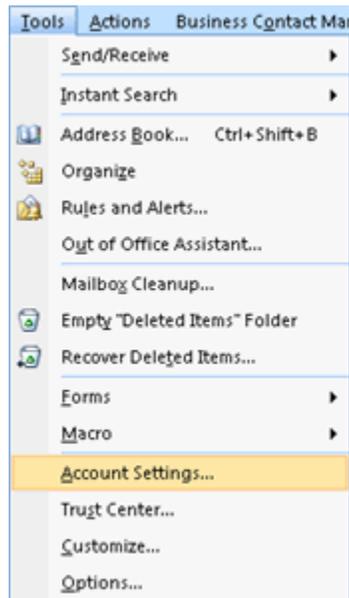


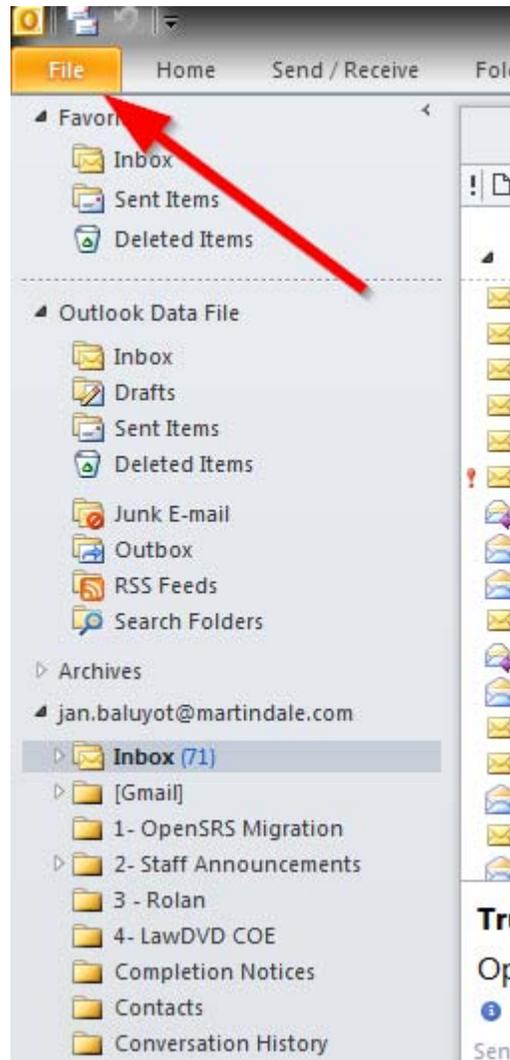
## Outlook 2007/2010 (MS Office)

You can use the following procedure to configure any version of Outlook. The 2007 screens are graphically different from previous versions but the required information is the same.

1. Open Outlook.
2. For Outlook 2007, click the **Tools** menu and choosing the **Account Settings** option. (Older versions: **Accounts** option.)



3. For Outlook 2010, click File, then click Account settings



Click Account settings.

The screenshot displays a software interface with a vertical sidebar on the left and a main content area on the right. The sidebar contains the following items from top to bottom: 'Info' (highlighted in orange), 'Open', 'Print', 'Help', 'Options' (with a gear icon), and 'Exit' (with a red 'X' icon). The main content area features a '+ Add Account' button at the top. Below it, three settings sections are separated by horizontal dashed lines. The first section is 'Account Settings', which includes an icon of a person and a gear, and the text 'Account Settings ▾'. A red arrow points to this icon. The second section is 'Mailbox Cleanup', with an icon of a trash can and a checkmark, and the text 'Cleanup Tools ▾'. The third section is 'Rules and Alerts', with an icon of a folder and a bell, and the text 'Manage Rules & Alerts'.

Info

Open

Print

Help

Options

Exit

+ Add Account

**Account Settings**  
Modify settings for this account and configure additional connections.

Account Settings ▾

**Mailbox Cleanup**  
Manage the size of your mailbox by emptying Deleted Items and archiving.

Cleanup Tools ▾

**Rules and Alerts**  
Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

Manage Rules & Alerts

Click Account Settings pop up.

**Add Account**

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**Account Settings**  
Modify settings for this account and configure additional connections.

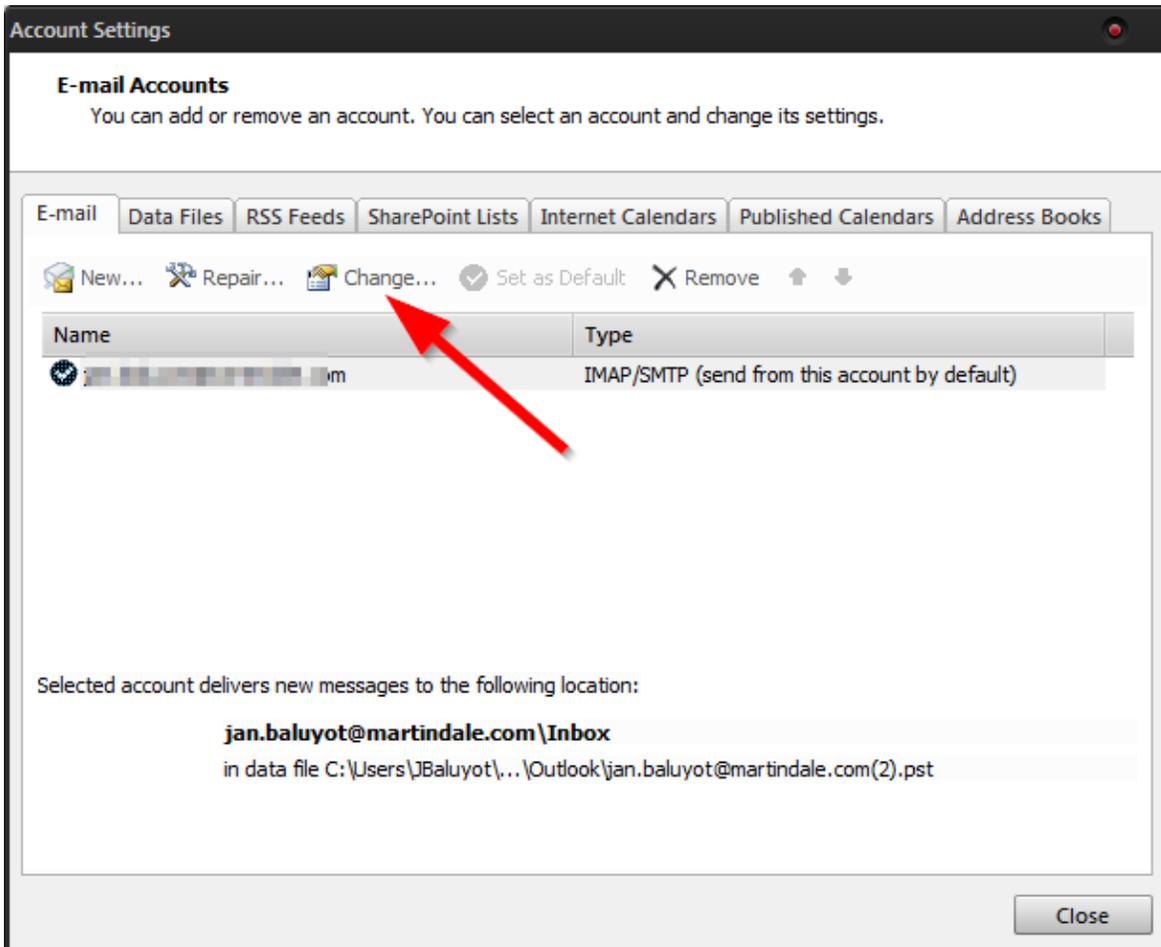
**Account Settings...**  
Add and remove accounts or change existing connection settings.

**Cleanup Tools**  
Manage the size of your mailbox by emptying Deleted Items and archiving.

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**Rules and Alerts**  
Use Rules and Alerts to help organize your incoming e-mail messages, and receive updates when items are added, changed, or removed.

The **Account Settings** page opens with the E-mail tab showing:



Click your email address. Then click the **Change** button.

**Change Account**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**

Your Name: John Smith

E-mail Address: myemail@myfirm.com

**Server Information**

Account Type: IMAP

Incoming mail server: lawyers-mail.com

Outgoing mail server (SMTP): lawyers-mail.com

**Logon Information**

User Name: john.smith@myfirm.com

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 ...

Test Account Settings by clicking the Next button

More Settings ...

< Back   Next >   Cancel

5. On the **Internet E-mail Settings** page, provide the following information:

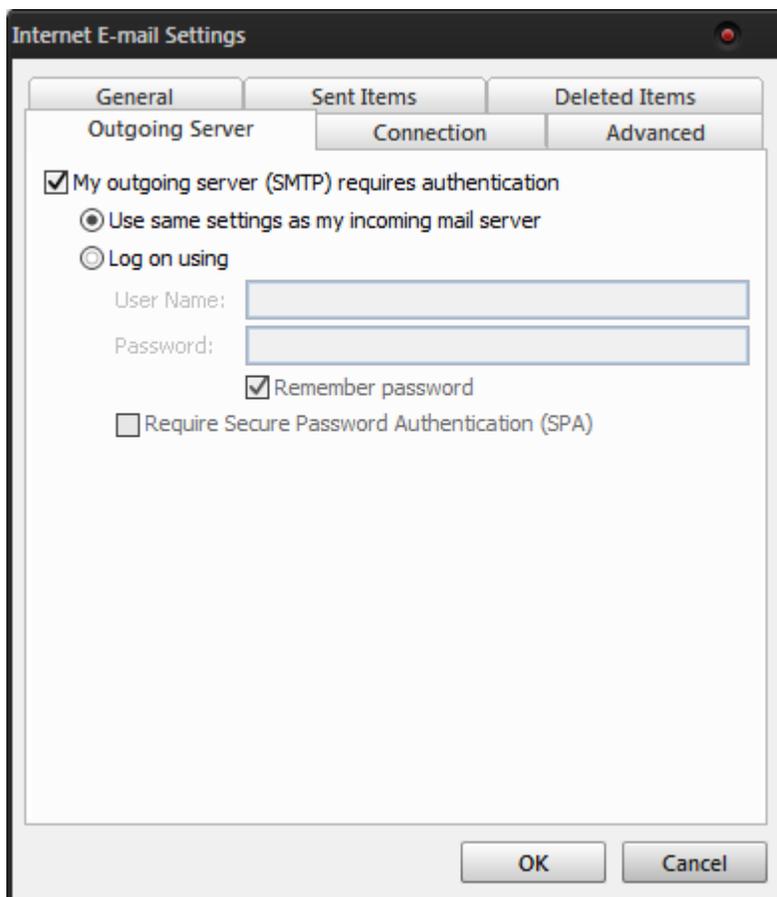
- a. Type your name in the **Your Name** field. (This is the **Display Name** field in older versions.)
- b. In the **E-mail Address** field, type the email address that was given to you by your provider.
- c. From the **Account Type** drop-down list, select POP3 or IMAP.
- d. In the **Incoming mail server** field, type the address **lawyers-mail.com**
- e. In the **Outgoing mail server (SMTP)** field. type the address **lawyers-mail.com**
- f. Type the user name given to you by your provider in the **User Name** field. (Remember, this is your full email address.)
- g. In the **Password** field type the password that was given to you by your provider.
- h. Click the **Remember password** checkbox if you want to select this option.
- i. Leave Require logon using secure password authentication(SPA) **unchecked**.

6. Click the **More Settings** button.

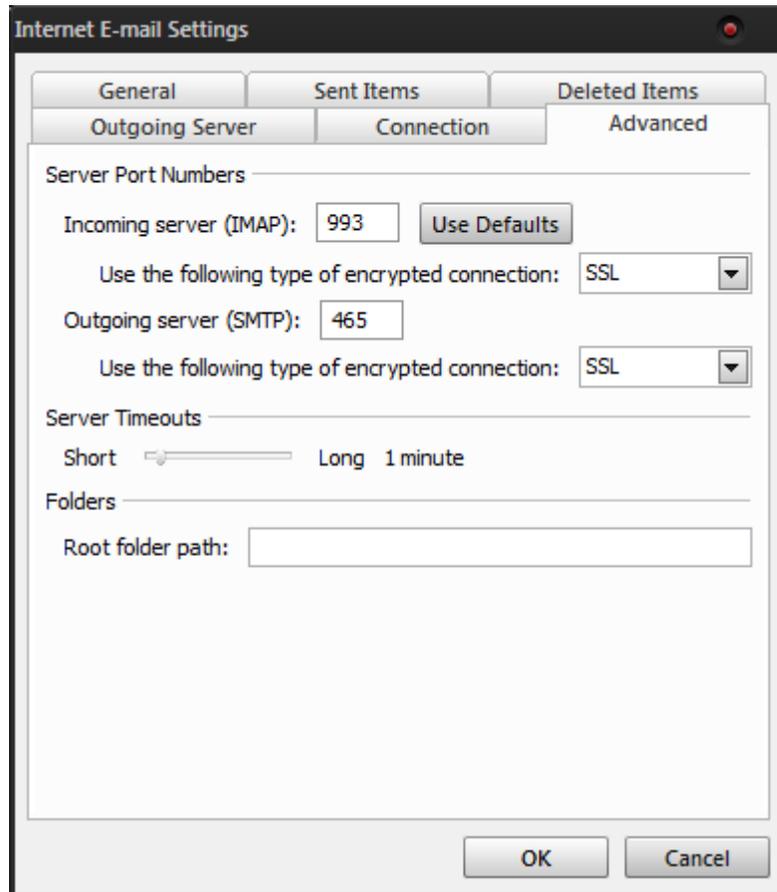
The **Internet E-mail Settings** page opens.

7. Click the **Outgoing Server** tab

8. Ensure that the **My outgoing server (SMTP) requires authentication** checkbox is selected. If it is not, click to select it.



9. Ensure that the **Use same settings as my incoming server** is selected.  
If it is not, click on it to select it.
10. Click **Advanced**



11. Depending on your account type, change **Incoming server** (IMAP) to **993**
  - a. Change *Use the following type of encrypted connection* to **SSL or Auto** for Incoming server connection options.
12. If on (POP3), set **Incoming server** (POP3) set to set to **995**
  - a. Change *Use the following type of encrypted connection* to **SSL or Auto** for Incoming server connection options.
13. Change outgoing server (SMTP) **465**
  - a. Change *Use the following type of encrypted connection* to **Auto or SSL** for Outgoing server encrypted connection options.
14. Click **OK**.
15. Click Test Account Settings.
  - a. If test is successful, stop here. If not, proceed to step 16

16. If the above test did not work for your settings, click back to More Settings > Advanced, and try the alternate ports.
17. Depending on your account type, change **Incoming server** (IMAP) to **143**
  - a. Change *Use the following type of encrypted connection* to **Auto or None** for Incoming server connection options.
18. If on (POP3), set **Incoming server** (POP3) set to set to **110**
  - a. Change *Use the following type of encrypted connection* to **Auto or None** for Incoming server connection options.
19. Change outgoing server (SMTP) **587**
  - a. Change *Use the following type of encrypted connection* to **TLS or Auto** for Outgoing server encrypted connection options.
20. Click **OK**.
21. Click **Test Account Settings**.
22. If test is successful, click **Next**, then finish the prompt.