-mail Address:	john@example.com	button below. (Requires network connection)
Server Information		Test Assumb Soldings
Account Type:	POP3	Test Account Settings
incoming mail server:	mail.example.com	
Outgoing mail server (SMTP):	mail.example.com	
Logon Information		
Jser Name:	john@example.com	
Password:		
	Remember password	
Destrine losses union Secure	Pacoword Authentication (SDA)	Mars Californi

You then need to input the details as per the below, we suggest using IMAP and SMTP if you do not have access to exchange.

	Mail Server Name	Port	Encryption Method
POP3	outlook.office365.com	995	TLS
IMAP4	outlook.office365.com	993	SSL
SMTP	smtp.office365.com	25	TLS

To input these settings, select more settings in the bottom right corner. Select the Outgoing Server tab. To enter the port numbers, select Advanced.

eneral Ou	going Server:	Connection	Advanced	
My outgoi	ng server (SM	h군 ITP) requires a	authentication	
💿 Use sa	ame settings a	as my incoming	mail server	
O Log or	n using			
User	Vame:			
Passv	/ord:			
	Re	emember passi	word	
R	auire Secure	Password Aut	hentication (SPA)	

That's it. You have now successfully configured your email onto Outlook 2007. Click Ok and then next to finalise and you should now start to receive emails.

## If you wish to have your existing mail in your new mailbox, drag your current mailbox folder onto your new one and it will move the emails across.

After a couple of days we suggest removing the old account within account settings. You can do this by selecting tools, account settings, click your old account and press remove.

Online URL: <u>https://kb2.ic.uk/article.php?id=198</u>