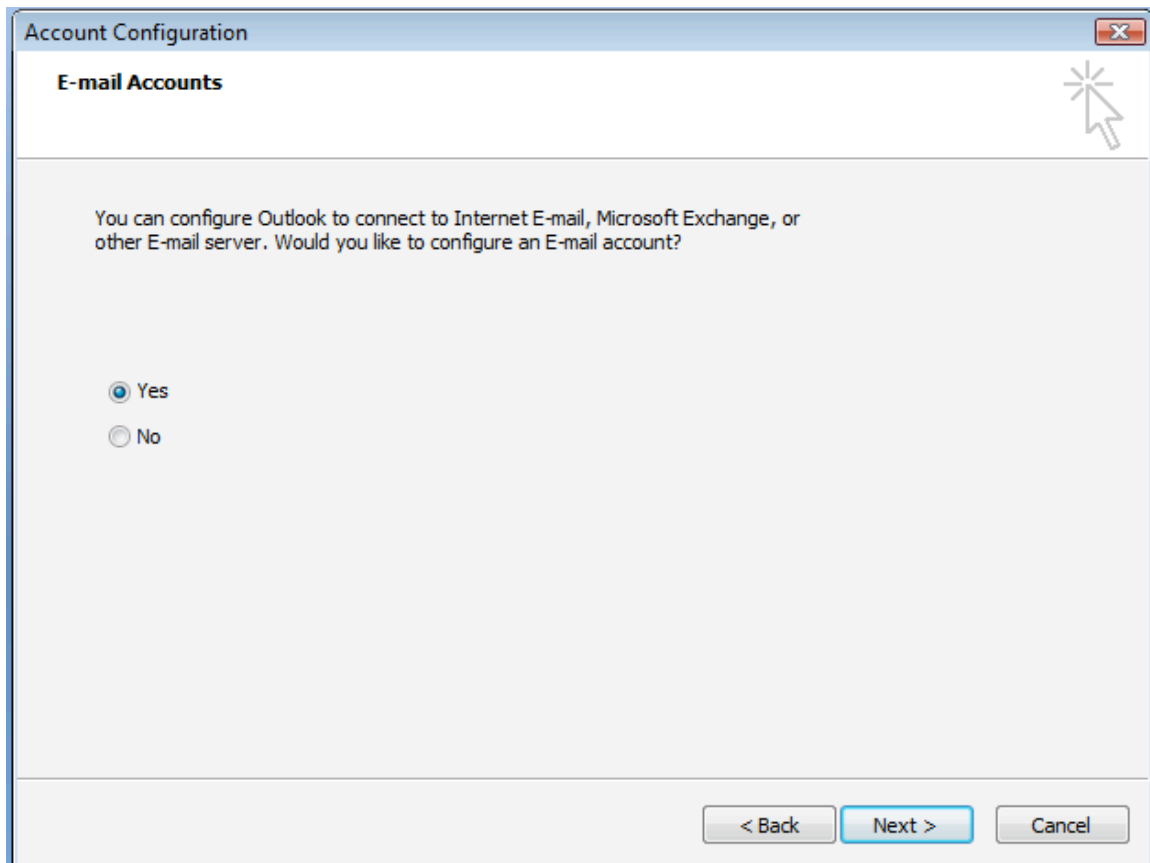



****This is what you get when you first open outlook 2007 for the first time.

*****If you want to edit accounts used by a previous person, open outlook 2007, click on Tools, Account Settings, and new. If there is an account already listed you can click on edit and insert your information.



Click yes, you want to configure email account.

Add New E-mail Account ✕

Auto Account Setup 

Your Name:
Example: Barbara Sankovic

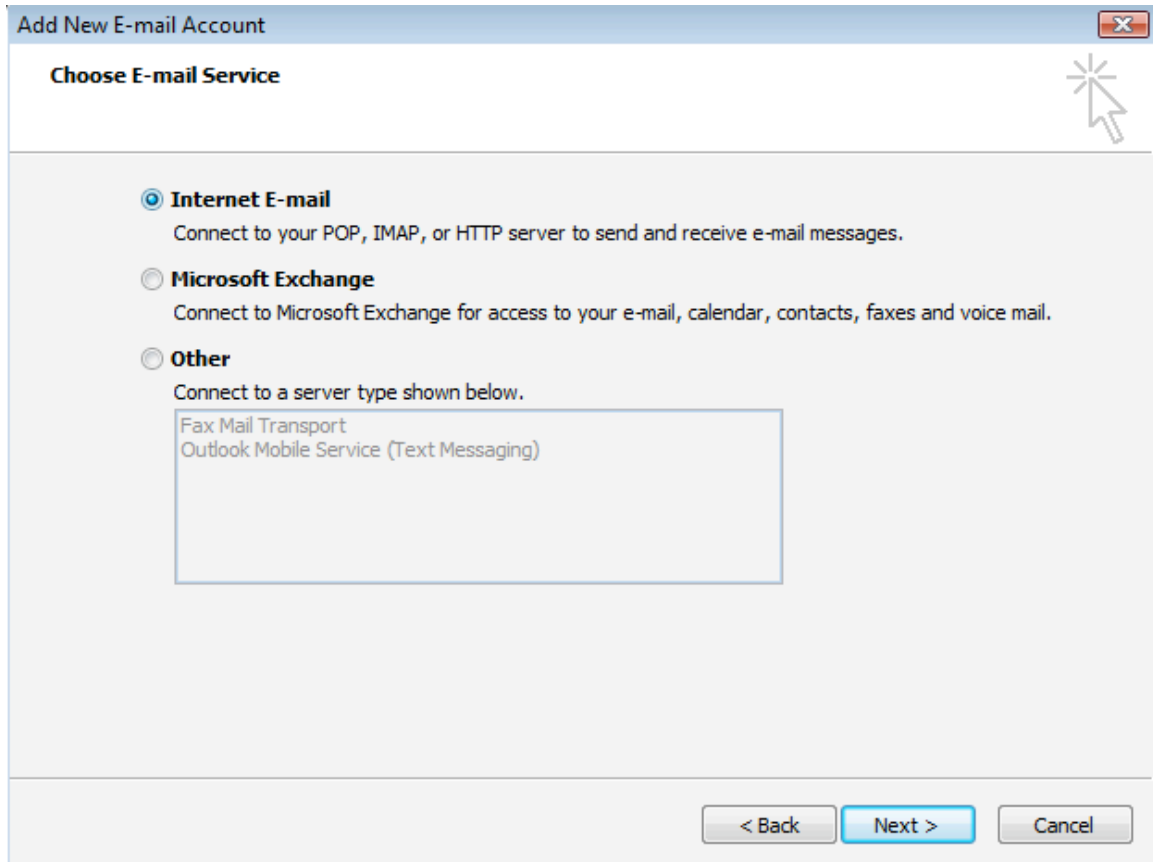
E-mail Address:
Example: barbara@contoso.com

Password:

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


Manually configure server settings or additional server types

Click to manually configure server settings or additional server types



Click Internet E-mail radio button

Add New E-mail Account ✖

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

User Information		Test Account Settings
Your Name:	<input type="text" value="Hope Fife"/>	After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)
E-mail Address:	<input type="text" value="hfife@claibornepsb.org"/>	
Server Information		<input type="button" value="Test Account Settings ..."/>
Account Type:	<input type="text" value="POP3"/> ▼	
Incoming mail server:	<input type="text" value="pop3.nls.k12.la.us"/>	
Outgoing mail server (SMTP):	<input type="text" value="smtp.nls.k12.la.us"/>	
Logon Information		<input type="button" value="More Settings ..."/>
User Name:	<input type="text" value="hfife@claibornepsb.org"/>	
Password:	<input type="password" value="*****"/>	
	<input checked="" type="checkbox"/> Remember password	
	<input type="checkbox"/> Require logon using Secure Password Authentication (SPA)	

Fill in your information that was handed to you on sheet.