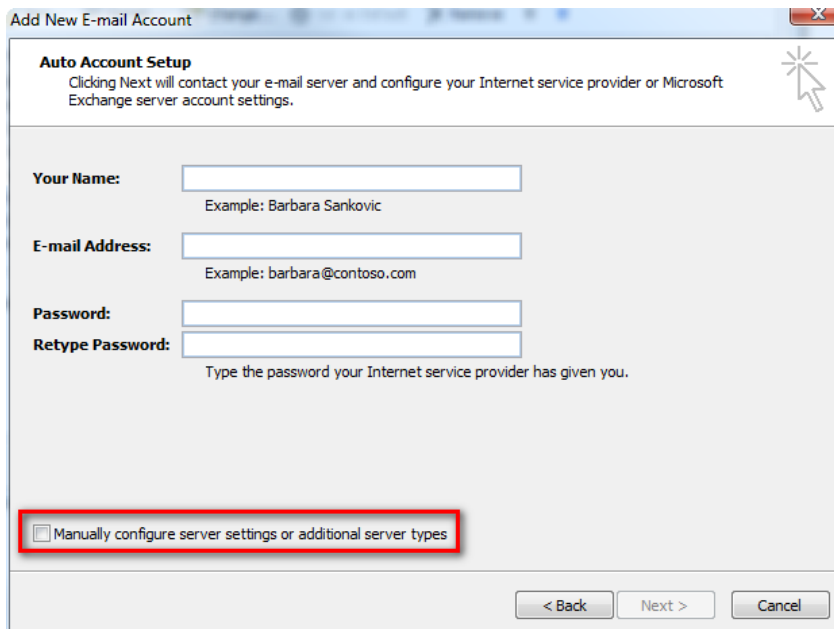


## Configure Outlook 2007 with TechTriad / GreensboroNet Settings

1. Click **TOOLS / ACCOUNT SETTINGS**
2. **Double click the account to edit** – OR –
3. Click **NEW** to create a new email account. If you choose NEW, select a POP3 account and on the next screen, check the option **Manually configure server settings or additional server types** (at the bottom) and click NEXT.



**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

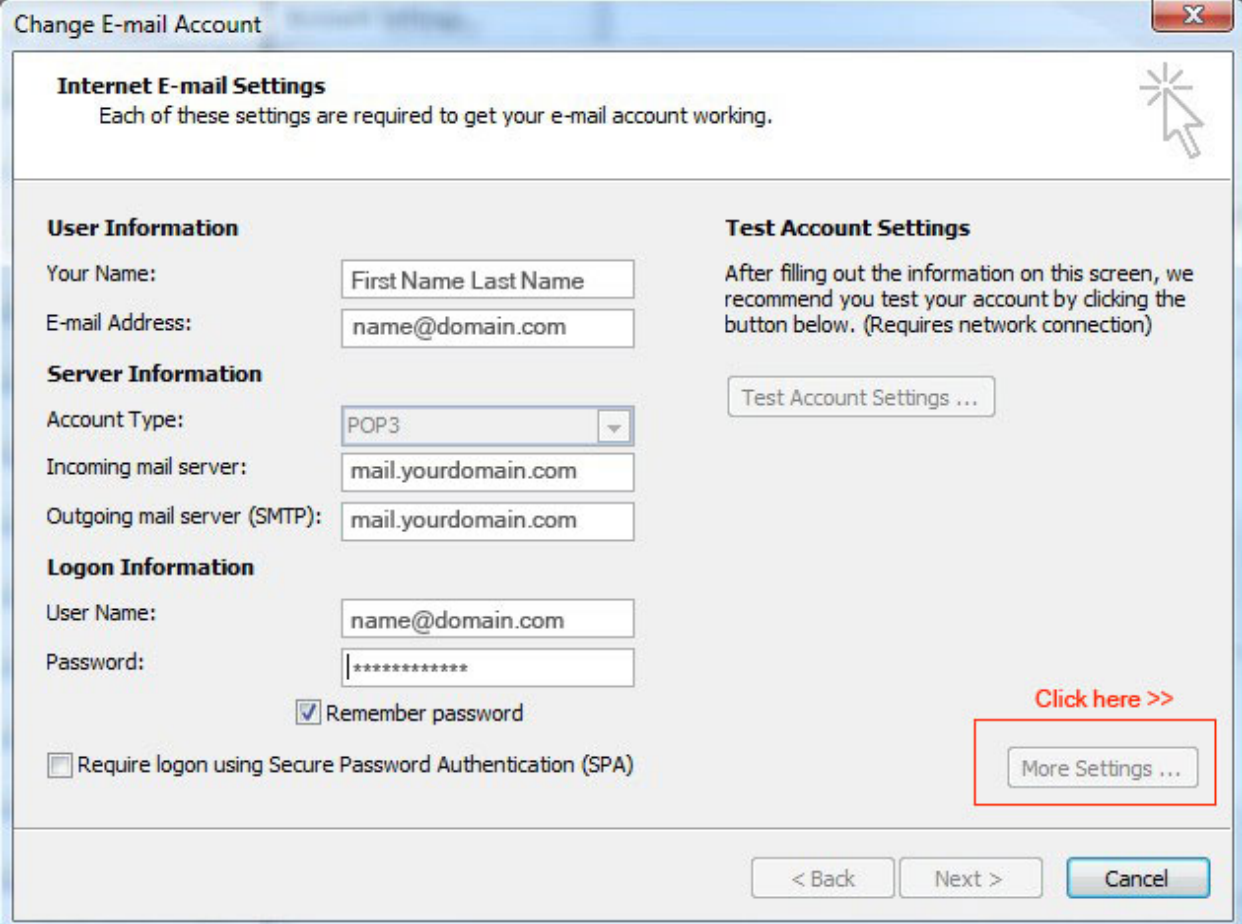
**Password:**

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

Manually configure server settings or additional server types

< Back   Next >   Cancel

In either case, you should arrive at this screen:



The screenshot shows a window titled "Change E-mail Account" with a close button (X) in the top right corner. The main content area is titled "Internet E-mail Settings" and includes the instruction: "Each of these settings are required to get your e-mail account working." A mouse cursor is pointing at a starburst icon in the top right of the settings area.

**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)

[Click here >>](#)

At the bottom of the window are three buttons: "< Back", "Next >", and "Cancel".

After configuring this screen, click **MORE SETTINGS**

## Use these settings for MOST situations

Internet E-mail Settings

General | **Outgoing Server** | Connection | Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name:

Password:

Remember password

Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail

**NOTE:** under some circumstances, you may need to add information to the **orange boxed area** above. Consult your IT Support staff for this information. Many networks have secure access and have individual rules and policies for Outlook access.

OK Cancel