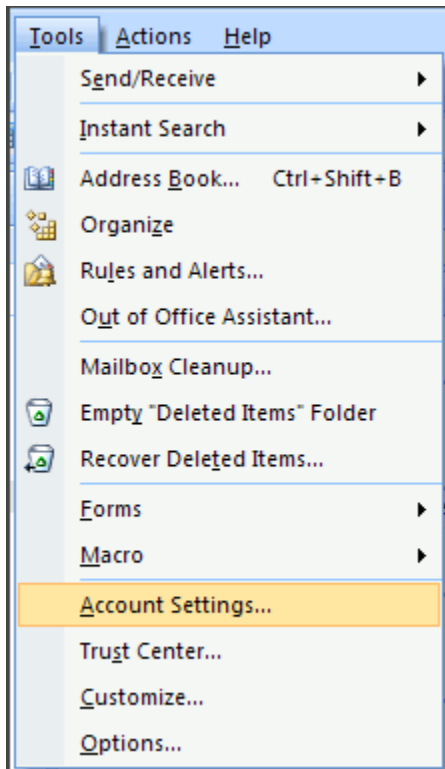


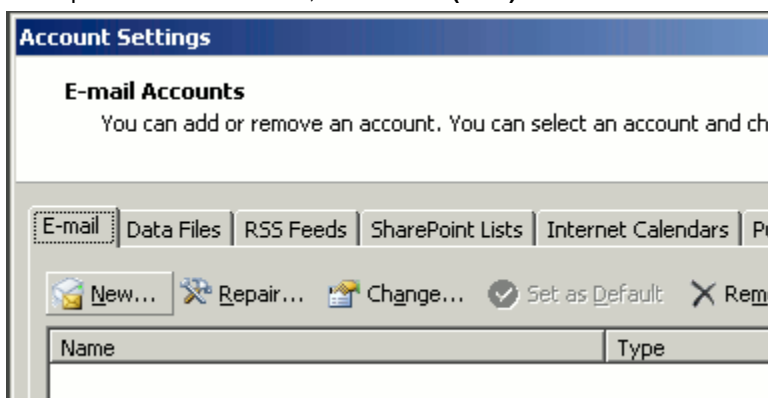
El siguiente manual explica como configurar tu cuenta de correo en outlook 2007

Outlook 2007

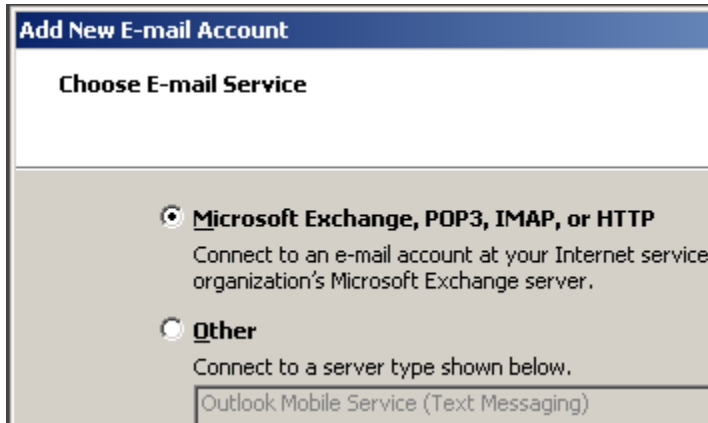
1. En Outlook 2007, en el menu de Herramientas (**Tools**) , selecciona Configuracion Cuentas... (**Account Settings**).



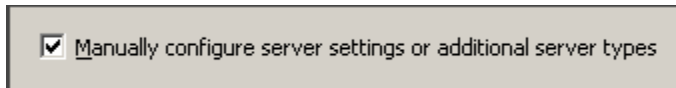
2. En la pestaña de E-mail tab, click Nuevo (**New**).



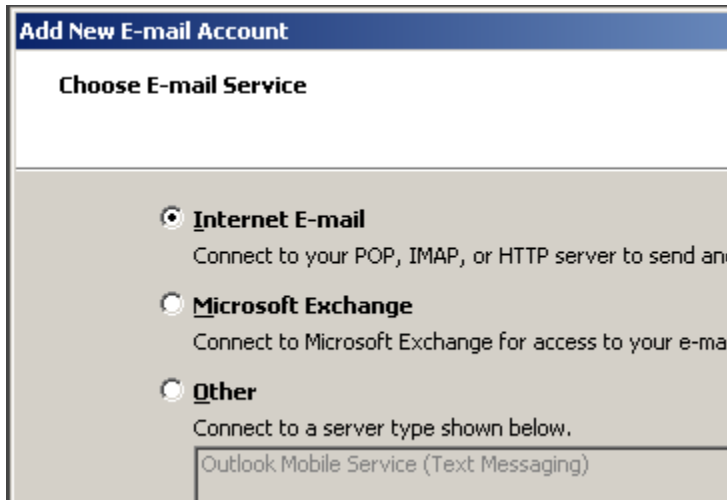
3. Selecciona **Microsoft Exchange, POP3, IMAP, or HTTP** y da click en siguiente (**Next**).



4. Selecciona la opción configurar Manualmente los servidores (**Manually configure server settings or additional server types**) y da click en Siguiente (**Next**).



5. Selecciona **Internet E-mail** y da click en Siguiente (**Next**).



6. Ingresar la información requerida:
- **Tu nombre**
 - **Tu email**
 - **Tipo de cuenta:** POP3
 - **Incoming Mail server:** mail.domainname.xyz
 - **Outgoing Mail server:** mail.domainname.xyz
 - **Usuario (user name) :** la dirección de correo completa

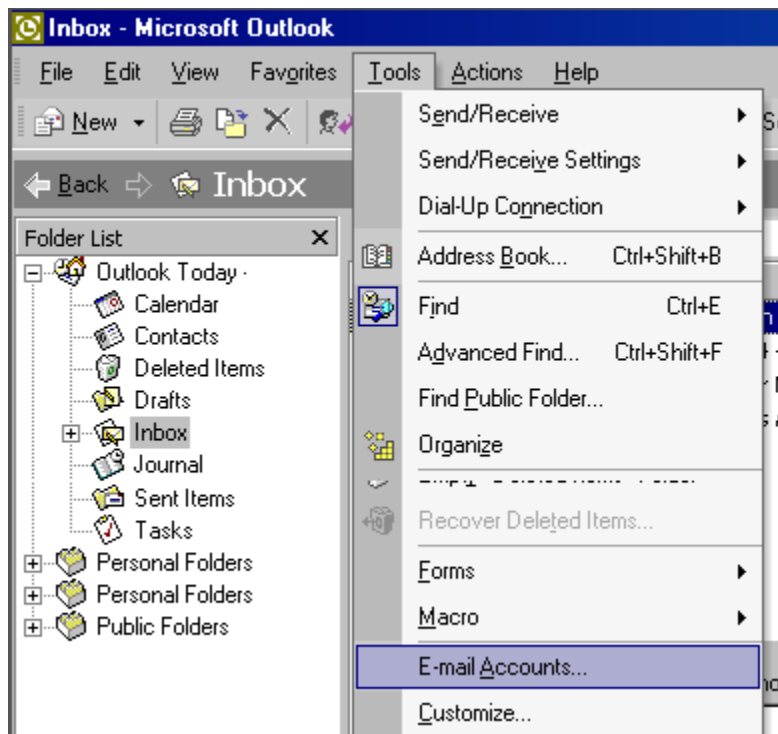
- o **Password:** la contraseña que se te asigno

7. Click en Mas Configuraciones.. (**More Settings**).
8. En la pestaña de Servidor de Salida, (Outgoing Server), palomear la opción de Mi servidor de salida requiere autentificacion (**My outgoing server (SMTP) requires authentication**)

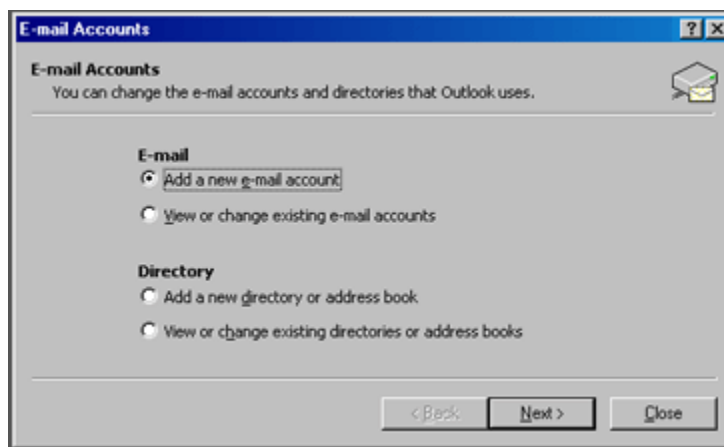
9. Seleccionar Usar la misma configuracion que el correo entrante (**Use same settings as my incoming mail server**) y da click **OK**.
10. Da Click en **Test Account Settings** para verificar que todo este correcto.
11. Da Click en **Next** y despues en **Finish**.

Outlook

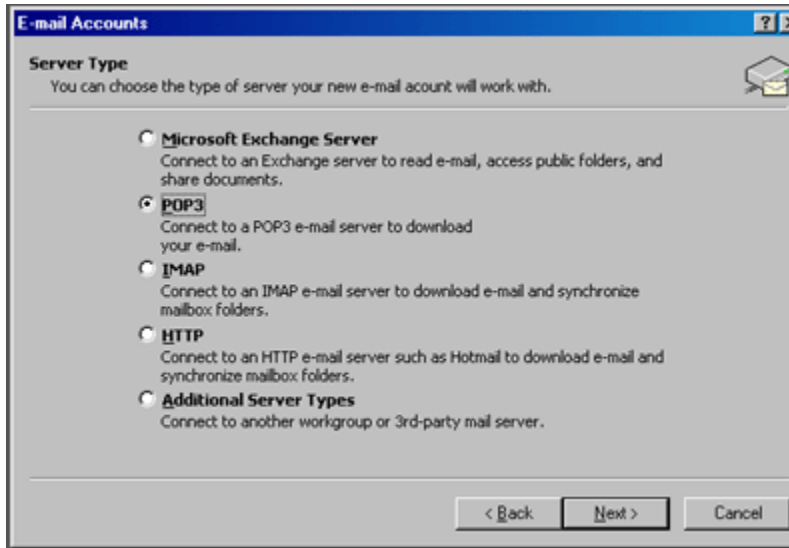
1. In Outlook, from the **Tools** menu, select **Email Accounts**.



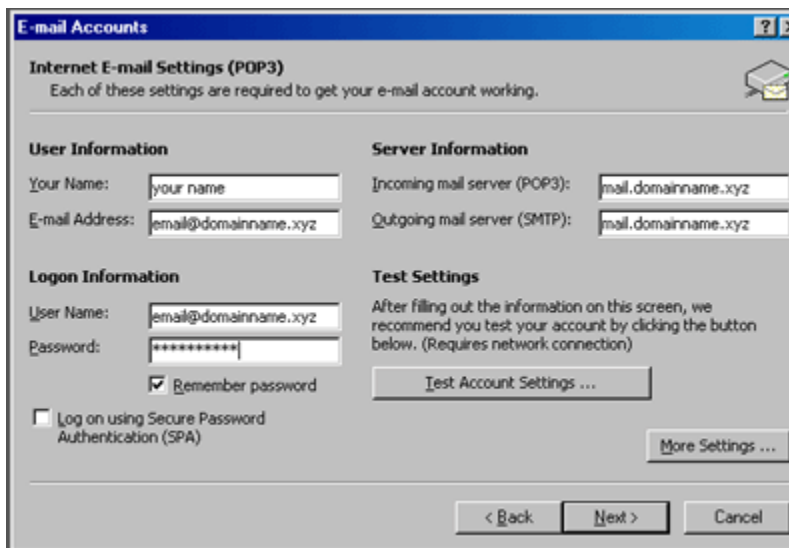
2. Select **Add a new email account** and then click **Next**.



3. Select **POP3** and then click **Next**.

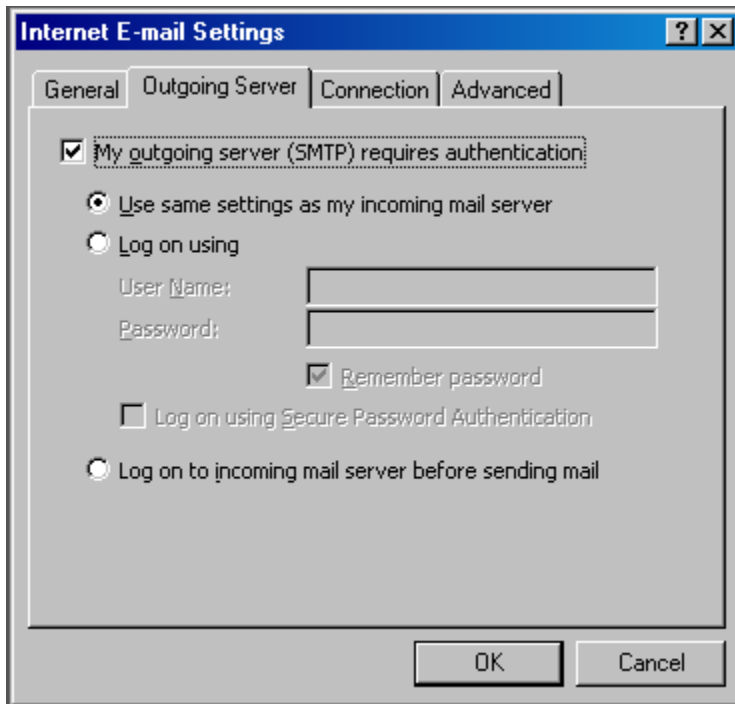


4. Enter your email information:
 - o **Your Name:** your name
 - o **Email Address:** the email address the messages will be sent from
 - o **Incoming Mail server (POP3):** mail.domainname.xyz
 - o **Outgoing Mail server (SMTP):** mail.domainname.xyz
 - o **User Name:** the email address used to log into the webmail interface
 - o **Password:** the password for the email address

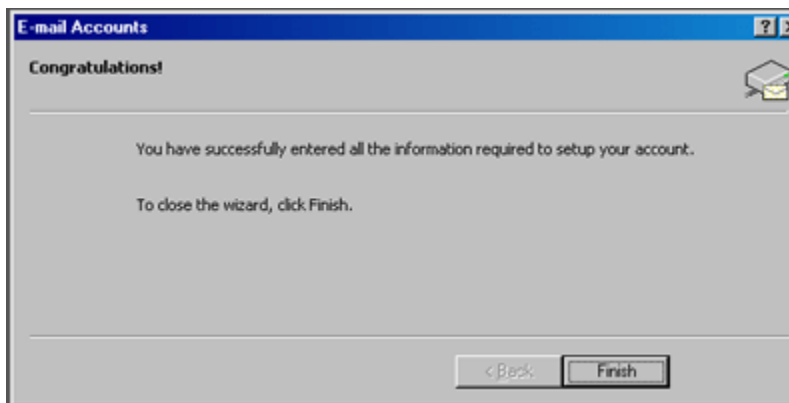


5. Click on **More Settings** and select the **Outgoing Server Tab**.
6. Check **My outgoing server (SMTP) requires authentication**.

7. Select **Use same settings as my incoming mail server**.

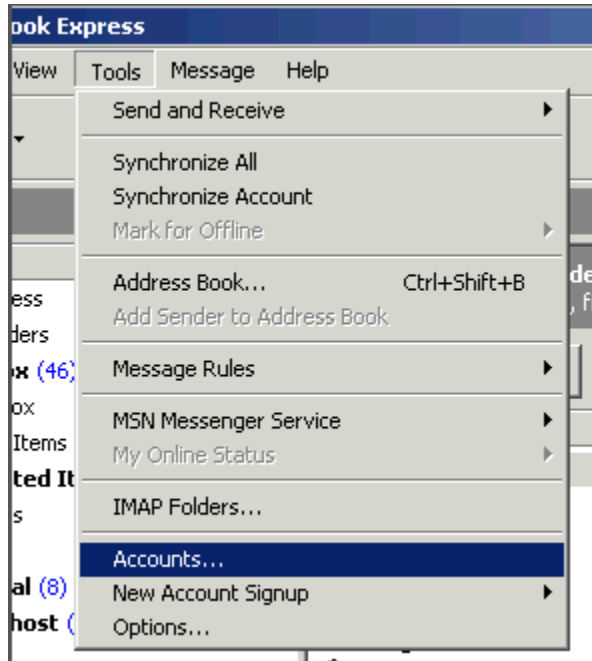


8. Click **Ok**. Click **Next**. Click **Finish**.



Outlook Express

1. In Outlook Express, from the **Tools** menu, select **Accounts...**



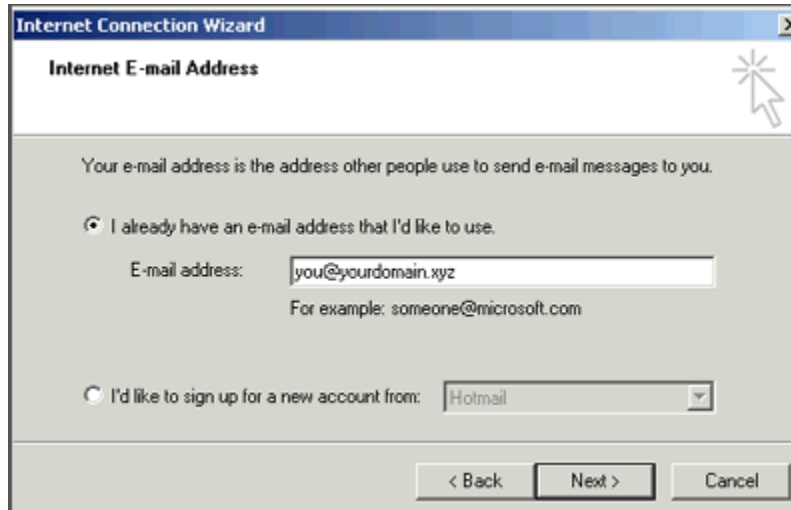
2. A box will appear. Click **Add** and select **Mail**.



3. Enter your name as you want it to appear on your emails and click **Next**.

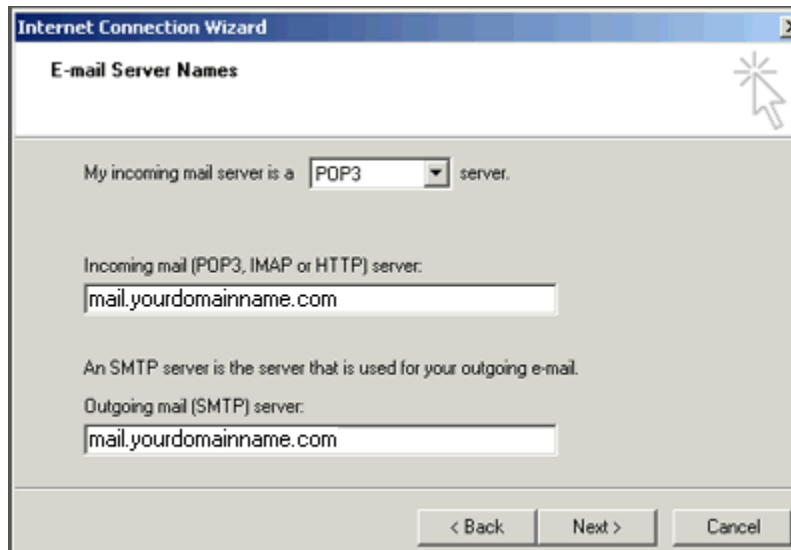


4. Put in your email address, which consists of a user you set up in webmail and @yourdomain.xyz, and then click **Next**.



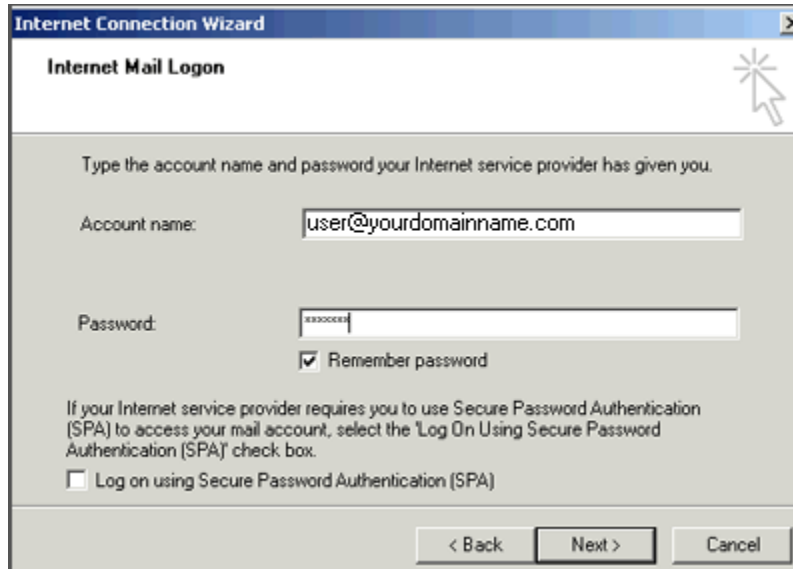
The screenshot shows the 'Internet E-mail Address' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'Internet E-mail Address'. Below the heading, there is a text box explaining: 'Your e-mail address is the address other people use to send e-mail messages to you.' There are two radio button options. The first option, 'I already have an e-mail address that I'd like to use.', is selected. Below it is a text input field containing 'you@yourdomain.xyz' and a note 'For example: someone@microsoft.com'. The second option, 'I'd like to sign up for a new account from:', is unselected and followed by a dropdown menu showing 'Hotmail'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

5. Set the server type as **POP3**.
6. For incoming and outgoing mail servers, enter mail.yourdomain.xyz (where yourdomain.xyz is your domain name and extension such as .com).
7. Click on **Next**.

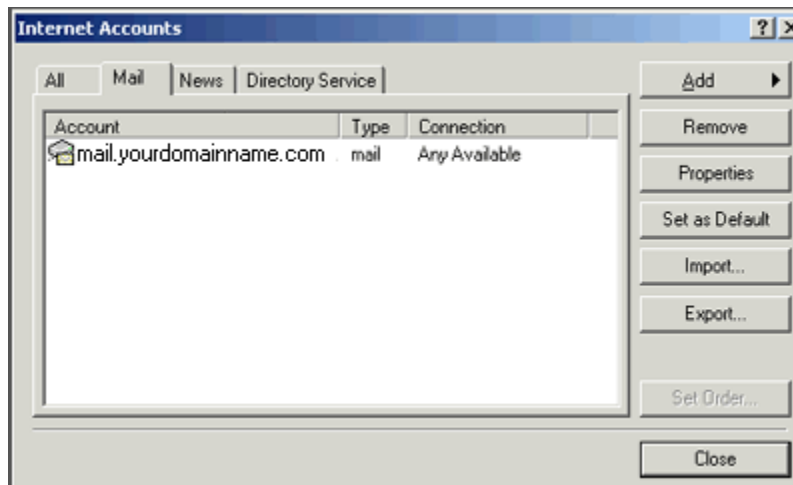


The screenshot shows the 'E-mail Server Names' step of the Internet Connection Wizard. The window title is 'Internet Connection Wizard'. The main heading is 'E-mail Server Names'. Below the heading, there is a text box: 'My incoming mail server is a POP3 server.' The 'POP3' is selected in a dropdown menu. Below this, there is a text input field for 'Incoming mail (POP3, IMAP or HTTP) server:' containing 'mail.yourdomainname.com'. Below that, there is a text input field for 'Outgoing mail (SMTP) server:' containing 'mail.yourdomainname.com'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

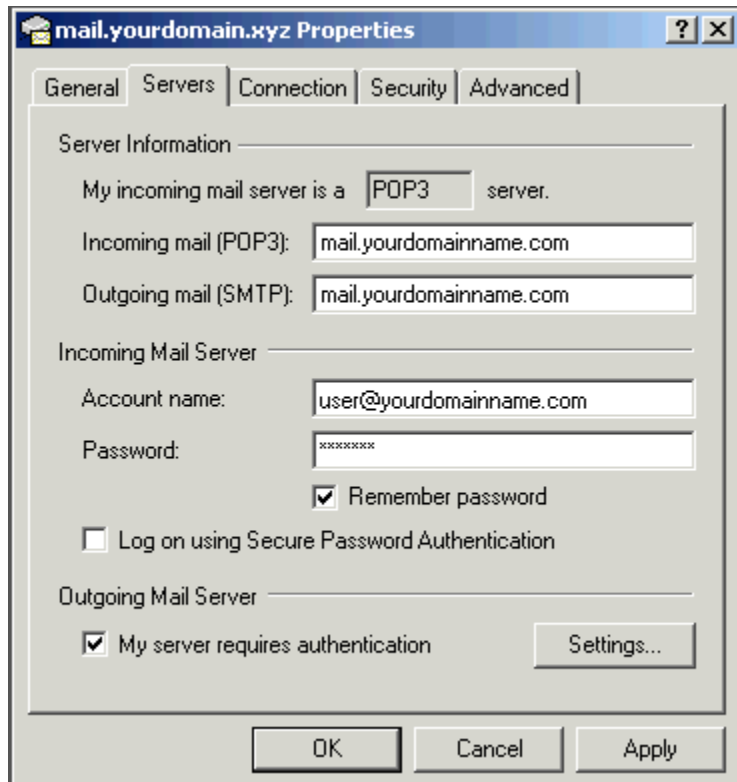
8. Enter your email address for the **Account Name**. Enter the password you set for this account.
Note: Do NOT check the box "Log on using Secure Password Authentication".



9. Click **Next** and then click **Finish**. After you click **Finish**, you should see the following window. If not, go to the **Tools** menu, and click on **Accounts**. After clicking **Accounts** the window will appear. In this window, click on your domain until it is highlighted, then click on **Properties**.



10. When the next screen appears, click on the **Servers** tab. Under Outgoing Mail Server, check the box next to **My server requires authentication**. Click **Okay**. **Note:** You MUST do this step so you can send mail from your domain.



11. Now, you're ready to send and receive mail. To set up multiple accounts, follow these steps again.