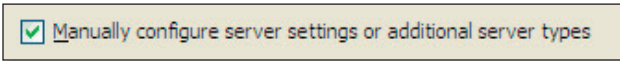


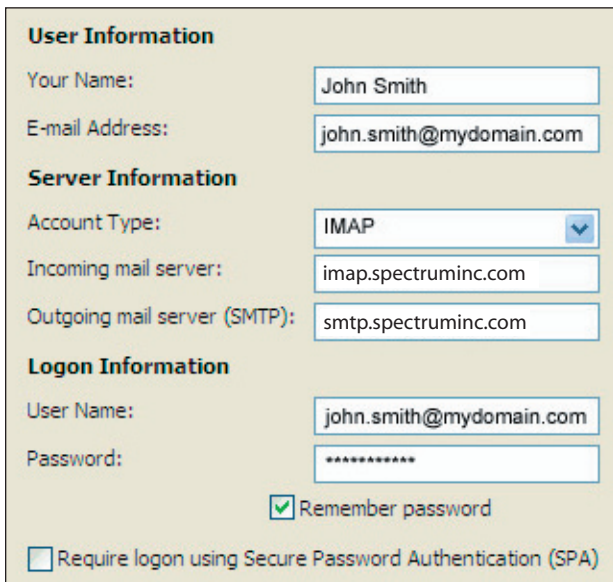
Setting Up Microsoft® Outlook 2007

Setting Up an IMAP Email Account

1. In Outlook, select **Tools / Account Settings**.
2. On the Email tab, click the **New** button.
3. Check the “**Manually configure server settings or additional server types**” checkbox.

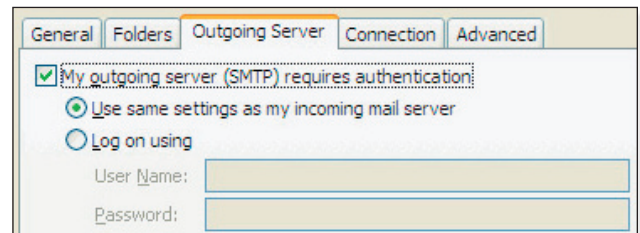


4. Click the **Next** button.
5. Click the **Internet E-mail** button.
6. Click the **Next** button.
7. Enter the following information:

A screenshot of the Outlook account setup wizard. The 'User Information' section includes fields for 'Your Name' (John Smith), 'E-mail Address' (john.smith@mydomain.com), and 'Logon Information' (User Name: john.smith@mydomain.com, Password: [redacted], and 'Remember password' checked). The 'Server Information' section includes 'Account Type' (IMAP), 'Incoming mail server' (imap.spectruminc.com), and 'Outgoing mail server (SMTP)' (smtp.spectruminc.com). There is also a checkbox for 'Require logon using Secure Password Authentication (SPA)' which is unchecked.

- **Your Name**—Enter your first and last name. This is the name that will appear in the From field of messages you send.
- **E-mail Address**—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
- **Account Type**—Select **IMAP** from the drop-down menu.
- **Incoming mail server**—Enter the following server name:
imap.spectruminc.com
- **Outgoing mail server (SMTP)**—Enter the following server name:
smtp.spectruminc.com
- **User Name**—Enter your entire email address (e.g., *myname@mydomain.com*), using all lowercase letters.
- **Password**—Enter the password for your email account.

8. Check the “**Remember password**” checkbox, if you want Outlook to check for email without prompting you to enter your password.
9. Click the **More Settings** button.
10. Click the **Outgoing Server** tab.
11. Check the “**My outgoing server (SMTP) requires authentication**” checkbox. Leave the default setting to, “**Use same settings as my incoming mail server**.”



12. Click the **Advanced** tab.
13. Enter the following information:
 - Incoming server (IMAP): **143**
 - Outgoing server (SMTP)*: **25**

* If you are unable to use port 25, you can use one of the following alternate SMTP ports: **587** or **8025**
14. Click the **Folders** tab.
15. Click the “**Choose an existing folder or create a new folder to save your sent items for this account in**” button.
16. Locate and select the folder in which you want to save your sent email. (Or, to create a new folder, click the **New Folder** button.)
17. Click the **OK** button.
18. Click the **Next** button.
19. Click the **Finish** button.
20. Click the **Close** button.

Note: Outlook’s *Test Account Settings* tool will often indicate that the connection was not successful, though your settings are correct. Please disregard the Test Account Settings tool.