

# Getting Started

## Add a New Email Account in Outlook 2007

### 1 Navigate to your **Account Settings**:

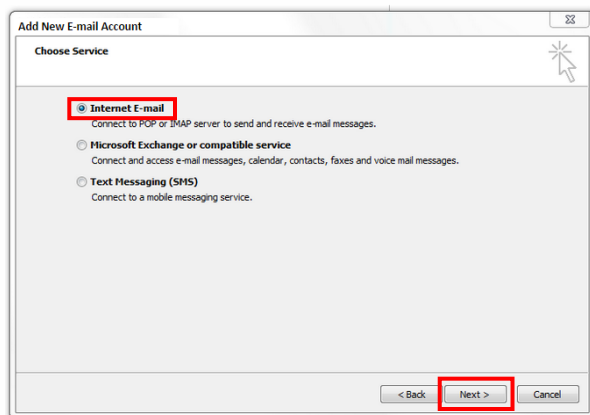
- Open **Outlook 2007**
- Click the **Tools** drop-down menu and select **Account Settings**
- Click the E-mail tab, then click **New**

### 2 The **Add New E-mail Account** window will open:

- At the bottom, check the **Manually configure server settings or additional server types** box
- Click **Next >**

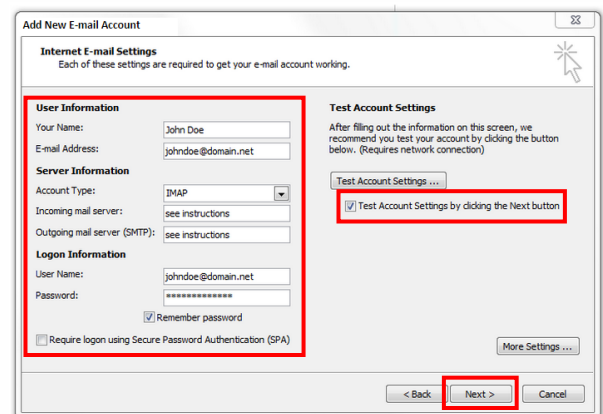
### 3 The **Add New E-mail Account** window will change and require you to **Choose Service**:

- Select **Internet E-mail**
- Click **Next >**



### 4 Enter your **Internet E-mail Settings**:

- Make sure your name and email address are correctly entered
- Click the **Account Type** drop-down and select **IMAP**
- In the **Incoming mail server** field enter: **mail.homesc.com**
- In the **Outgoing mail server (SMTP)** field enter: **smtp.homesc.com**
- Enter your **full email address** (ex: *myemail@homesc.com*) as your **User Name** and enter your email password. **Select Remember Password** if you would like Outlook to remember your email username and password.
- In the **Test Account Settings**, check the **Test Account Settings** by clicking the **Next** button box but don't click Next



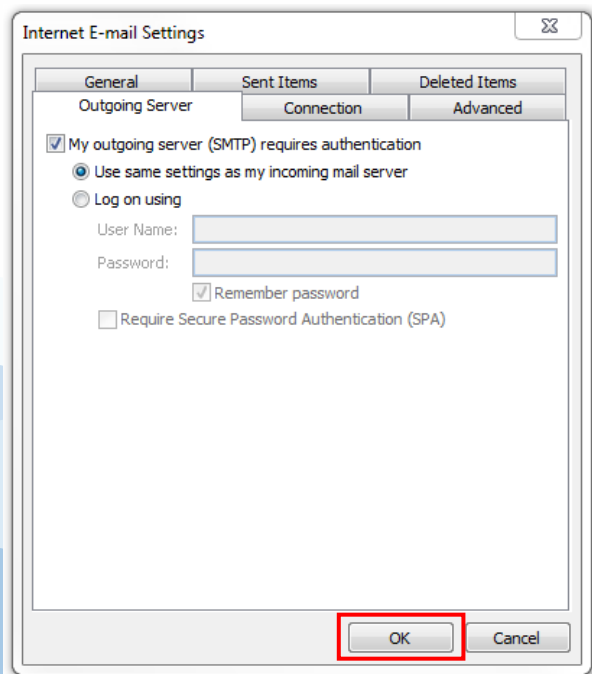
- Click **More Settings...**

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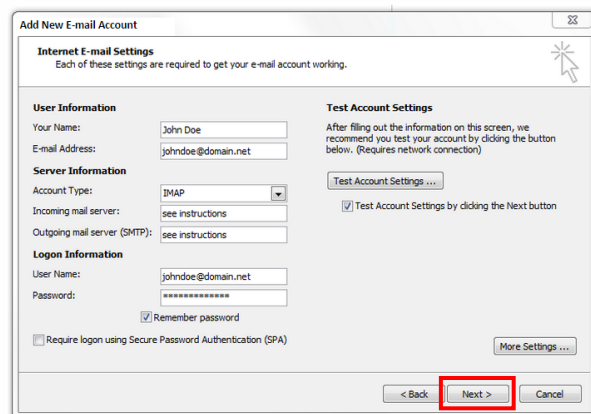
## Add a New Email Account in Outlook 2007 (cont.)

### 5 Setting up your **Advanced Account Settings**:

- Click the **Outgoing Server** tab
- Make sure that the box for **My outgoing server (SMTP) requires authentication** is checked
- Select the **Use same settings as my incoming mail server** field.
- Click the **Advanced** tab
- Find the **Incoming Server (IMAP)** drop-down list and select **SSL**
- Find the **Outgoing server (SMTP)** drop-down list and select **SSL**
- Find the **Outgoing server (SMTP)** field and enter **465** (you may need to change the number in this field)
- In the **Incoming mail field**, make sure that **993** is entered for IMAP
- Click **OK** – you will be returned to the previous window



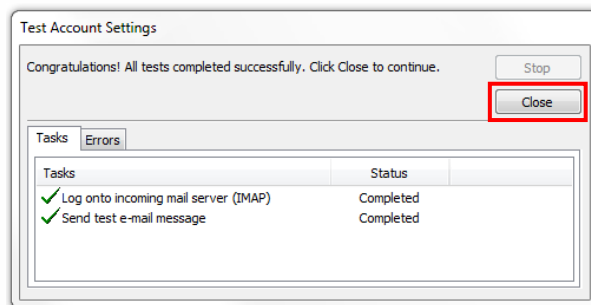
### 6 Click **Next>**



### 7 The **Test Account Settings** window will appear and it will process the test automatically.

- If you experience an error, double-check all steps for accuracy, make sure your Internet connection is active, and try again.

### 8 Once your account settings are confirmed by the system, you are finished! Click **Close** to exit the



setup window.

**Congratulations, your Outlook 2007 email is now set up!**