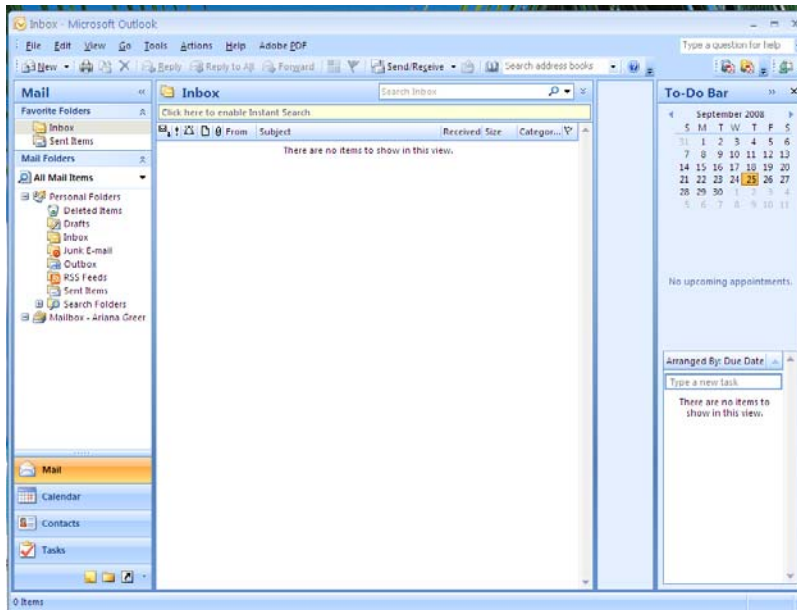
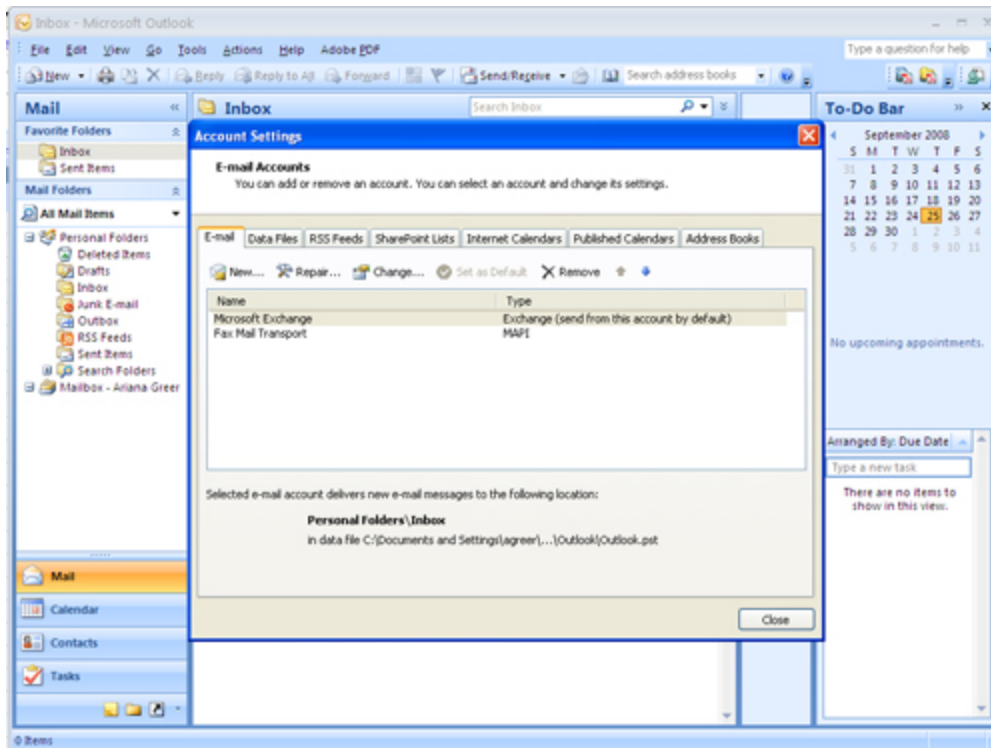


## Setting Up Outlook 2007



1. First Start Up Outlook 2007



2. Click "Tools" and the "Account Settings." The box to the left should pop up. Click New...

## Add New E-mail Account

### Choose E-mail Service

**Microsoft Exchange, POP3, IMAP, or HTTP**  
Connect to an e-mail account at your Internet service provider (ISP) or your organization's Microsoft Exchange server.

**Other**  
Connect to a server type shown below.

Fax Mail Transport  
Outlook Mobile Service (Text Messaging)

3. Click **Microsoft Exchange, POP3, IMAP, or HTTP**. Click **Next**.

**Add New E-mail Account** [Close]

**Auto Account Setup** [Help]

Your Name:   
Example: Barbara Sankovic

E-mail Address:   
Example: barbara@contoso.com

Password:

Retype Password:   
Type the password your Internet service provider has given you.

**Manually configure server settings or additional server types**

< Back   Next >   Cancel

4. Check **Manually configure server settings or additional server types**. Click **Next**.

## Add New E-mail Account

### Choose E-mail Service

**Internet E-mail**

Connect to your POP, IMAP, or HTTP server to send and receive e-mail messages.

**Microsoft Exchange**

Connect to Microsoft Exchange for access to your e-mail, calendar, contacts, and tasks.

**Other**

Connect to a server type shown below.

Fax Mail Transport  
Outlook Mobile Service (Text Messaging)

5. Click **Internet E-mail**. Click **Next**

**Internet E-mail Settings**  
Each of these settings are required to get your e-mail account working.

**User Information**  
Your Name: rotovac  
E-mail Address: admin@rotovac.com

**Server Information**  
Account Type: POP3  
Incoming mail server: mail.rotovac.com  
Outgoing mail server (SMTP): mail.rotovac.com

**Logon Information**  
User Name: admin@rotovac.com  
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

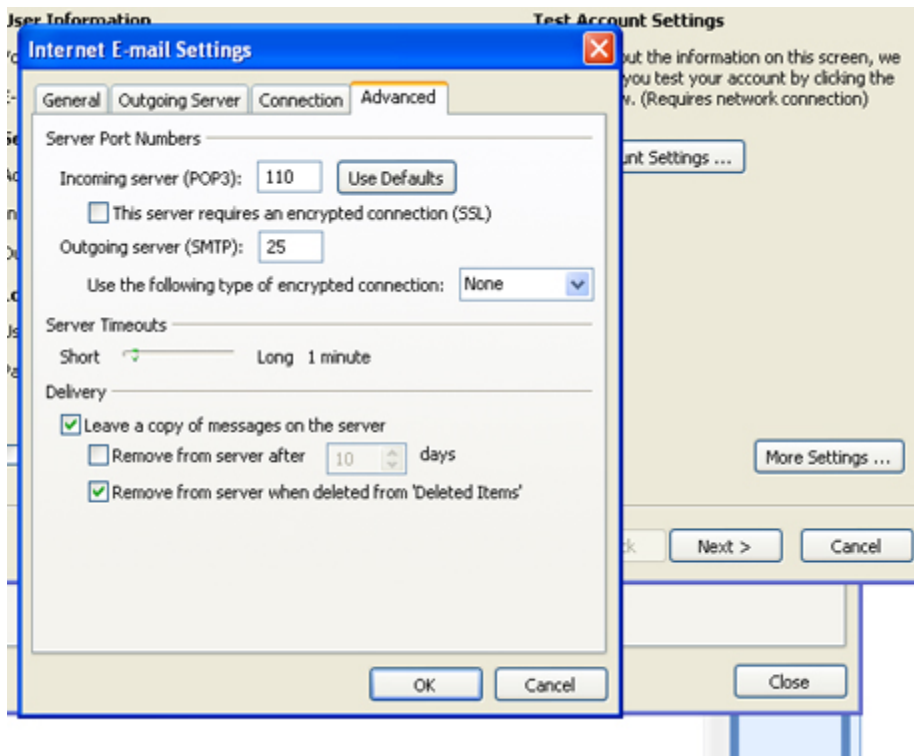
6. Type in **your name and full e-mail address**.

7. To set up the **incoming mail server**, type in **mail.yourdomain.com**.

8. To set up the **Outgoing mail server**, type in **mail.yourdomain.com**.

9. Be sure to type in **your full e-mail address as the username**.

10. Type in the password.

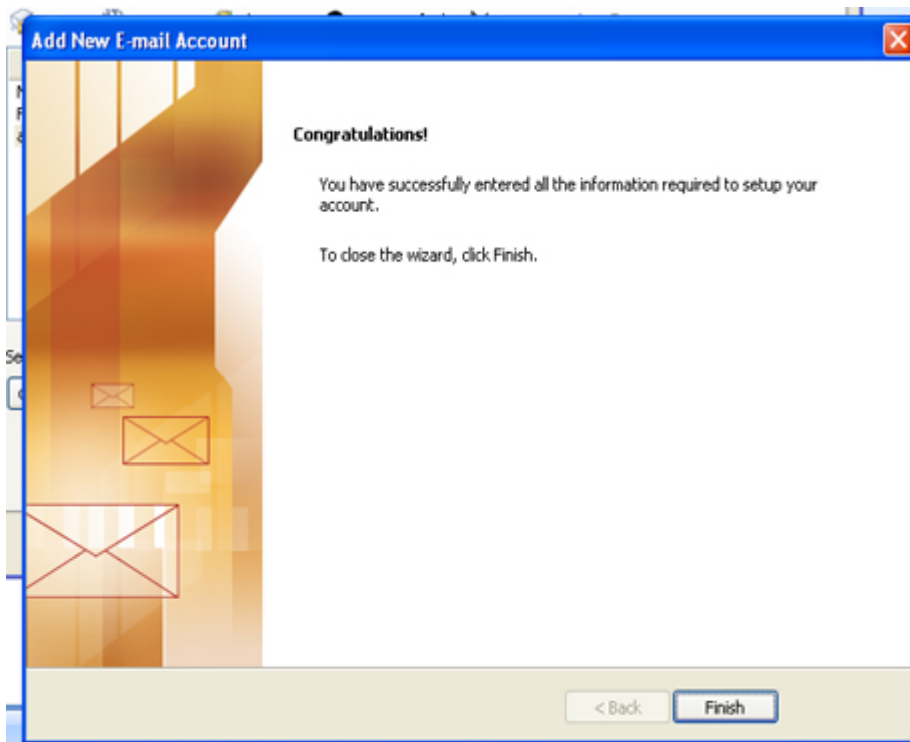


11. To configure the e-mail to leave a copy of the e-mail on the server, click on **More settings...** and then the **Advanced** tab.

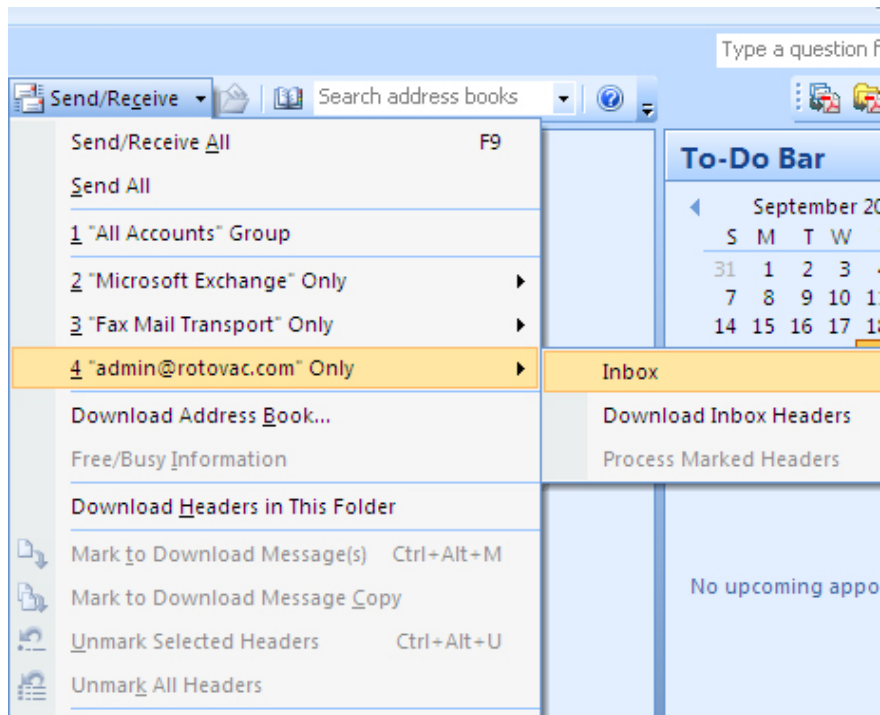
12. Under delivery, check **Leave a copy of messages on the server**. Also check **Remove from server when deleted from 'Deleted Items.'**

13. Click **Ok**

14. Click **Next**.



15. Click **Finish**.



16. To download your e-mail click **Send/Receive** and then scroll down to your e-mail address and click **Inbox**.

That's it! If you have any problems please call web support at (888) 768-6822 or e-mail at [websupport@rotovac.com](mailto:websupport@rotovac.com)