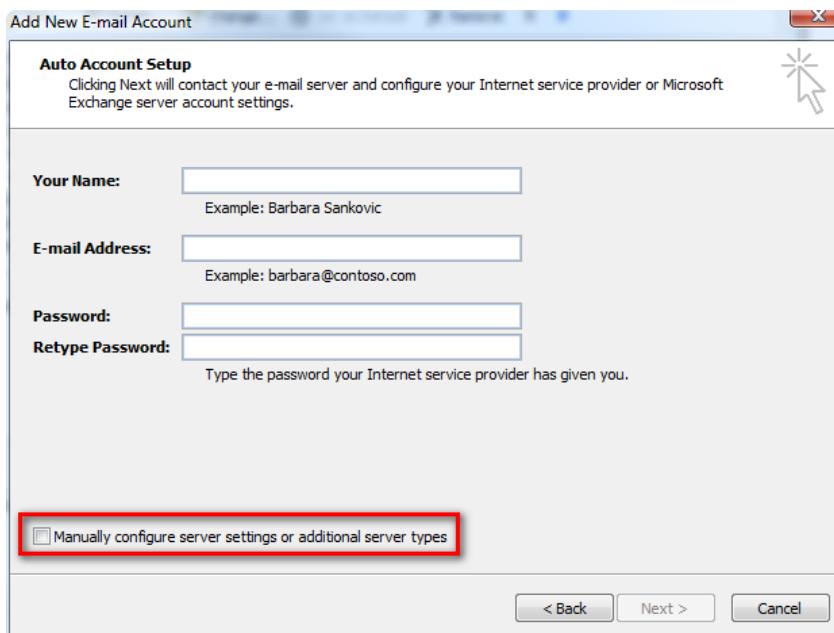


Configure Outlook 2007 with TechTriad / GreensboroNet Settings Server 2

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:

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: [First Name Last Name]
E-mail Address: [name@domain.com]

Server Information
Account Type: [POP3]
Incoming mail server: [mail.yourdomain.com]
Outgoing mail server (SMTP): **mailhop2.greensboronet.com**

Logon Information
User Name: [name@domain.com]
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 ...]

[Click Here >>](#)
[More Settings ...]

[< Back] [Next >] [Cancel]

The RED AREA enlarged

Mailhop2.greensboronet.com

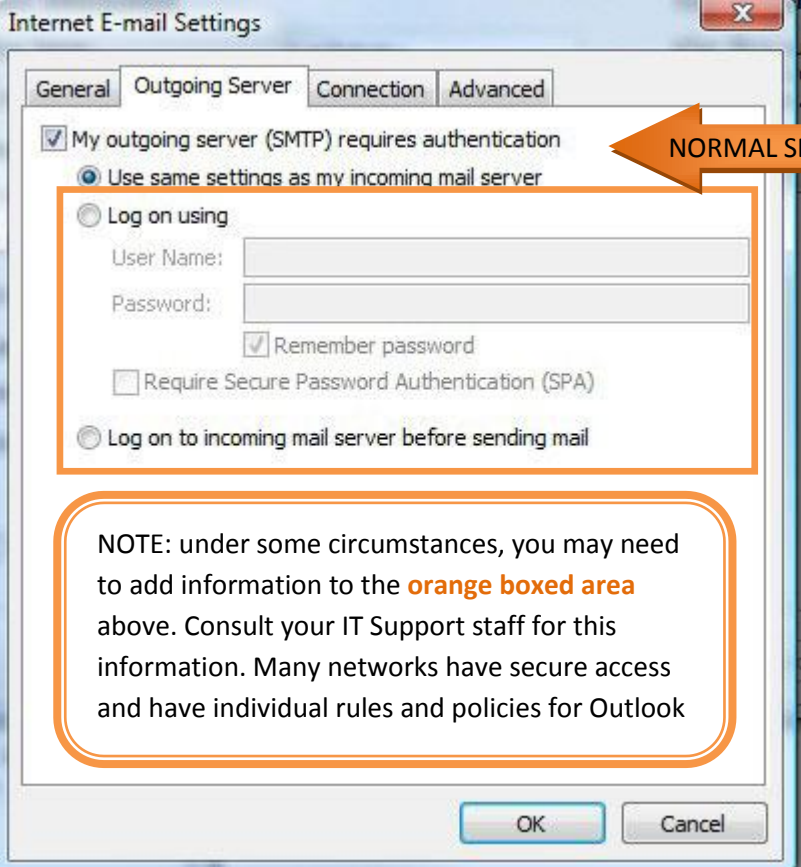
After configuring this screen, click **MORE SETTINGS**



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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

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

OK Cancel



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