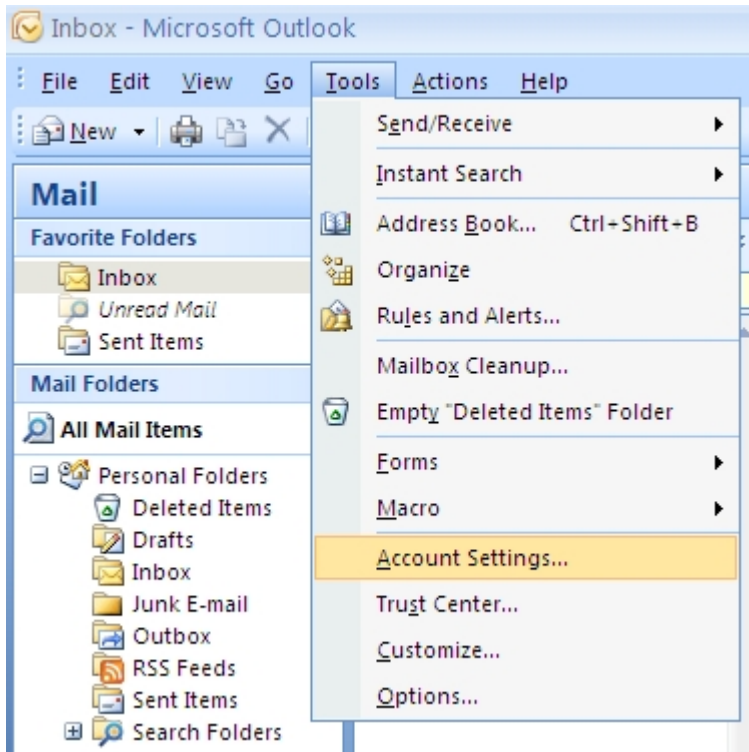


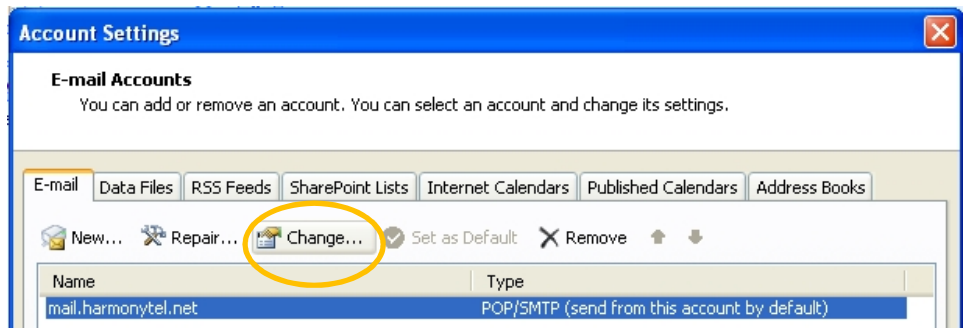
# Outlook 2007



Open your Outlook email program.

Find & click the Tools tab at the top of the window.  
Find Accounts Settings in the drop down list.

Highlight your email and click Change



### 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: harmony Telephone Customer  
E-mail Address: htccustomer@harmonytel.net

**Server Information**  
Account Type: POP3  
Incoming mail server: mail.harmonytel.net  
Outgoing mail server (SMTP): mail.harmonytel.net

**Logon Information**  
User Name: htccustomer@harmonytel.net  
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

Make sure your User Name is your **full email address**.  
Click More Settings

Here tells you if you are using an IMAP or POP3 server, if you would like to change what you are using you will need to delete and re-add your email.

Under Outgoing Server check 'My outgoing...authentication'

### 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

### Internet E-mail Settings

General   Outgoing Server   Connection   **Advanced**

**Server Port Numbers**

Incoming server (POP3): 995   Use Defaults  
 This server requires an encrypted connection (SSL)  
 Outgoing server (SMTP): 587  
 Use the following type of encrypted connection: Auto

**Server Timeouts**  
 Short \_\_\_\_\_ Long 1 minute

**Delivery**  
 Leave a copy of messages on the server  
 Remove from server after 10 days  
 Remove from server when deleted from 'Deleted Items'

Under Advanced tab make sure the settings match to the left. Including 'encrypted connection (SSL) checked and set to Auto.