



Microsoft Office 2007

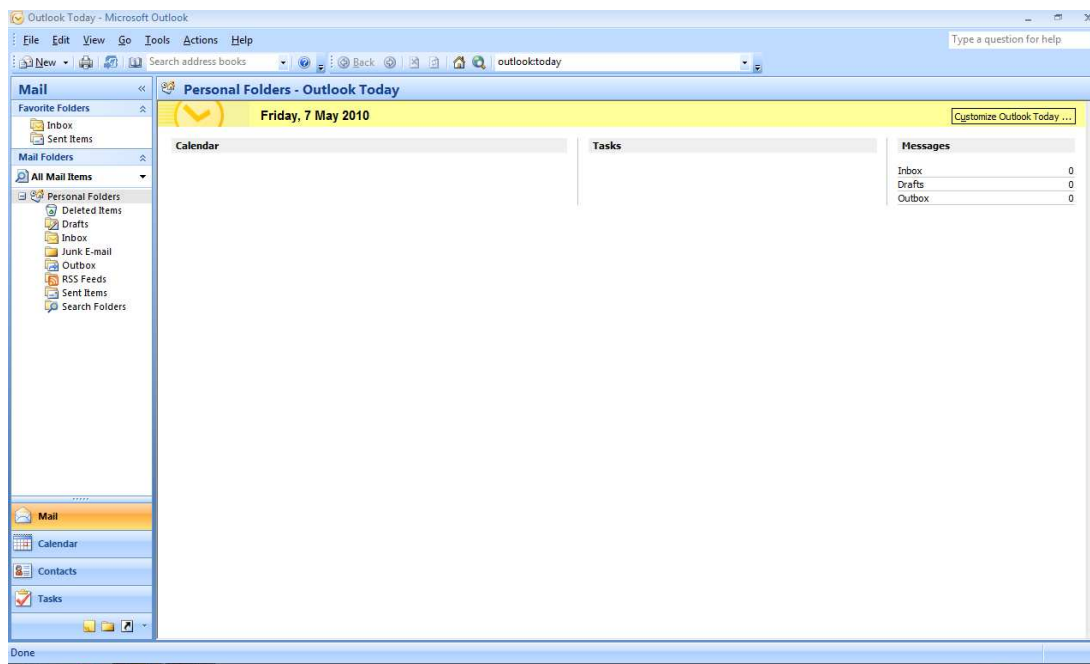
New Email Setup (Pages 2-7)

Remove Old Email Account (Pages 6-8)

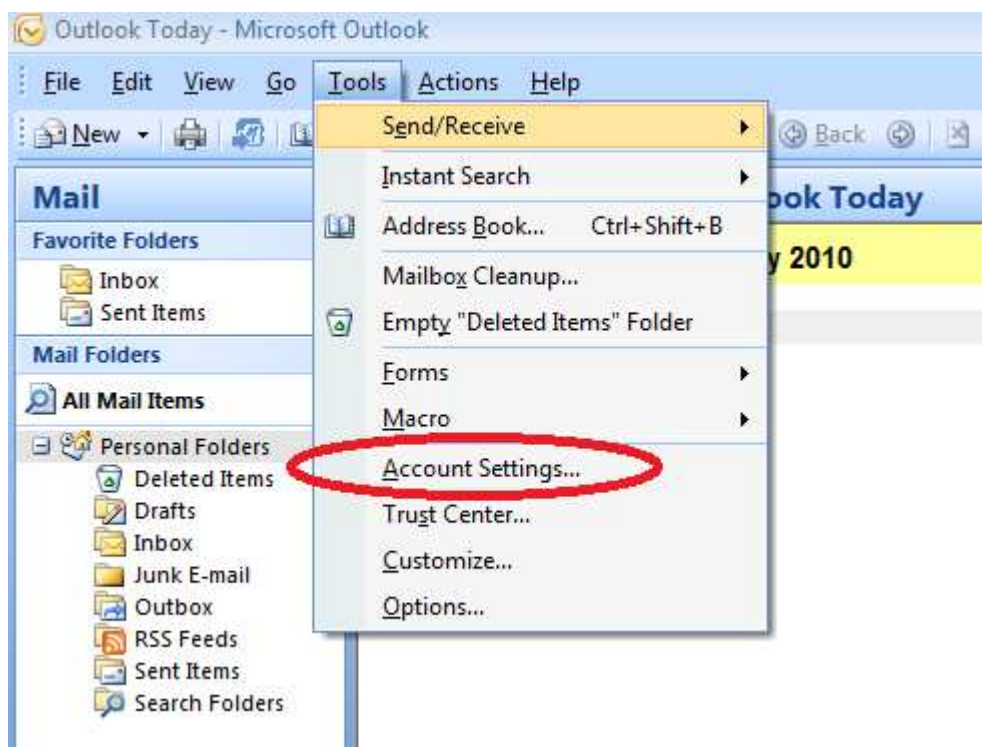
Leave a copy of message on the server (Pages 9-12)

New Email Setup

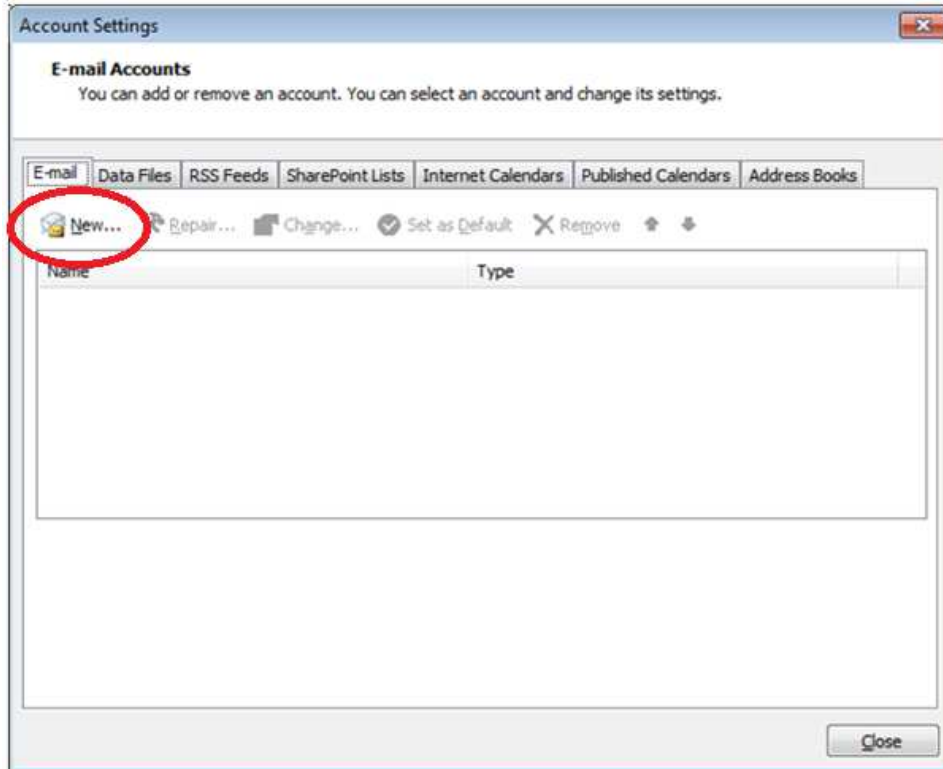
1. Open Microsoft Office 07



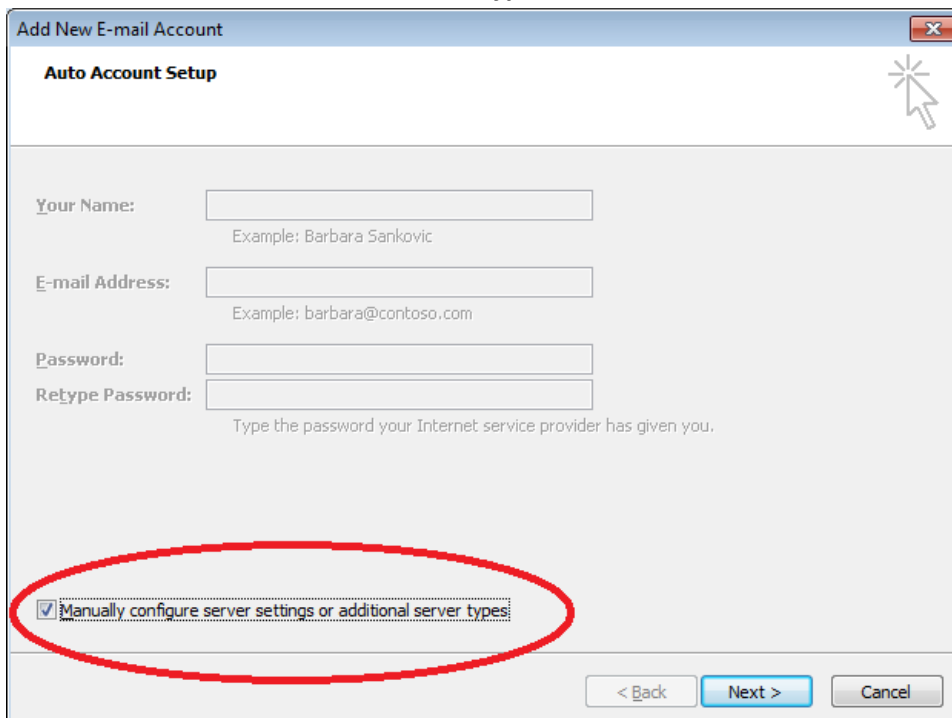
2. Go to the Tools menu & Select Account Settings



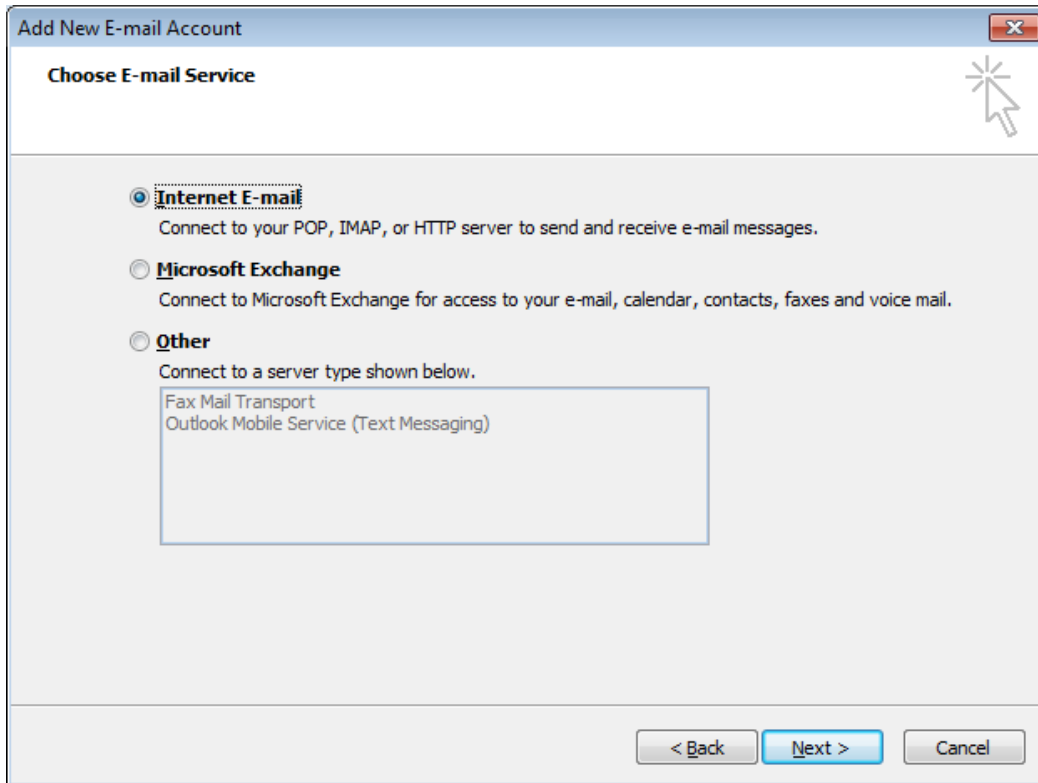
3. In the top left hand corner click on **New**



4. At the bottom of the page tick the tick box; '**Manually configures server settings or additional server types**' & click the **Next** Button.



5. From the list, select **Internet E-mail** & click the **Next** button.



6. Enter the settings required for the service listed below & click the **Next** Button.

Your Name: Your Name. (EG John Smith)

Email Address: user@sctelco.net.au

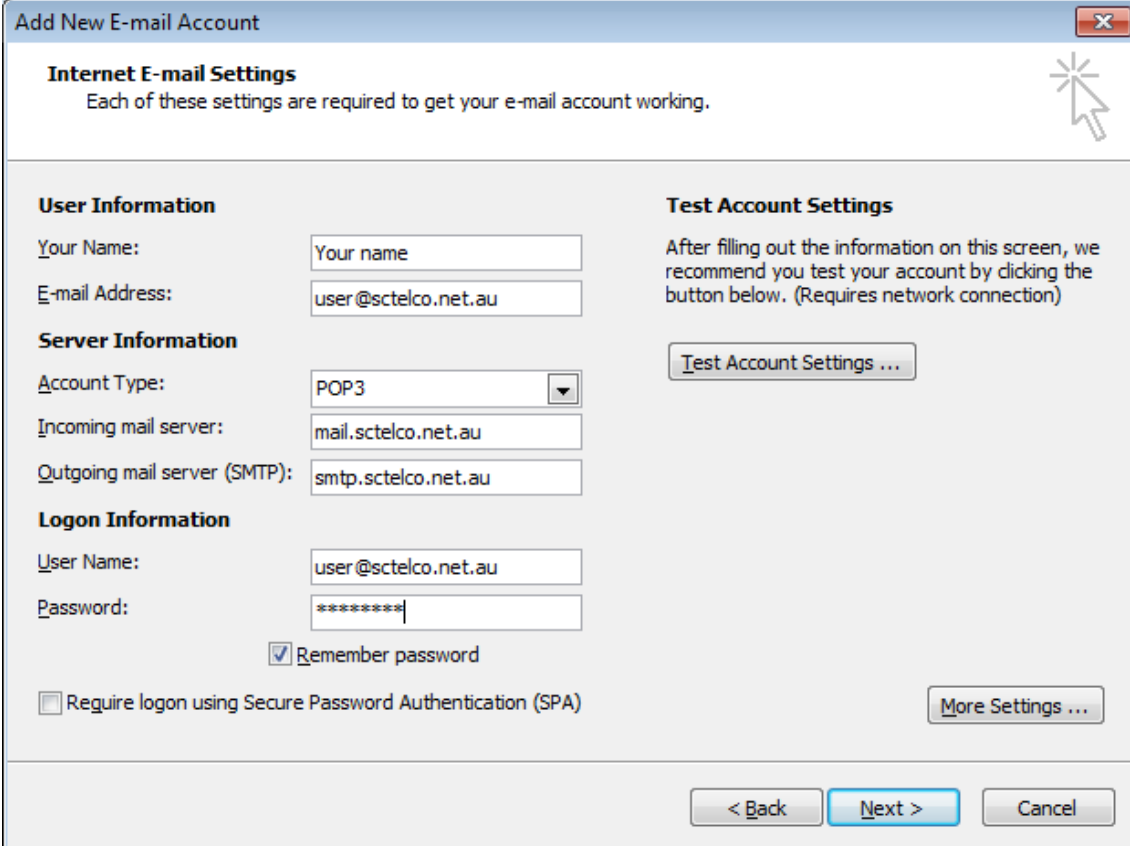
Account Type: POP3

Incoming Server: mail.sctelco.net.au

Outgoing Server: smtp.sctelco.net.au

User Name: user@sctelco.net.au

Password: Your SCTelco Email Address Password



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:

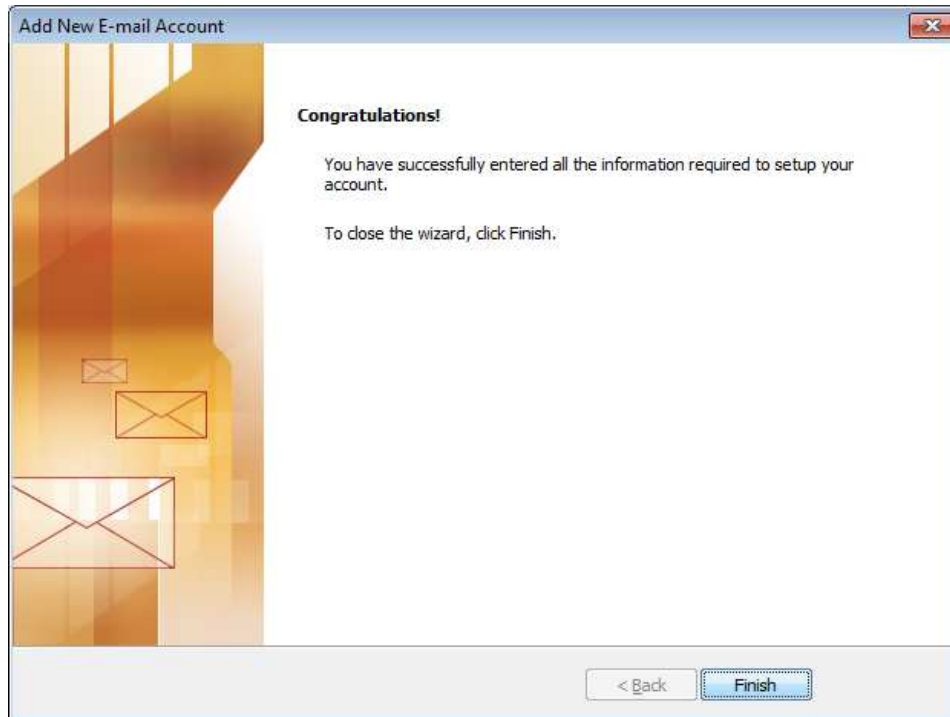
Remember password

Require logon using Secure Password Authentication (SPA)

Test Account Settings

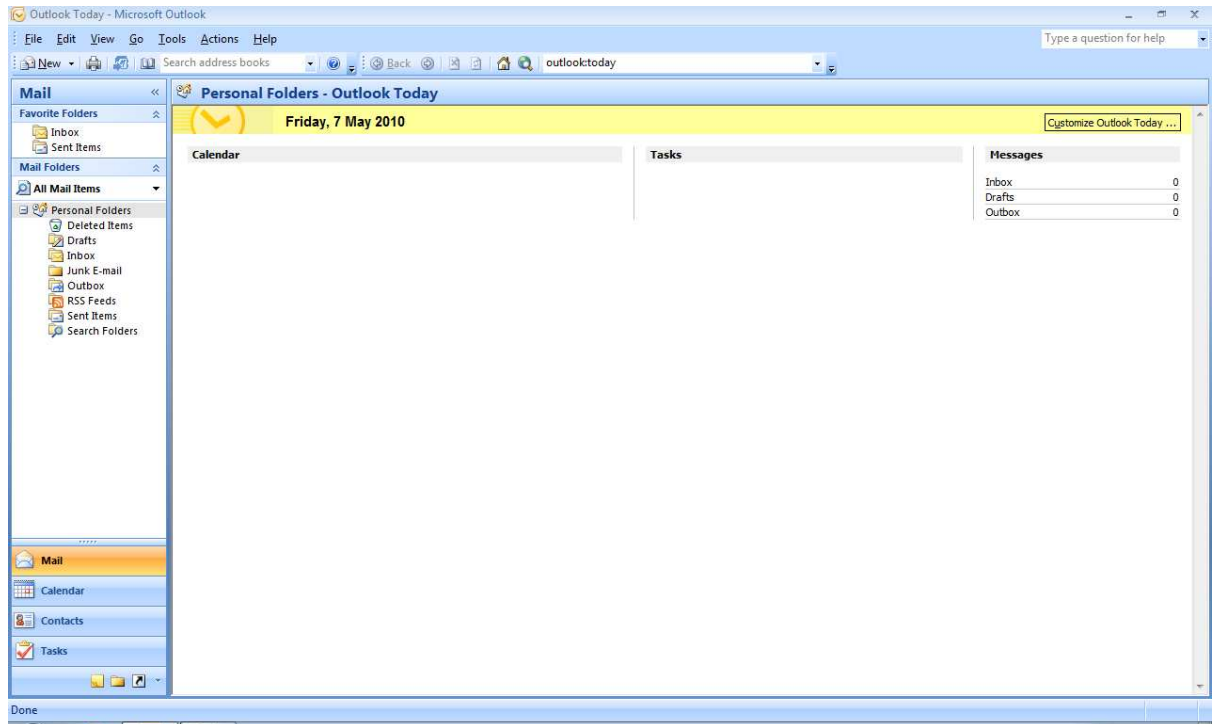
After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

7. You have now completed the email setup, click the **Finish** button.

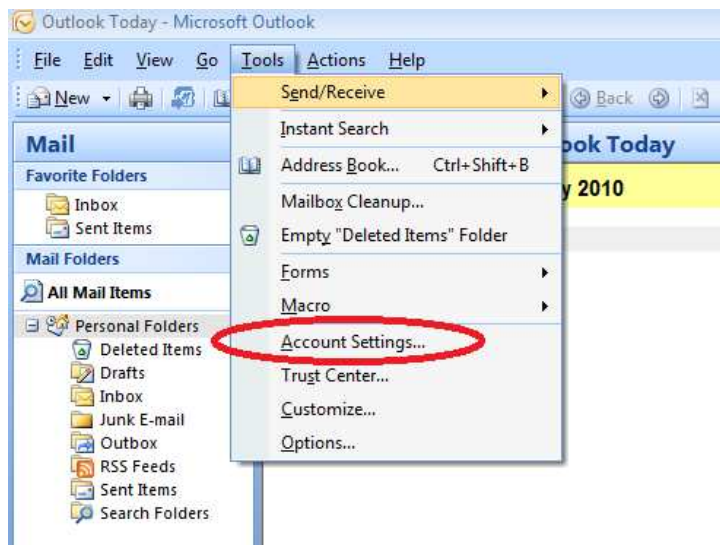


Remove Old Email Account

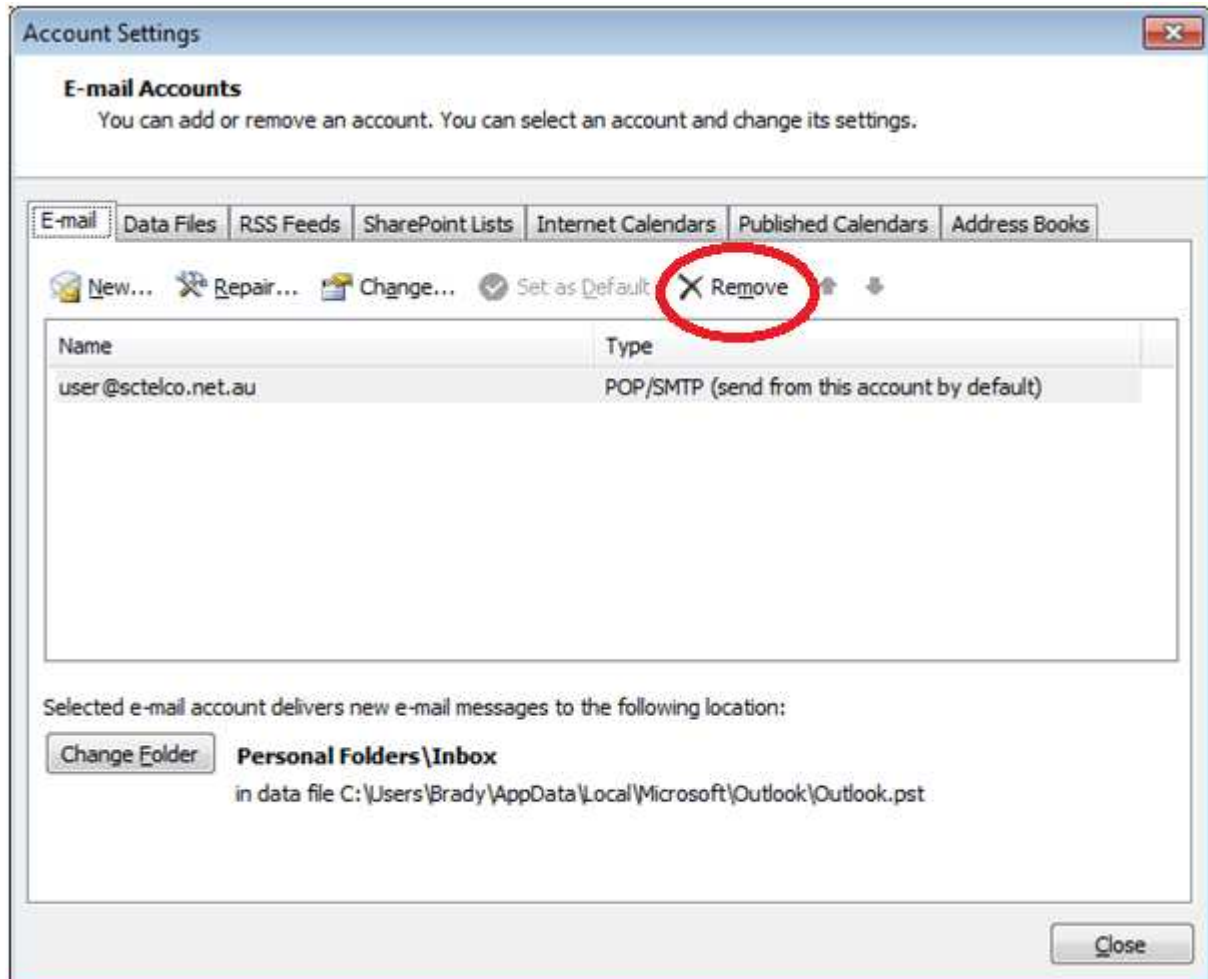
1. Open Microsoft Office 07



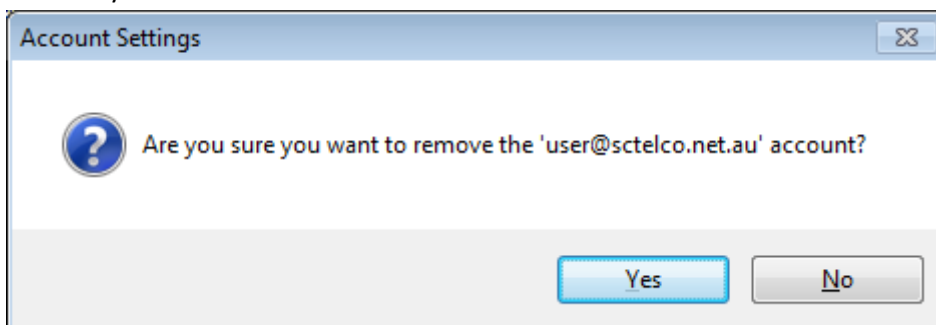
2. Goto the **Tools** menu & Select **Account Settings**



3. Highlight the Account you wish to remove & click on **Remove** At the top of the page.

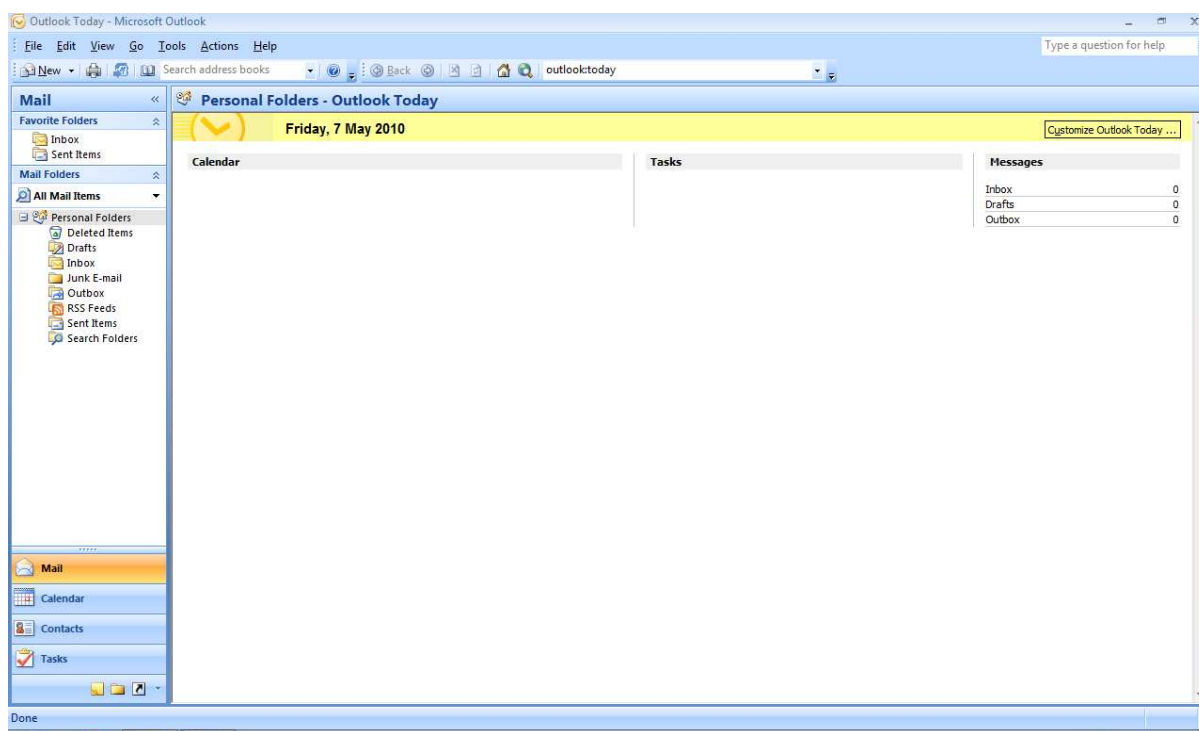


4. Confirm you have selected the correct account & click the **Yes** Button

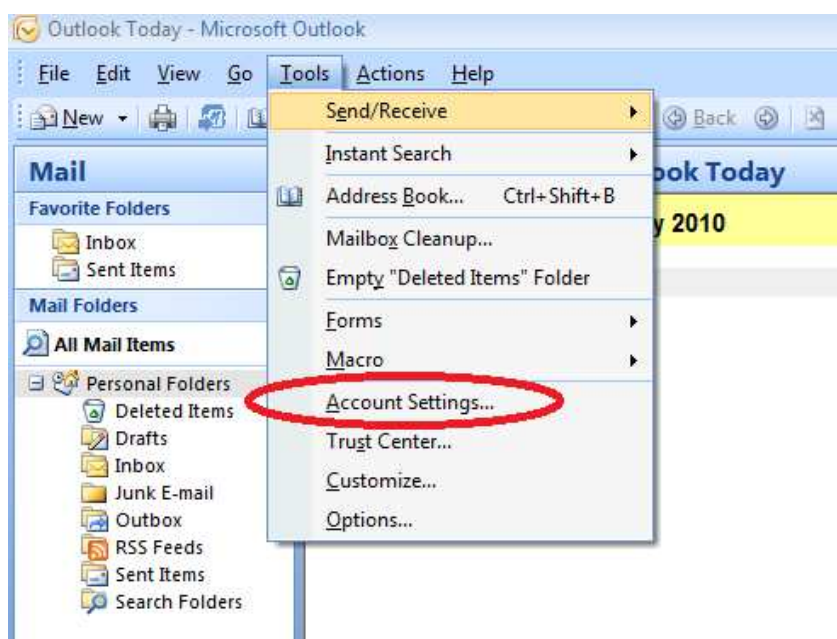


Leave a copy of message on the server

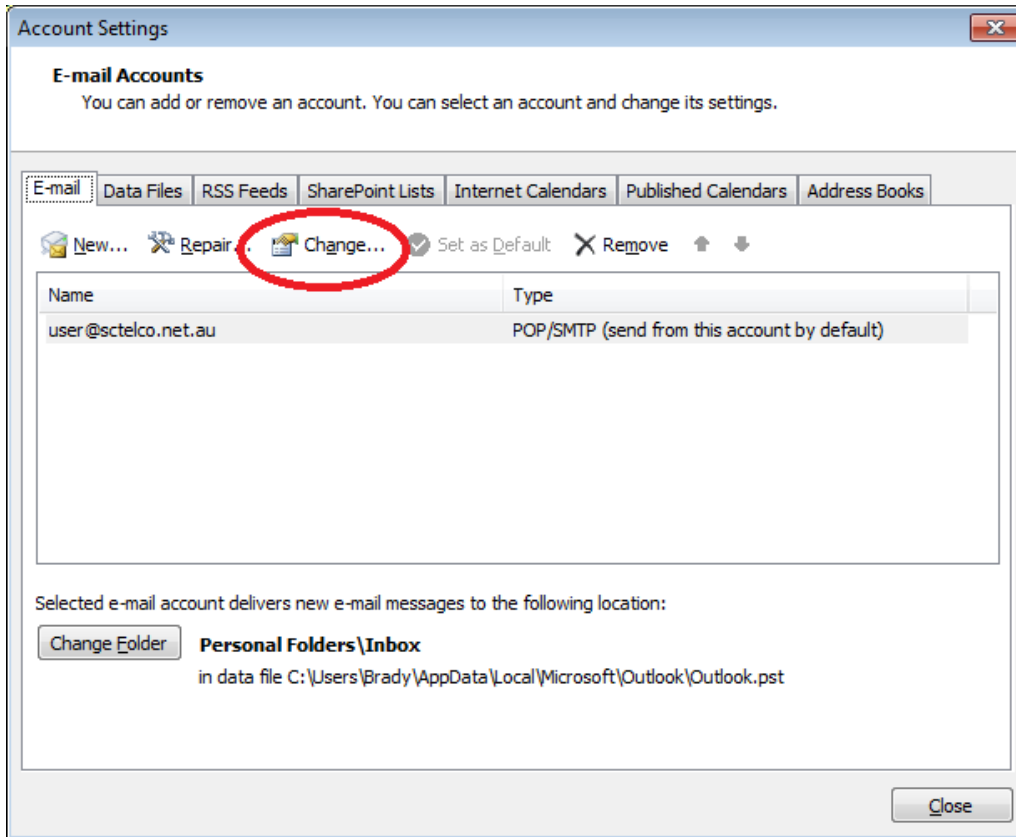
1. Open Microsoft Office 07



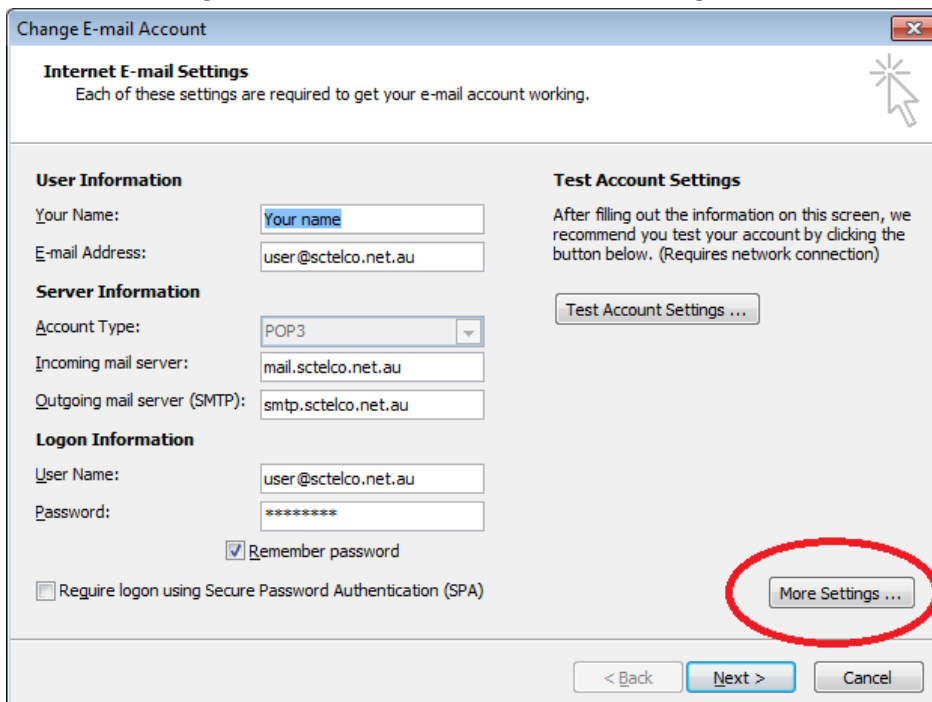
2. Goto the **Tools** menu & Select **Account Settings**



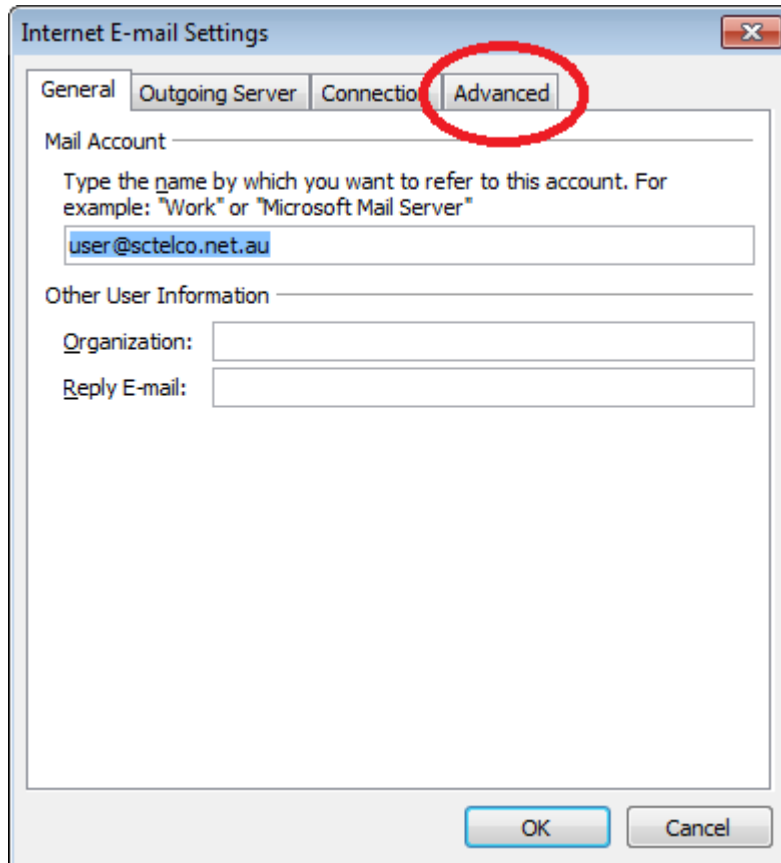
3. **Highlight The account** you wish to change & click on the **Change** button



4. In the bottom Right hand corner, click on the **More Settings** button.



5. At the top of this page, click on the **Advanced** Tab



6. At the bottom of this page, you will have three tick boxes. Ensure the following boxes are ticked & click the **OK** button.

- Leave a copy of messages on the server
- Remove from server after 10 Days
- Remove from server when deleted from 'Deleted Items'

