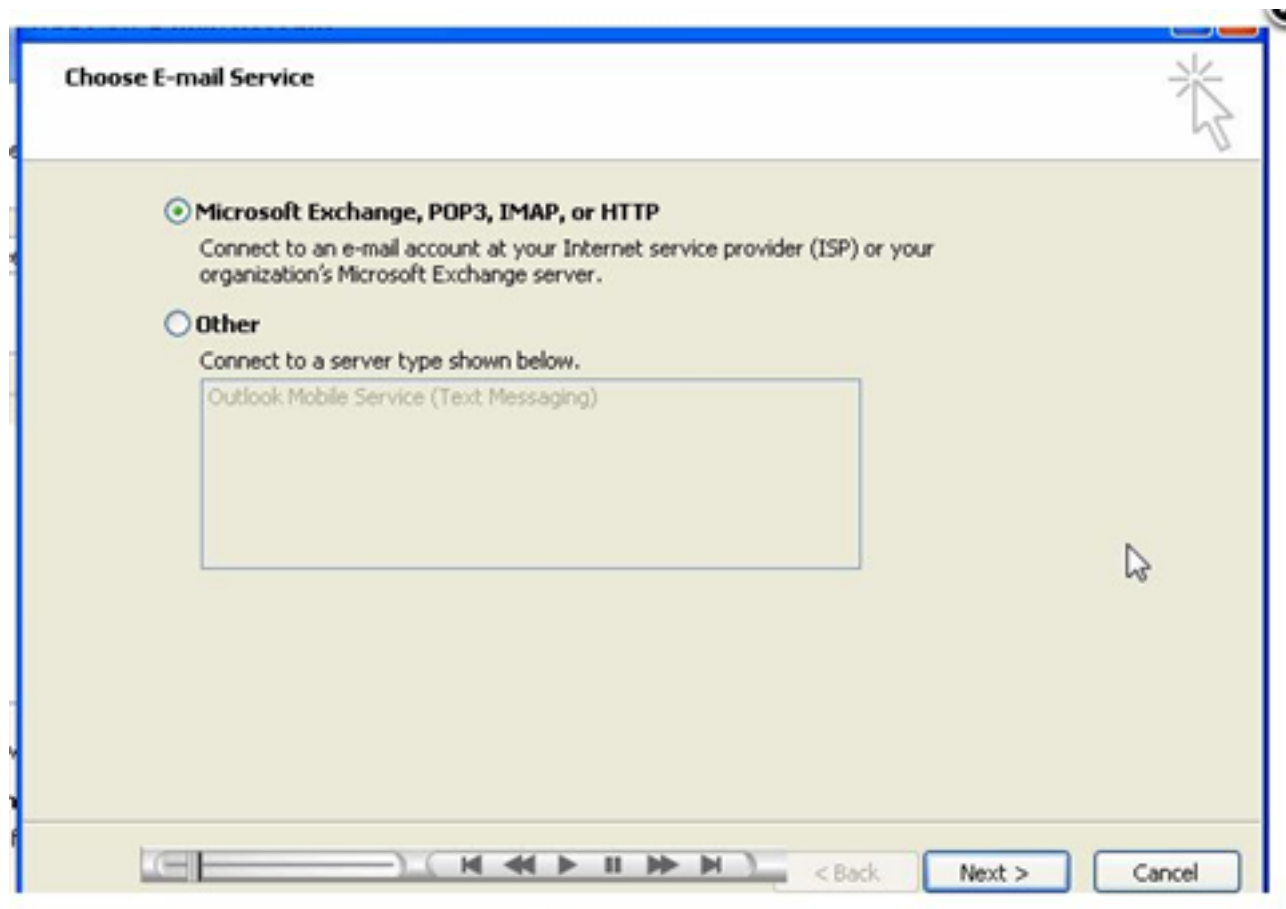


365 POP/IMAP setup for outlook 2007

198 Keira Tait Fri, Apr 13, 2018 [Office 365](#) 10732

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.



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 Setup
Clicking Next will contact your e-mail server and configure your Internet service provider or Microsoft Exchange server account settings.

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

A progress bar is located at the bottom of the window. To its right are three buttons: "< Back", "Next >" (which is highlighted with a blue border), and "Cancel".

Select Internet Email and then next.

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)

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.



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.

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