

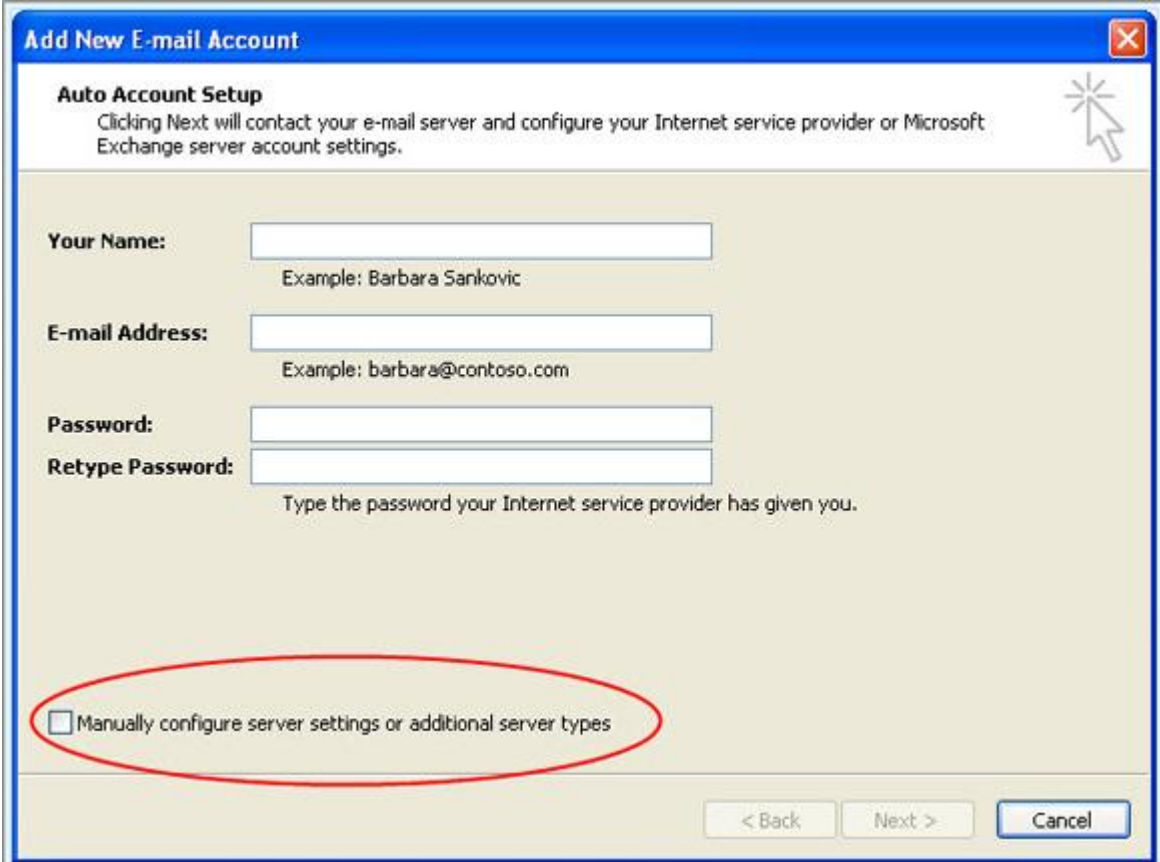
How To Read Email Using MS Outlook 2007

Here's how you can read your email using Outlook 2007:

1. From the **Tools** menu, select **Account Settings**.

Note: If you do not see **Account Settings**, place your cursor over the two arrows at the bottom of the list to display more choices.

2. On the **E-mail** tab, click **New**. The Add New E-mail Account dialog box appears.



Add New E-mail Account

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

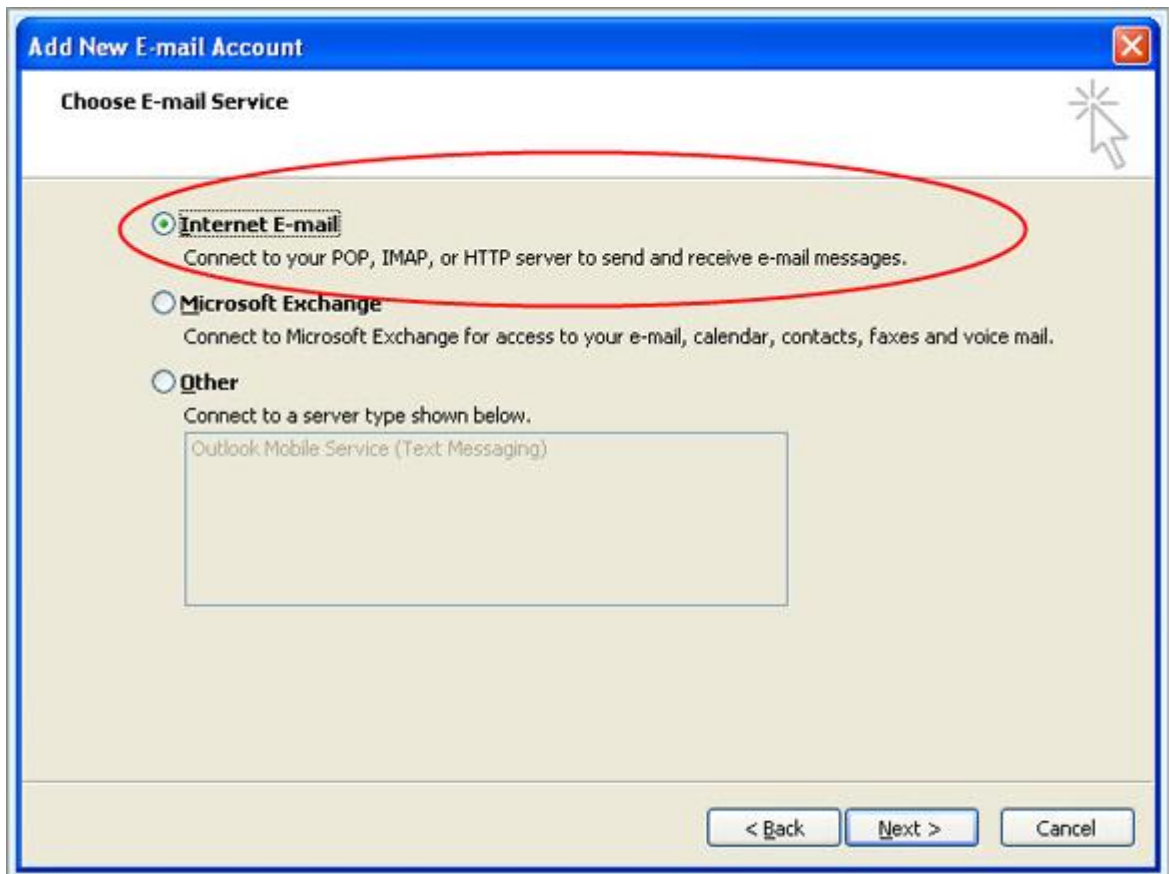
Password:

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

Manually configure server settings or additional server types

< Back Next > Cancel

3. Select the **Manually configure server settings or additional server types** checkbox. Click **Next**. The Choose E-mail Service screen appears.



4. Select **Internet E-mail**, and click **Next**. The Internet E-Mail Settings screen appears.

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: Abu Bakar
E-mail Address: abu@perak.gov.my

Server Information

Account Type: POP3
Incoming mail server: pop.perak.gov.my
Outgoing mail server (SMTP): smtp.perak.gov.my

Logon Information

User Name: abu
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)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

5. Complete the fields as follows:

- **Your Name:** Type your name as you'd like it to appear when you send an email message.

E-Mail Address: Type your email address (for example, abu@perak.gov.my).

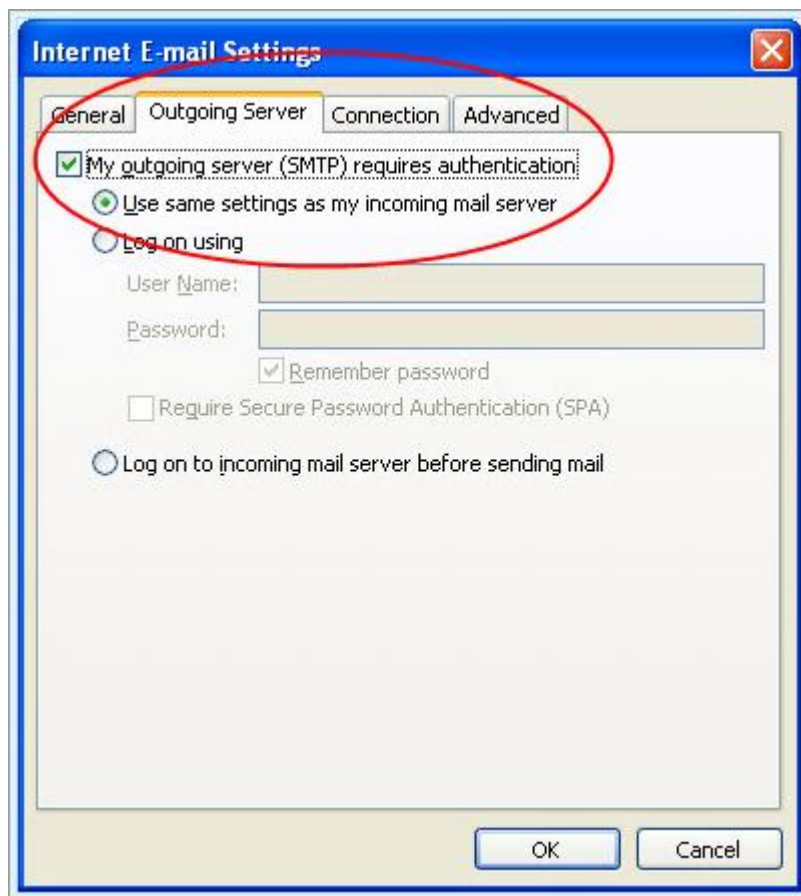
Account Type: Select **POP3** from the pull-down menu.

Incoming mail server: Type **pop.perak.gov.my**

Outgoing mail server (SMTP): Type **smtp.perak.gov.my**

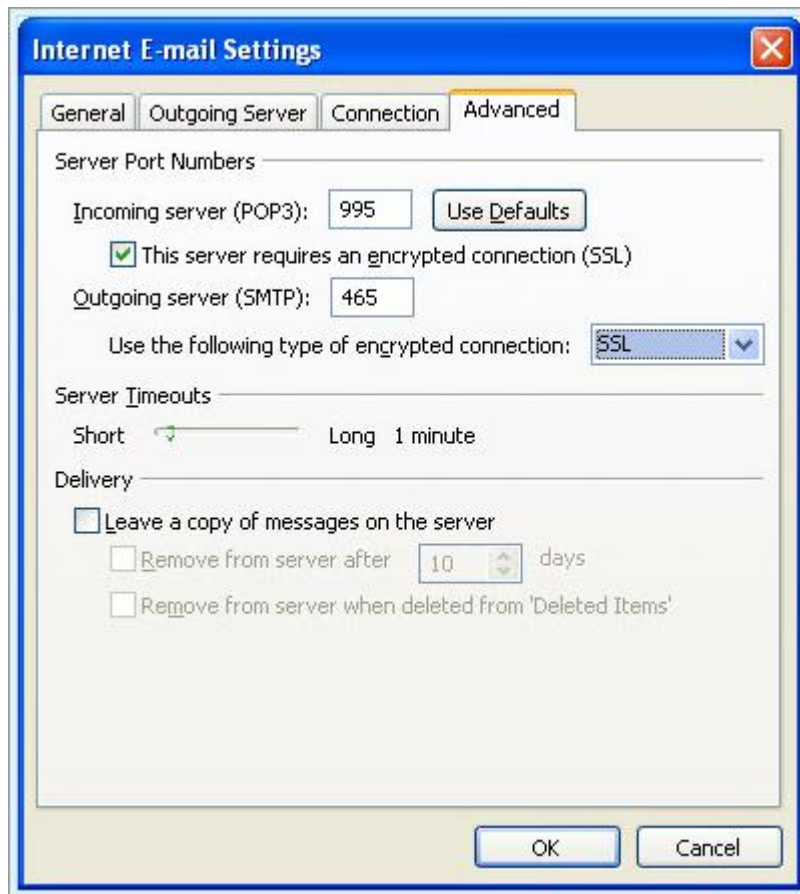
- Select the **Remember Password** checkbox if you don't want Outlook to prompt you for your password each time you check your mail.
- *Do not* select the **Require logon using Secure Password Authentication (SPA)** checkbox.

6. Click **More Settings**. The Internet E-mail Settings dialog box appears.



7. Select the **Outgoing Server** tab:
 - Select the **My outgoing server (SMTP) requires authentication** checkbox.
 - Make sure that **Use same settings as my incoming mail server** is selected.

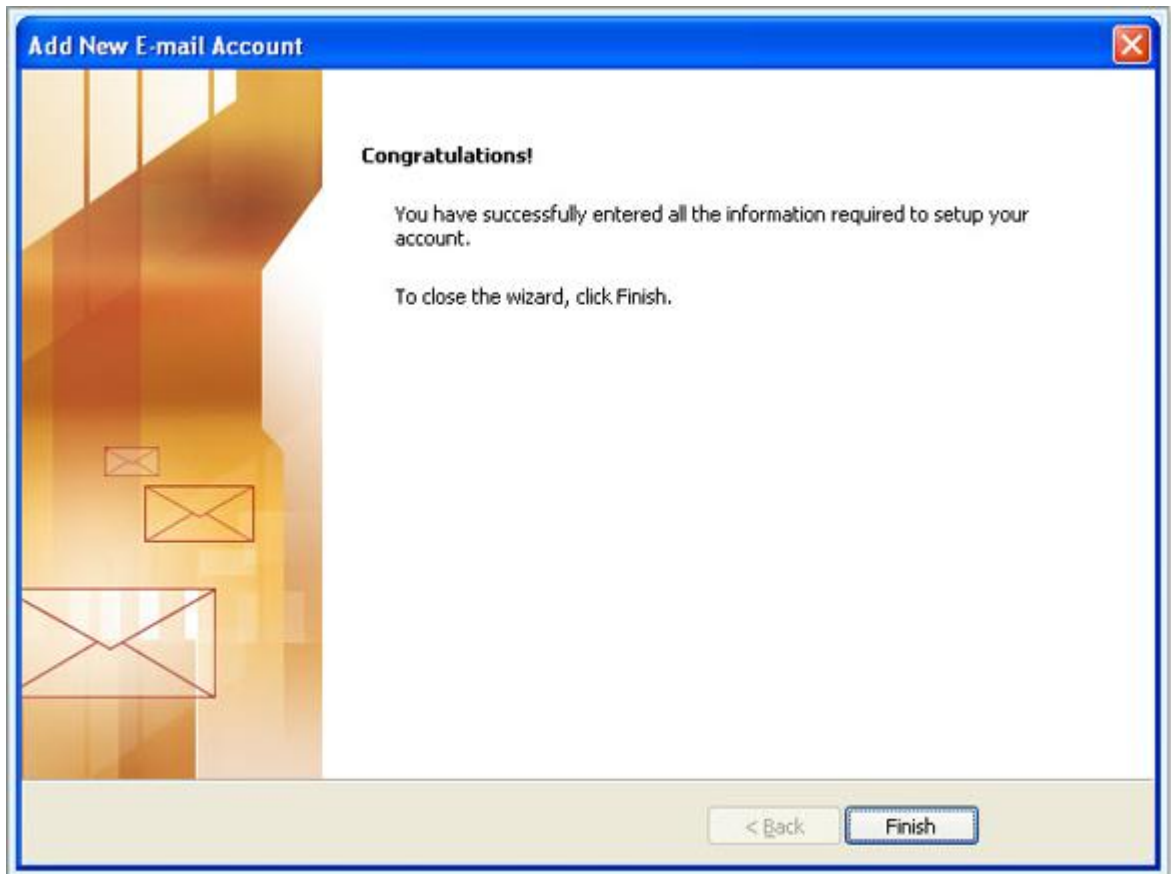
8. Click the **Advanced** tab:



- For **Incoming Server (POP3)**, select the **This server requires an encrypted connection (SSL)** checkbox. The number in the **Incoming Server (POP3)** field automatically changes from 110 to 995. If it doesn't, type **995**.
- In the **Outgoing Server (SMTP)** field, type **465**. Under **Outgoing Server (SMTP)**, select the **This server requires an encrypted connection (SSL)** checkbox.
- Next to **Use the following type of encrypted connection**, select **SSL** from the pull-down menu.
- If want to keep a copy of your email messages on the mail server, select the **Leave a copy of messages on the server** checkbox. If you want to delete your messages from the mail server after viewing them in Outlook, leave the box unchecked.
- If you want to save your messages on both the mail server and on your computer, select the **Leave a copy of messages on the server** checkbox. If you want your messages to be deleted from the mail server after Outlook has downloaded them onto your computer, leave the box unchecked.

Note: After your messages are deleted from the server, we cannot retrieve them.

9. Click **OK** to close the Internet E-mail Settings dialog box.
10. Click **Next** to continue. The Congratulations screen appears.



11. Click **Finish** to close the **Add New E-mail Account** dialog box.
12. Click **Close** to close the **Account Settings** dialog box.

You can now read your email using Outlook 2007.