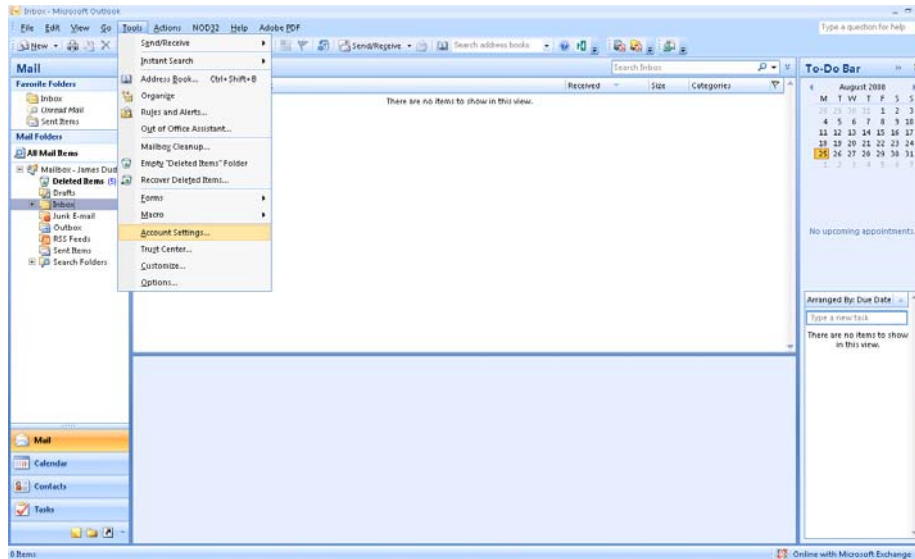
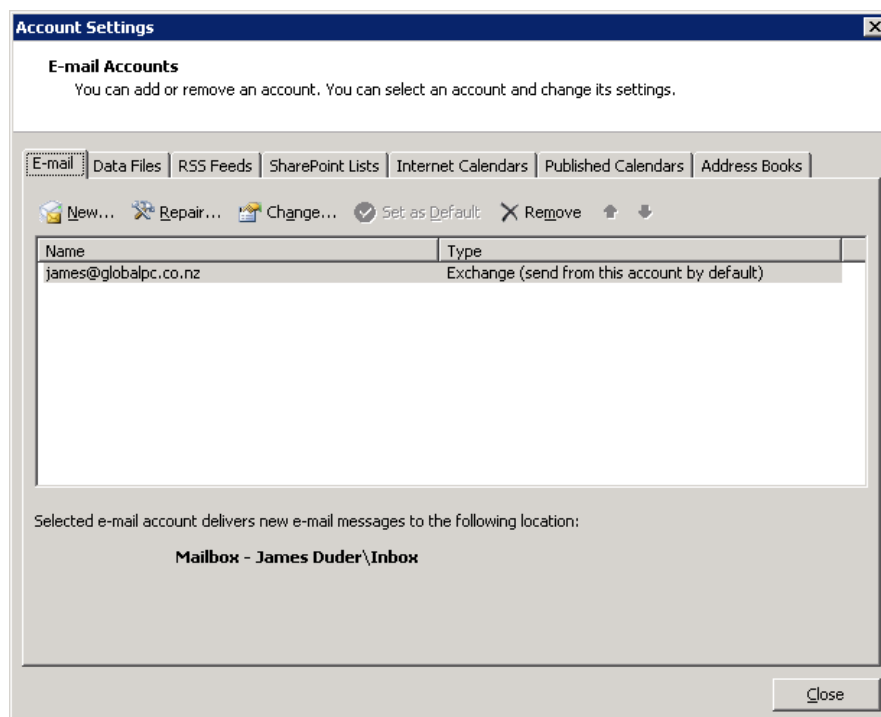


Microsoft Outlook 2007 – Email client settings

1. Open Microsoft Outlook 2007
2. Click 'tools' and then select 'Account Settings'



3. Select the E-mail tab and click 'New'



4. Check the box 'Microsoft Exchange, POP3, IMAP, of HTTP' and then click next.

The screenshot shows a dialog box titled "Add New E-mail Account" with a close button (X) in the top right corner. The main heading is "Choose E-mail Service". There are two radio button options:

- Microsoft Exchange, POP3, IMAP, or HTTP**
Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.
- Other**
Connect to a server type shown below.
Outlook Mobile Service (Text Messaging)

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

5. Check the box 'Manually configure server settings or additional server types'

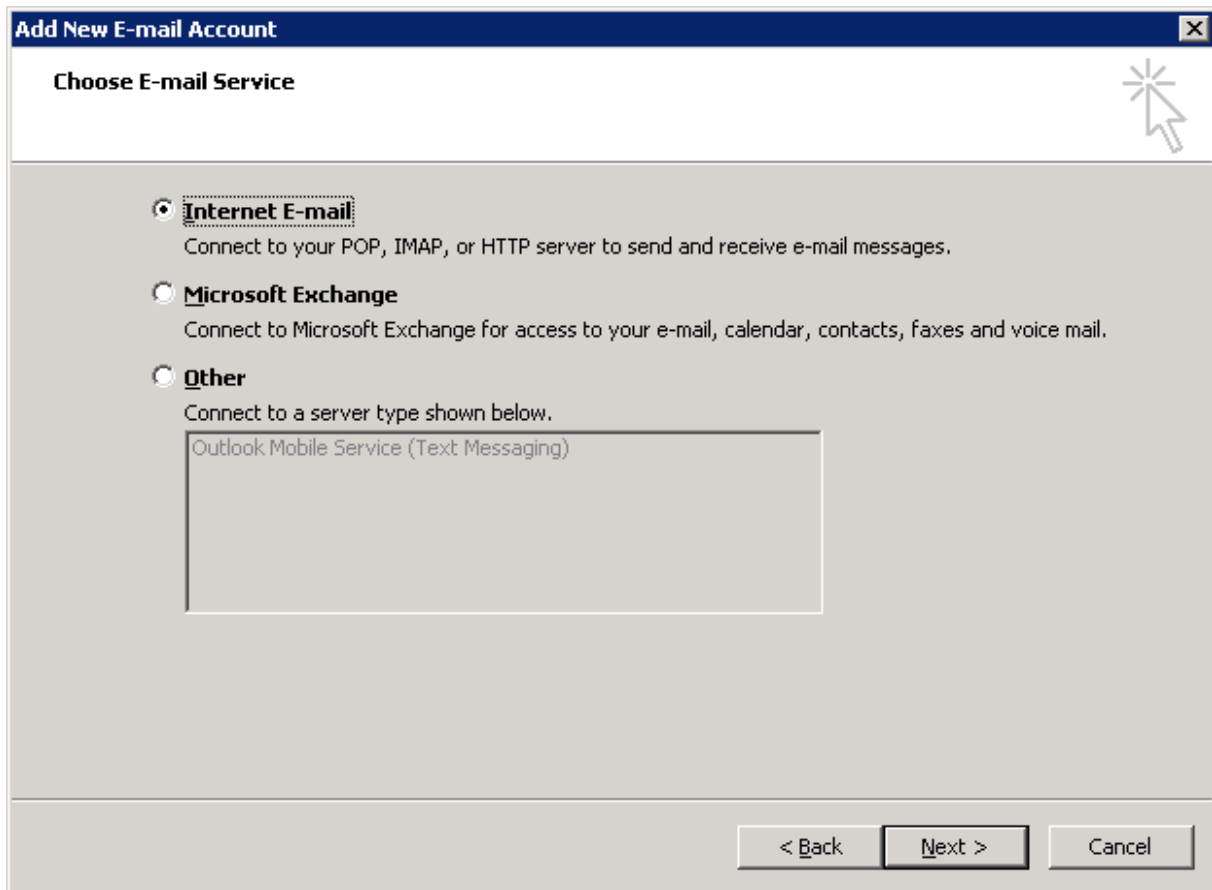
The screenshot shows a dialog box titled "Add New E-mail Account" with a close button (X) in the top right corner. The main heading is "Auto Account Setup". It contains several input fields:

- Your Name:** [Text Input Field] Example: Barbara Sankovic
- E-mail Address:** [Text Input Field] Example: barbara@contoso.com
- Password:** [Text Input Field]
- Retype Password:** [Text Input Field] Type the password your Internet service provider has given you.

At the bottom, there is a checked checkbox: **Manually configure server settings or additional server types**

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

6. Check the box 'Internet email' and click 'Next'



7. Within the 'Internet E-mail Settings' screen add your information as below:
 - Your Name: Your name as you would like it to appear on outgoing emails
 - E-mail address: Your email address in full
 - Account type: POP3
 - Within 'Incoming mail server' enter: pop3.mailmortal.co.nz
 - Within 'Outgoing mail (SMTP) server' enter: smtp.mailmortal.co.nz
 - Within username enter your email address @mailmortal.co.nz
 - Password: Enter your Mail Mortal password
 - Tick the box marked 'Remember Password'
8. Click 'More settings'

Add New E-mail Account [X]

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

User Information

Your Name: [Joe Smith]
E-mail Address: [joe@globalpc.co.nz]

Server Information

Account Type: [POP3]
Incoming mail server: [pop3.mailmortal.co.nz]
Outgoing mail server (SMTP): [smtp.mailmortal.co.nz]

Logon Information

User Name: [joe@mailmortal.co.nz]
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)

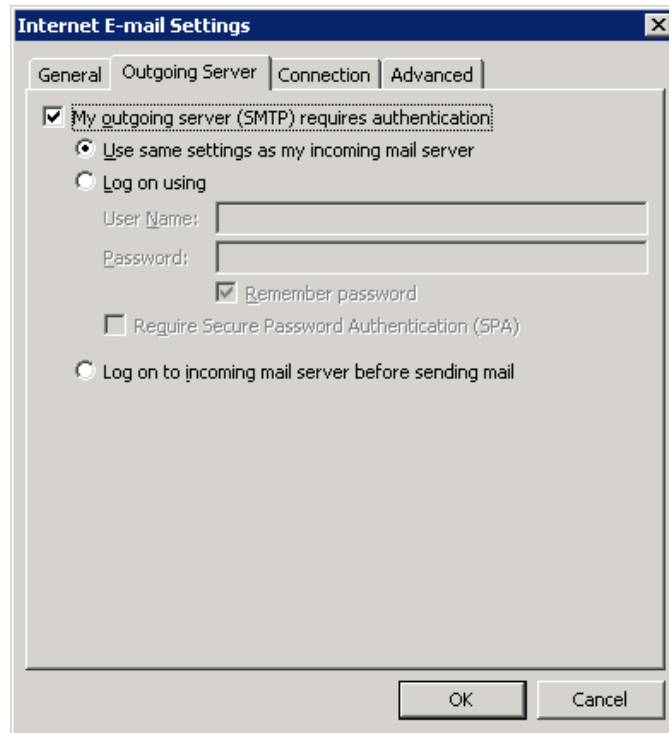
[Test Account Settings ...]

[More Settings ...]

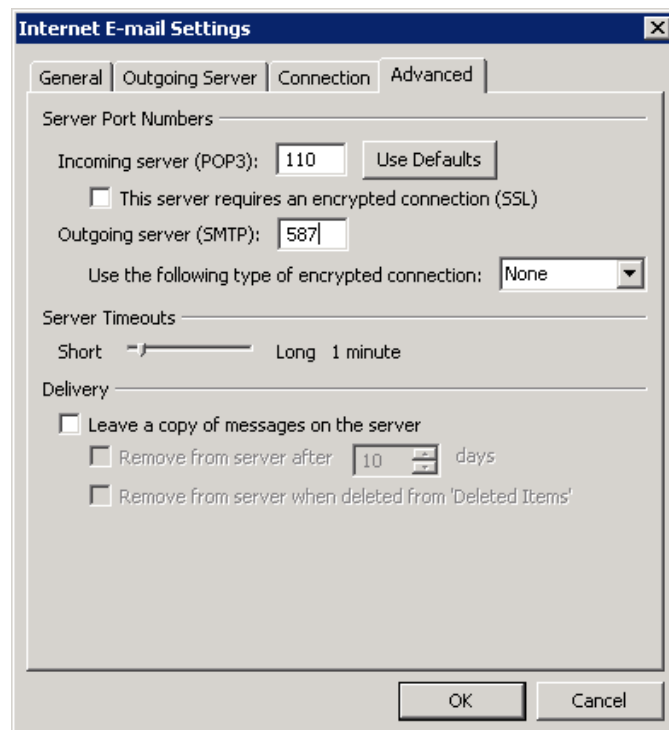
< Back Next > Cancel

This will open the internet email settings screen.

9. Select the 'Outgoing Server' Tab and Check the boxes: 'My outgoing server (SMTP) Requires Authentication' and 'Use the same settings as my incoming mail server' click on the 'Advanced' tab



10. Select the 'Advanced' Tab and change
- 'Outgoing server (SMTP)' to: 587
 - 'Incoming Server (POP3)' should be 110, if not change this to 110. Click 'OK'



11. Click 'Next'.

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: Joe Smith
E-mail Address: joe@globalpc.co.nz

Server Information
Account Type: POP3
Incoming mail server: pop3.mailmortal.co.nz
Outgoing mail server (SMTP): smtp.mailmortal.co.nz

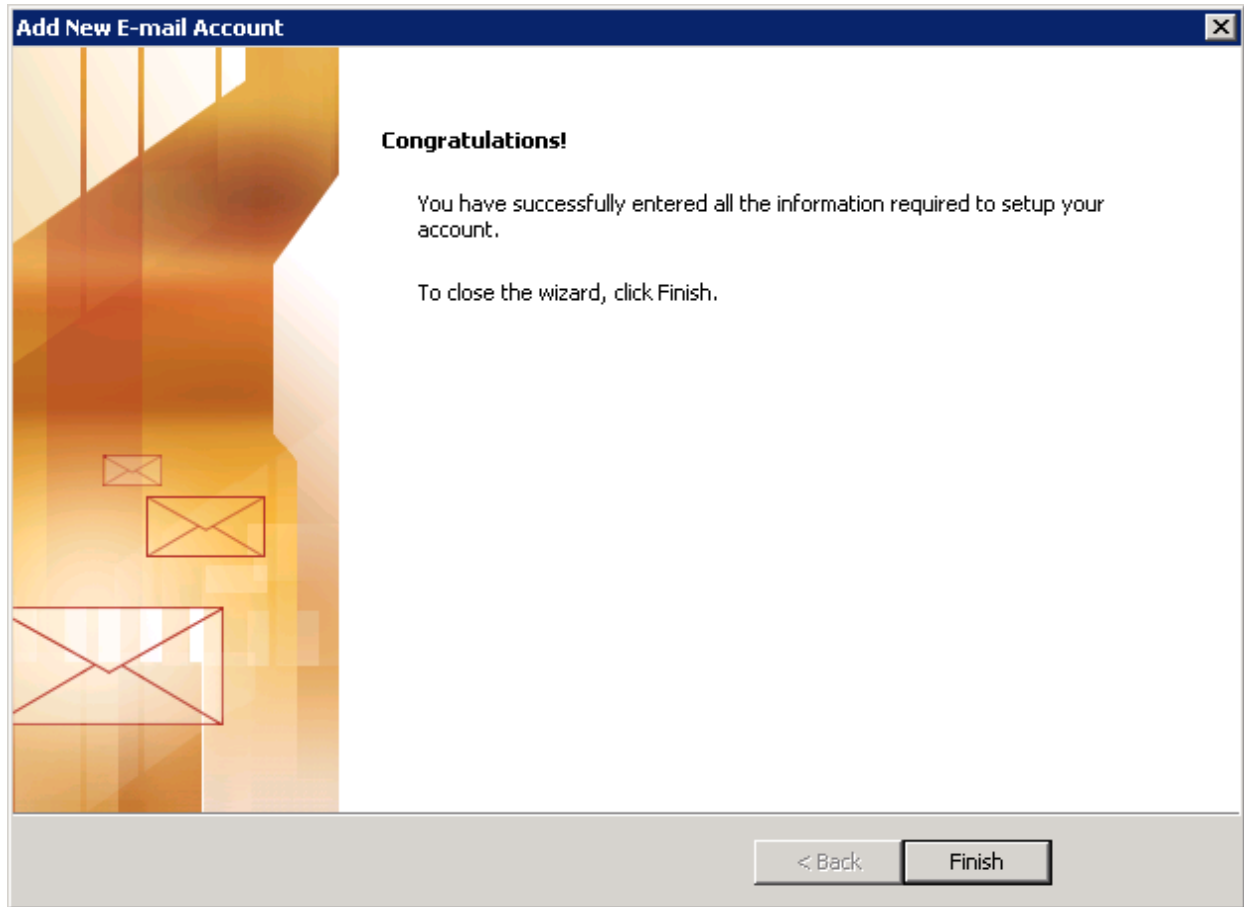
Logon Information
User Name: joe@mailmortal.co.nz
Password: *****)
 Remember password
 Require logon using Secure Password Authentication (SPA)

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

12. Click 'Finish'



Congratulations, you have now completed your setup of Outlook 2007. Mail Mortal will now be protecting your inbox from unwanted spam meanwhile delivering you a report so you can see exactly what has been blocked. If you have any queries please do not hesitate to contact us.

Kind regards,

The Mail Mortal Team

Email: info@mailmortal.com

Ph: (03) 96517289