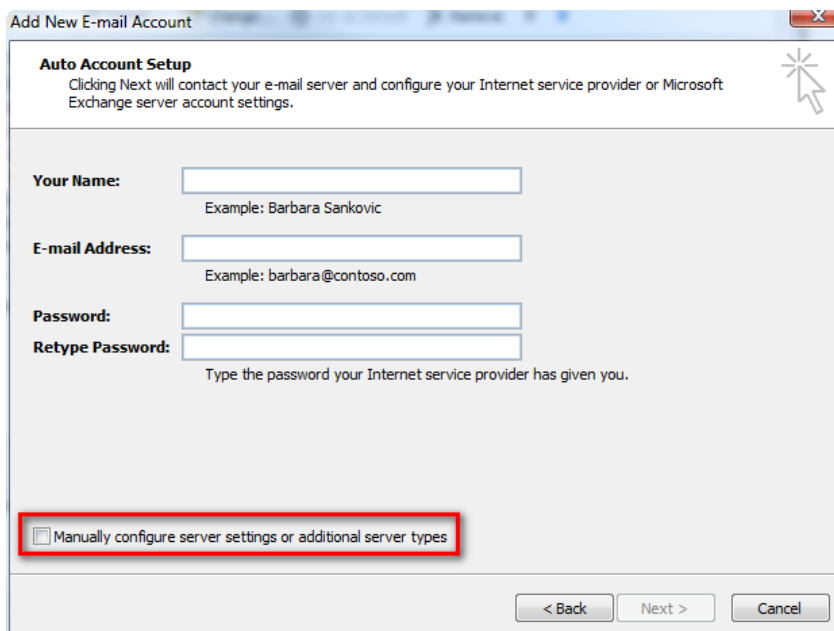


## Configure Outlook 2007 with TechTriad / GreensboroNet Settings Server 1

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:

This is a **NEW SETTING** started in **JULY 2010**

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:   
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 >>](#)

The RED AREA enlarged:

**mailhop1.greensboronet.com**

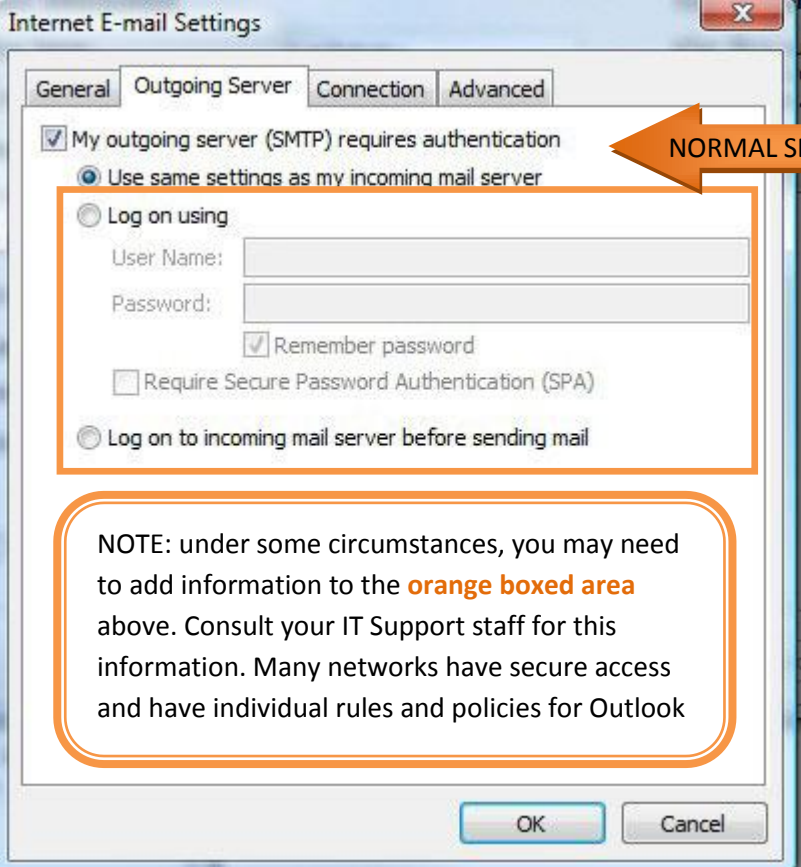
After configuring this screen, click **MORE SETTINGS**



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## Use these settings for MOST situations



The screenshot shows the 'Internet E-mail Settings' dialog box with the 'Outgoing Server' tab selected. The 'My outgoing server (SMTP) requires authentication' checkbox is checked. Below it, the radio button 'Use same settings as my incoming mail server' is selected. An orange arrow points from the text 'NORMAL SETTINGS' to this radio button. The 'Log on using' section is enclosed in an orange box and contains fields for 'User Name', 'Password', and a checked 'Remember password' checkbox. The 'Require Secure Password Authentication (SPA)' checkbox is unchecked. The 'Log on to incoming mail server before sending mail' radio button is also selected. At the bottom, there are 'OK' and 'Cancel' buttons.

**NORMAL SETTINGS**

**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



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