

## Outlook 2007

1. Open Outlook.
2. Click the **Tools** menu, and select **Account Settings...**
3. On the **E-mail** tab, select your POP account and click **Change...**
4. Change the following fields:  
**POP server:** pop.gmail.com  
**SMTP server:** smtp.gmail.com  
**Require logon using Secure Password Authentication (SPA):** Leave this option unchecked.
5. Click the **More Settings...** button

**Change 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:

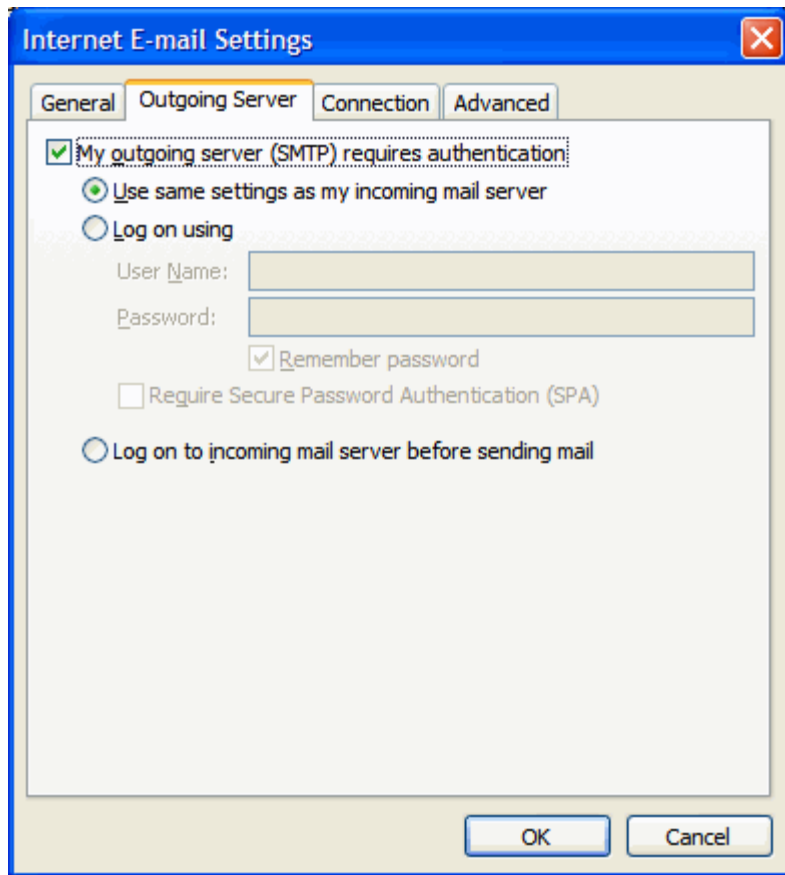
Remember password

Require logon using Secure Password Authentication (SPA)

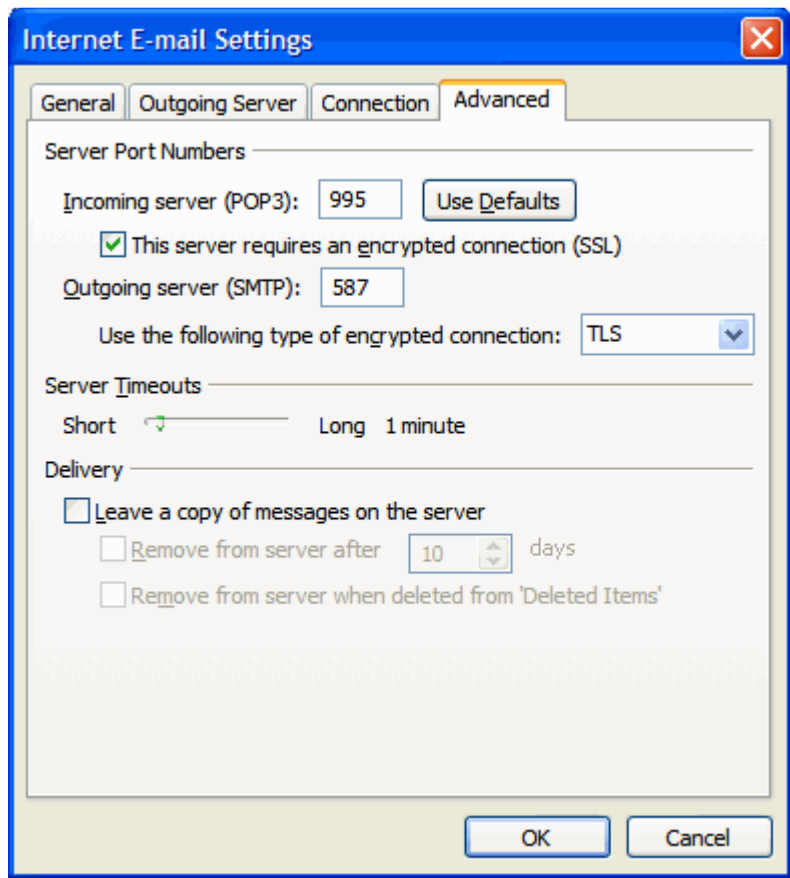
**Test Account Settings**

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

6. Select the **Outgoing Server** tab.
7. Check the box next to **My outgoing server (SMTP) requires authentication** and select **Use same settings as my incoming mail server**.



- Click the **Advanced** tab, and check the box next to **This server requires an encrypted connection (SSL)**. Under **Incoming Server (POP3)**. Enter **995** in the 'Incoming Server' box.
- In the **Outgoing server (SMTP)** box, enter **587**, and select **TLS** from the drop-down menu next to **Use the following type of encrypted connection:**.



- Click **OK**.
- Click **Next**, and then click **Finish**.