Configuring the Outlook Anywhere in outlook 2007

Perform the following steps to create the Outlook 2007 profile:

1. Open Control Panel



2. Double Click on Mail

| Mail Setu | p - Outlook | × |
|------------|--|--------------------|
| E-mail Ac | counts | |
| | Setup e-mail accounts and directories. | E-mail Accounts |
| Data Files | 5 | |
| (k) | Change settings for the files Outlook uses to store e-mail messages and documents. | Data <u>F</u> iles |
| Profiles - | | |
| | Setup multiple profiles of e-mail accounts and data files. Typically, you only need one. | Show Profiles |
| | | |
| | | ⊆lose |

3. Click on Add button

| General | | | |
|---------------|-----------------------------|--------------------|--------------|
| The fo | llowing pr <u>o</u> files (| are set up on thi: | s computer: |
| | | | * |
| | | | - |
| I | Remove | Properties | Conv |
| When starting | a Microsoft Offic | e Outlook, use t | his profile: |
| • Prompt | for a profile to | be used | |
| C Always | ; <u>u</u> se this profile | | |
| Outloo | ok | | * |
| | | | |

4. Enter a profile name of your choice and hit OK

| New Profile | × |
|-----------------------|--------|
| Create New Profile | ОК |
| | Cancel |
| Profile <u>N</u> ame: | |
| John | |
| | |

5. On the "Add New E-mail Account screen, enter your name as it should appear while your emails are sent out, enter the email address and the password twice. Here, do not choose the option : "Manually configure server settings or additional server types".

Click Next to proceed to next screen.

| 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: | John smith | |
| | Example: Barbara Sankovic | |
| | | |
| <u>E</u> -mail Address: | john.smith@apps4rent.com | |
| | Example: barbara@contoso.com | |
| Password: | ***** | |
| – Retyne Password: | ***** | |
| <u>.</u> ,per assirera | Type the password your Internet service provider has given you. | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| Manually configure server settings or additional server types | | |
| | | - |
| | < <u>B</u> ack <u>N</u> ext > Cancel | |
| | | - |

6. The setup tries to auto-discover and configure your email settings.

| Add New E-mail | Account | × |
|----------------|--|--------|
| Online sear | ch for your server settings | |
| | | |
| Configuring | | |
| Configuring e | e-mail server settings. This might take several minutes: | |
| \checkmark | Establish network connection | |
| • | Search for john.smith@apps4rent.com server settings | |
| | Log on to server | |
| | | |
| | | |
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| | | |
| | | |
| | | |
| | | |
| | | |
| | (<u><back< u="">) <u>M</u>ext ></back<></u> | Cancel |

7. In this Security alert click on yes and proceed



8. On the next screen select "Don't ask me about this website again" and click ALLOW button.



9. In the next pop-up, please enter your password to reconfirm your account credentials & hit OK.

| Connect to cas01.Apps4Rent.com | |
|--------------------------------|----------------------------|
| | G P |
| Connecting to autodi | scover.apps4rent.com |
| <u>U</u> ser name: | 🧕 john.smith@apps4rent.com |
| <u>P</u> assword: | ••••• |
| | Remember my password |
| | OK Cancel |

10. Click Finish on the next screen that confirms your configuration is complete.