



General Information: We recommend using IMAP instead of POP for your Incoming Server type.

Your Outgoing Server may be either SSL or TLS depending on your Email program capabilities.

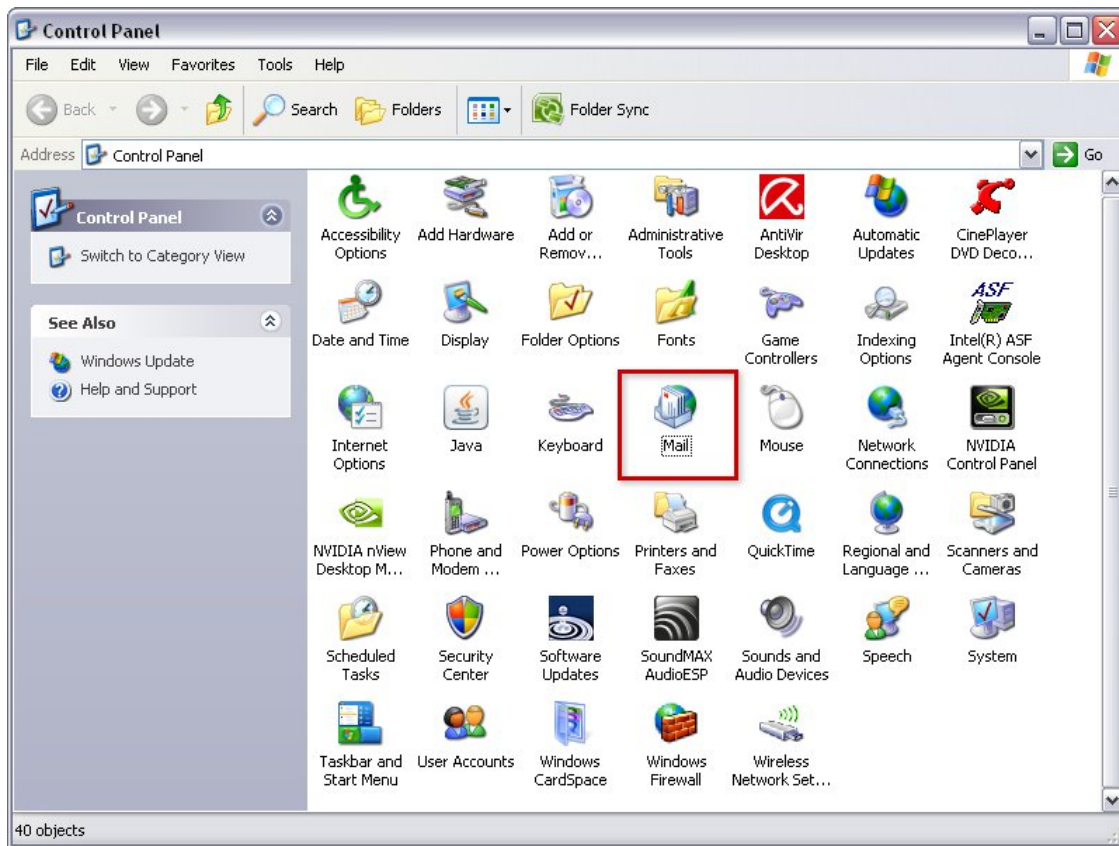
<u>someone@ccrtc.com</u>	<u>someone@iendeavor.com</u>
Incoming Mail Server: mail.ccrtc.com Port: 993 (IMAP) Port: 995 (POP) Requires SSL: Yes	Incoming Mail Server: mail.iendeavor.com Port: 993 (IMAP) Port: 995 (POP) Requires SSL: Yes
Outgoing Mail Server: smtp.ccrtc.com Port: 465 (SSL) Port: 587 (TLS) Requires Authentication: Yes Use same settings as incoming mail server	Outgoing Mail Server: smtp.iendeavor.com Port: 465 (SSL) Port: 587 (TLS) Requires Authentication: Yes Use same settings as incoming mail server
Full Name: Your Real Name User Name: Your full Email address Email Address: Your full Email address Password: Your Email password	Full Name: Your Real Name User Name: Your full Email address Email Address: Your full Email address Password: Your Email password

Email Setup for: **Outlook 2007**

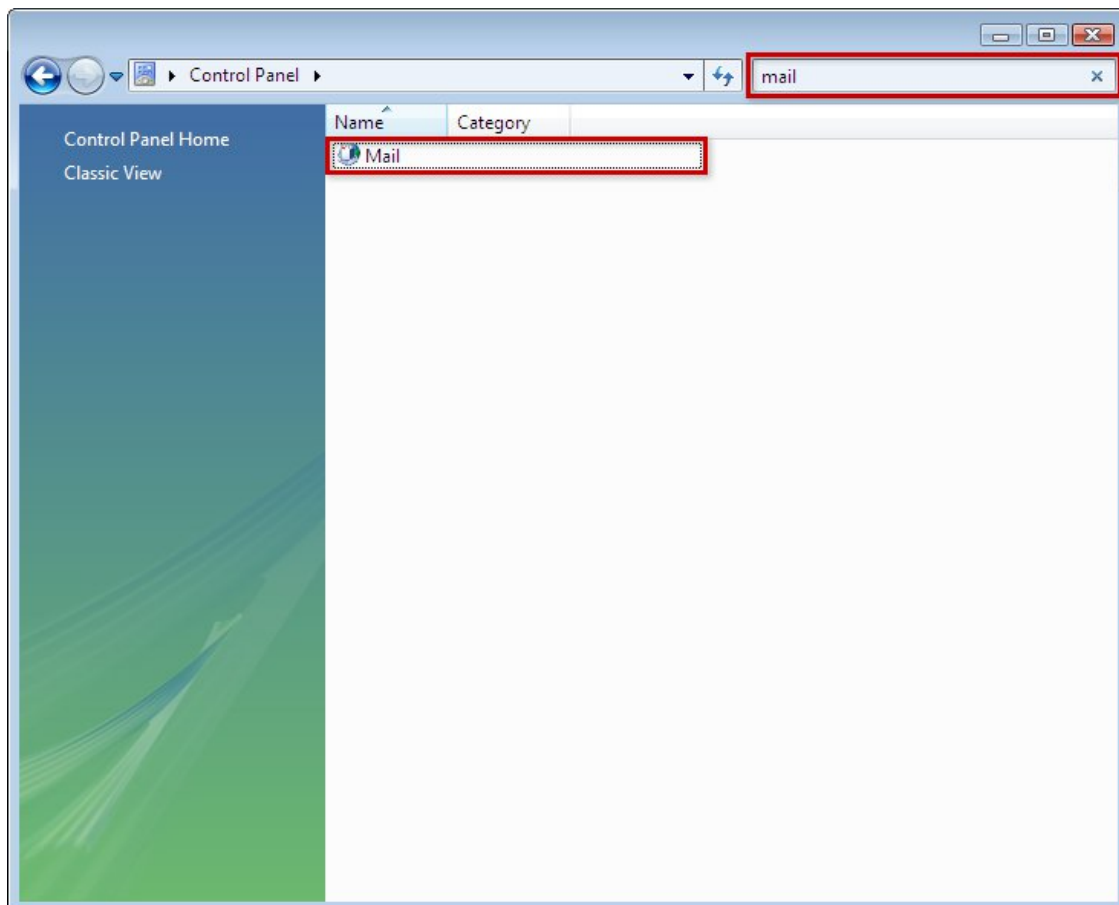
Scroll down for detailed steps to setup your email program.

Replace the example information with your information and the details listed above.

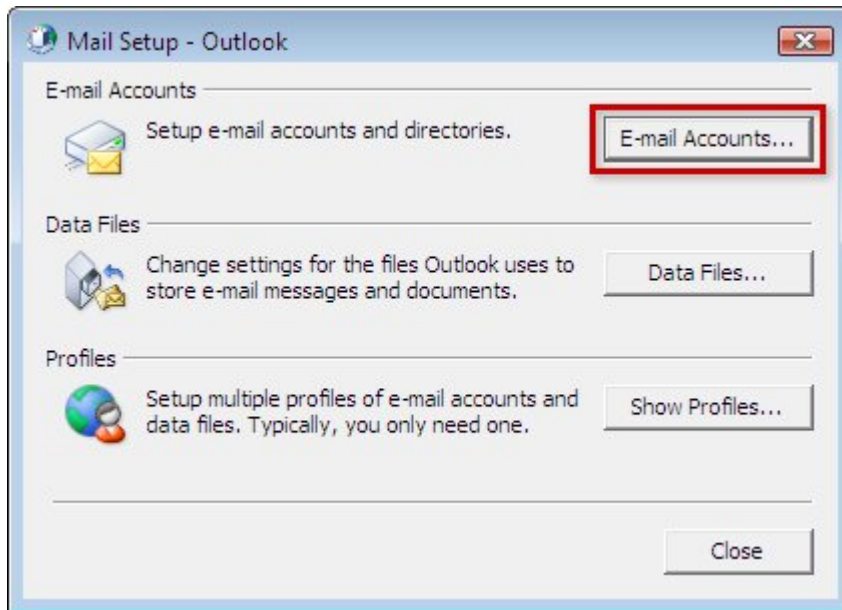
On your computer, click the **Start Menu** and select **Control Panel**. If using Windows XP, Double-click the Mail icon



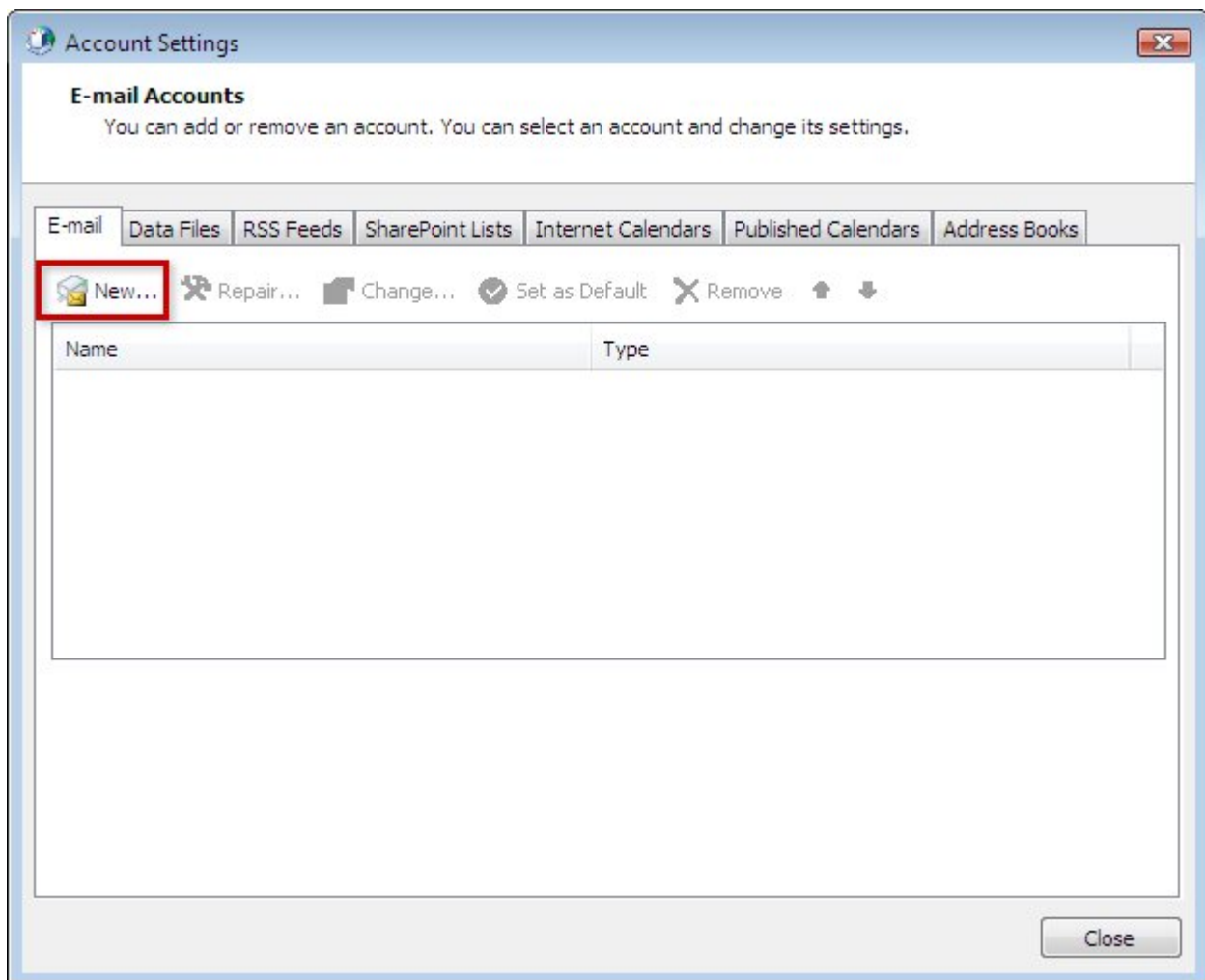
If using Windows Vista, Windows 7 or above, type **Mail** into the search box at the top-right of the Control Panel window to quickly find the **Mail** icon. Then, double-click it.



Click the **E-mail Accounts** button.



Under the **E-mail** tab, click the **New** button to add your 1&1 e-mail account.



Check the box for **Manually configure server settings or additional server types** and then click the **Next** button.

The screenshot shows the 'Add New E-mail Account' window with the 'Auto Account Setup' tab selected. The window has a title bar with a close button. Below the title bar is a header area with the text 'Auto Account Setup' and a help icon. The main area contains four input fields: 'Your Name:' with an example 'Barbara Sankovic', 'E-mail Address:' with an example 'barbara@contoso.com', 'Password:', and 'ReType Password:' with a note 'Type the password your Internet service provider has given you.' Below these fields is a checkbox labeled 'Manually configure server settings or additional server types', which is checked and highlighted with a red box. At the bottom right are three buttons: '< Back', 'Next >' (highlighted with a red box), and 'Cancel'.

Select the **Internet E-mail** type of account and then click the **Next** button.

The screenshot shows the 'Add New E-mail Account' window with the 'Choose E-mail Service' tab selected. The window has a title bar with a close button. Below the title bar is a header area with the text 'Choose E-mail Service' and a help icon. The main area contains three radio button options: 'Internet E-mail' (selected and highlighted with a red box), 'Microsoft Exchange', and 'Other'. Each option has a description: 'Internet E-mail' connects to POP, IMAP, or HTTP servers; 'Microsoft Exchange' connects to Microsoft Exchange for e-mail, calendar, contacts, faxes, and voice mail; 'Other' connects to a server type shown below. Under the 'Other' option, there is a list box containing 'Fax Mail Transport' and 'Outlook Mobile Service (Text Messaging)'. At the bottom right are three buttons: '< Back', 'Next >' (highlighted with a red box), and 'Cancel'.

Enter **Your Name**. This is the name that will appear when others receive your e-mail.

- Enter **Your Name**. This is the name that will appear when others receive your e-mail.
- Enter **your e-mail address**.
- Make sure that **IMAP** is selected from the **Account Type** drop-down box.
- Enter **mail.example.com** as the **Incoming mail server**.
- Enter **smtp.example.com** as the **Outgoing mail server**.
- Enter **your full e-mail address** as the **User Name**.
- Enter the e-mail account's **Password**.
- Check the box for **Remember password** if you do not want to enter your password every time you check or send mail from this account.
- Click the **More Settings** button.

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: John Smith
E-mail Address: someone@example.com

Server Information

Account Type: IMAP
Incoming mail server: mail.example.com
Outgoing mail server (SMTP): smtp.example.com

Logon Information

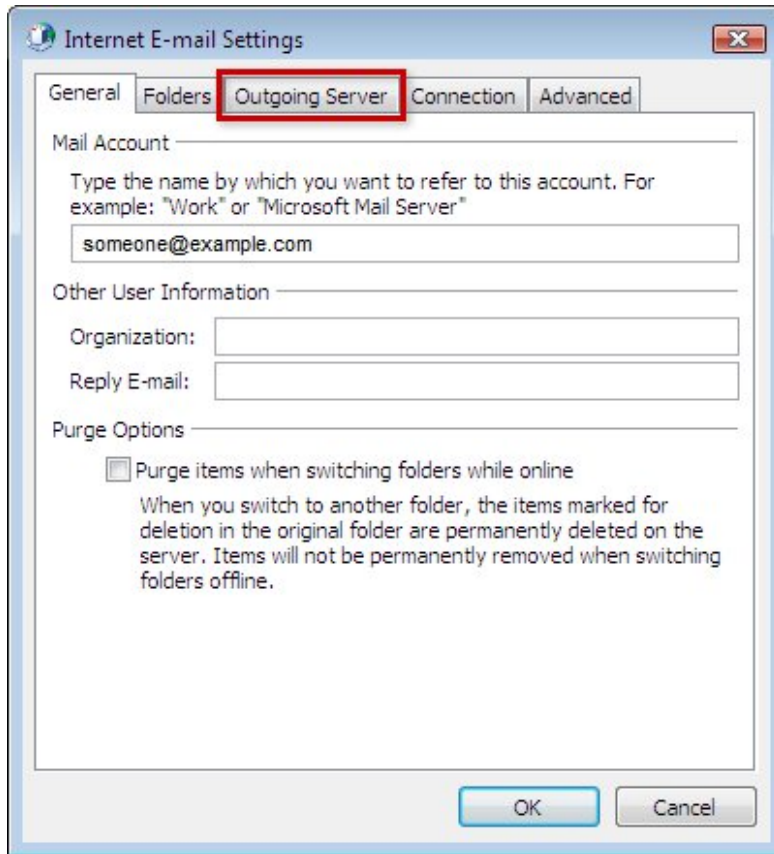
User Name: someone@example.com
Password:
☒ Remember password
☐ Require logon using Secure Password Authentication (SPA)

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 ...

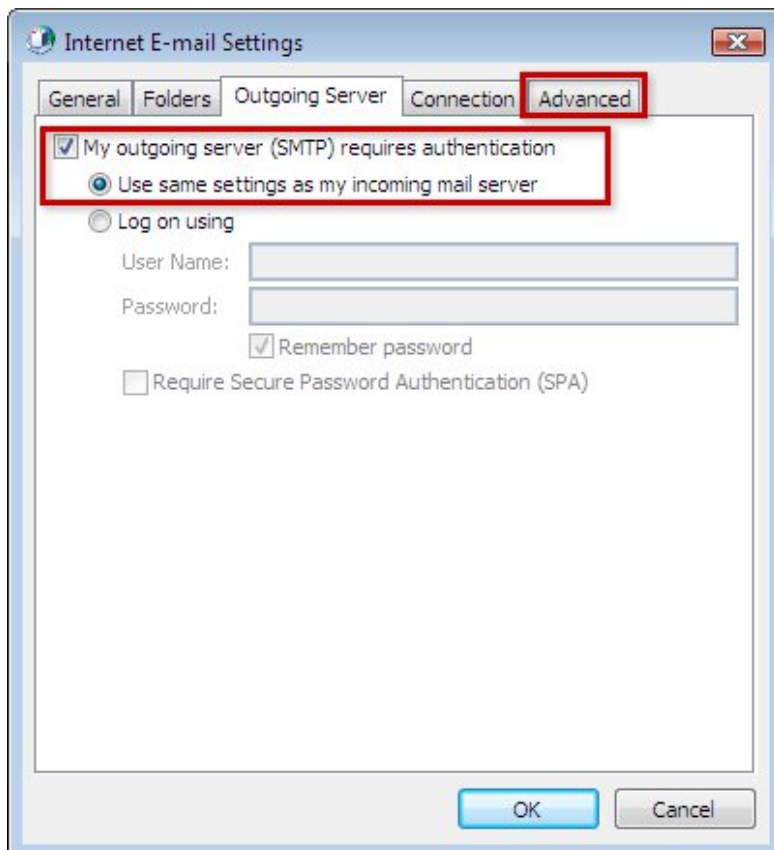
More Settings ...

< Back Next > Cancel

Select the **Outgoing Server** tab from the top of the new window that opens.
Check the box for **My outgoing server (SMTP) requires authentication** and ensure that **Use same settings as my incoming mail server** is selected.

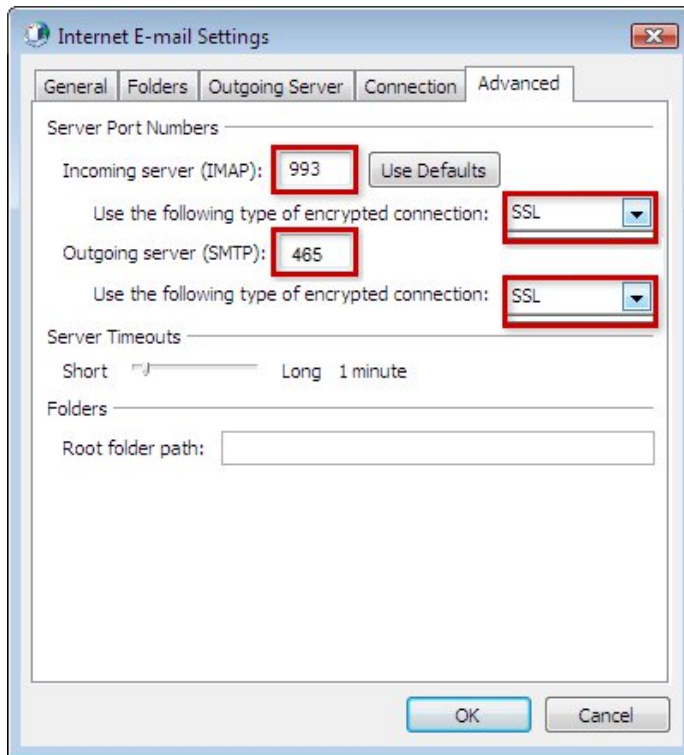


Next, click the **Advanced** tab at the top of the window.



Enter port **993** as the **Incoming server (IMAP)** port and ensure that **SSL** is chosen from the **Use the following type of encrypted connection** drop-down box.

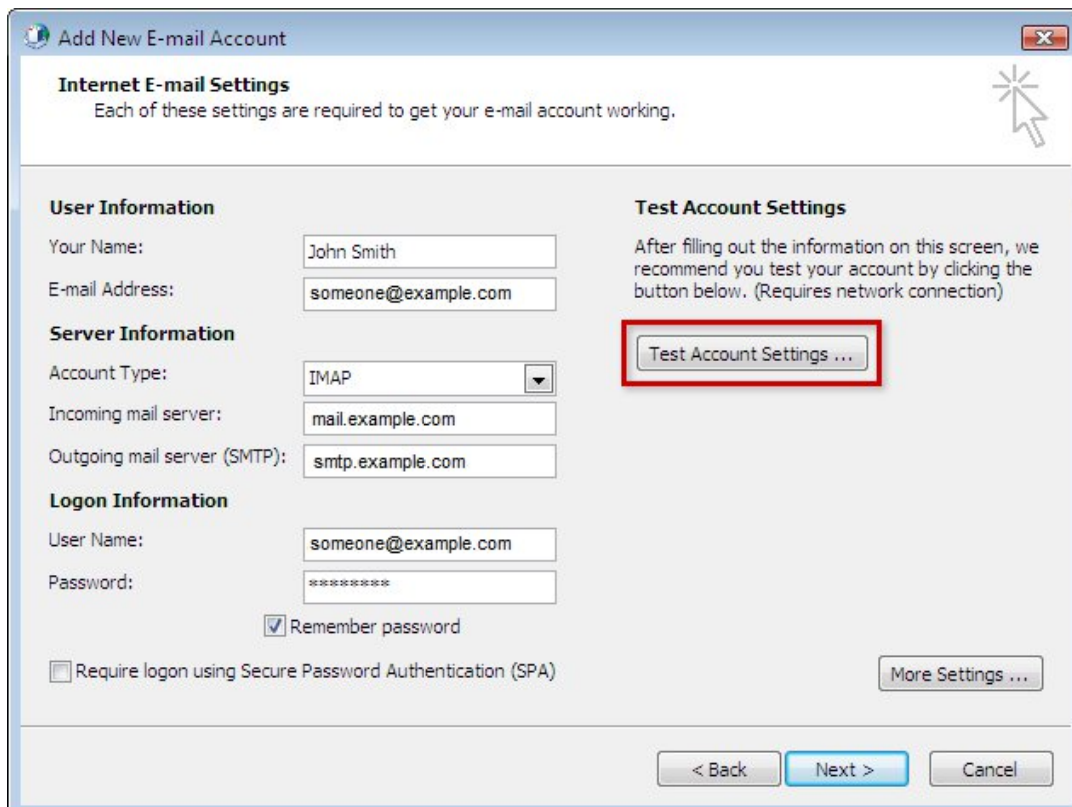
Enter port **465** as the **Outgoing server (SMTP)** port and ensure that **SSL** is chosen from the **Use the following type of encrypted connection** drop-down box.



The 'Internet E-mail Settings' dialog box is shown with the 'Outgoing Server' tab selected. The 'Server Port Numbers' section has 'Incoming server (IMAP)' set to 993 and 'Outgoing server (SMTP)' set to 465. Both are accompanied by a 'Use Defaults' button and a dropdown menu set to 'SSL'. The 'Server Timeouts' section shows 'Short' and 'Long' (1 minute) options. The 'Folders' section has a 'Root folder path' text box. 'OK' and 'Cancel' buttons are at the bottom.

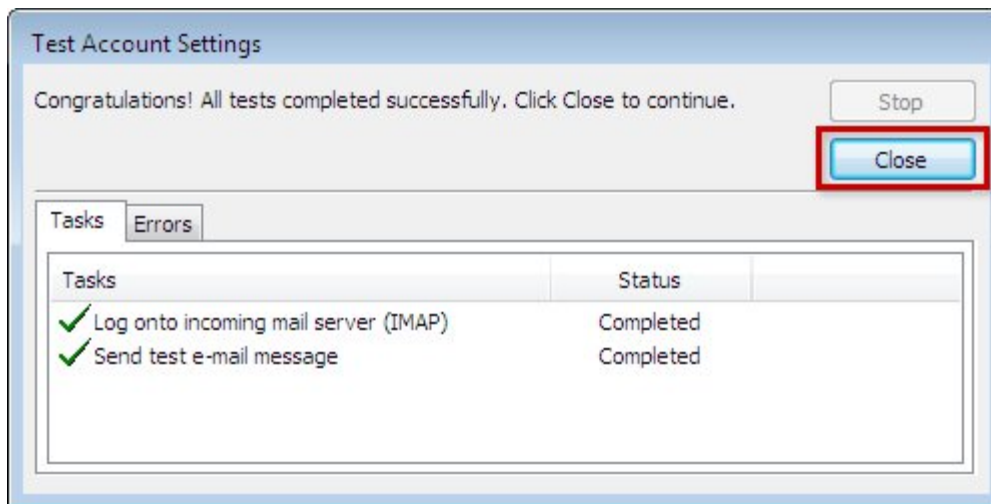
Click the **OK** button to save your settings.

Now you can click the **Test Account Settings** button to verify that the e-mail account can send and receive mail.

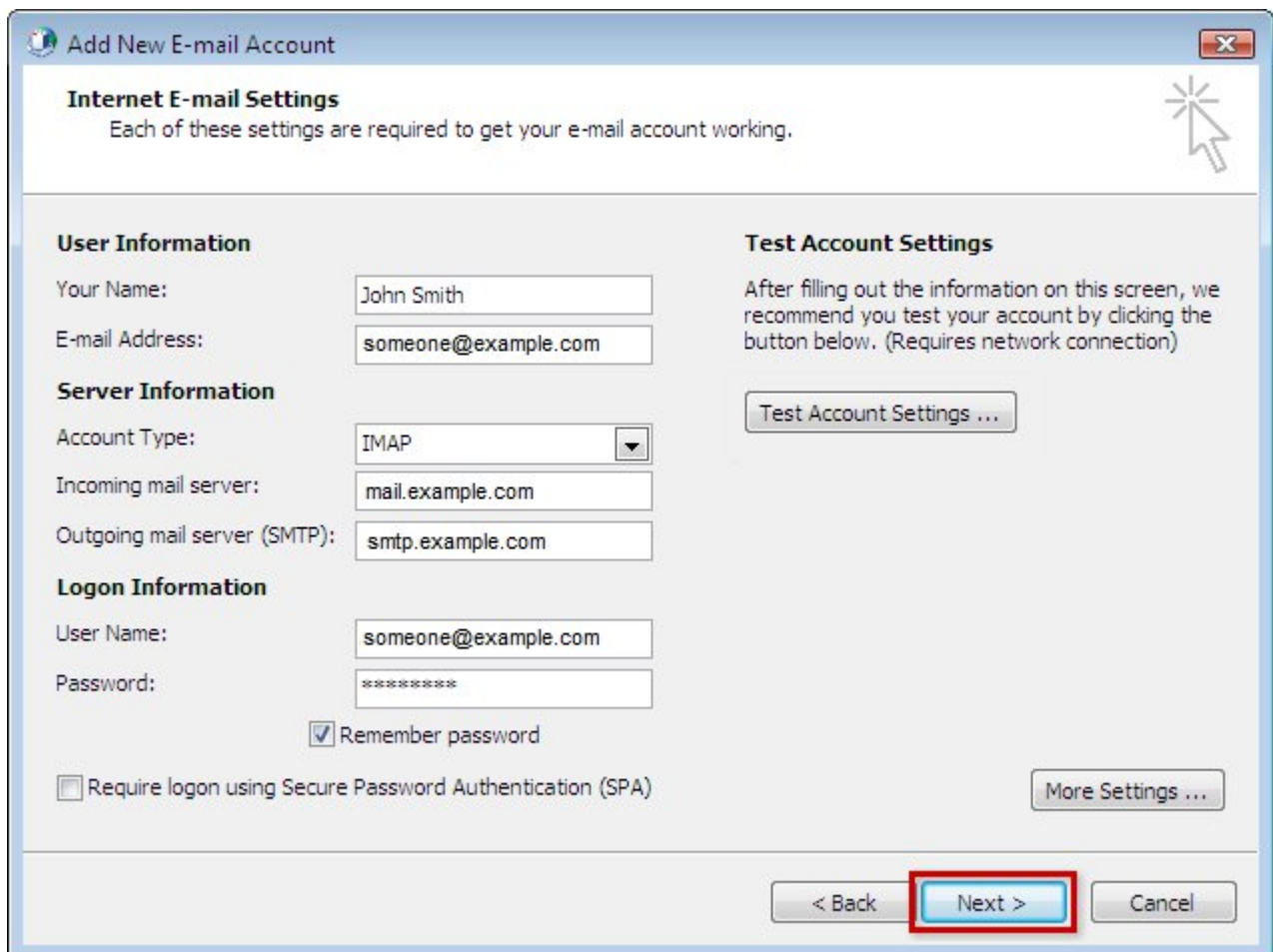


The 'Add New E-mail Account' dialog box is shown. It has a title bar and a close button. Below the title bar is a section titled 'Internet E-mail Settings' with a note: 'Each of these settings are required to get your e-mail account working.' The main area is divided into two columns. The left column contains 'User Information' (Name: John Smith, E-mail Address: someone@example.com), 'Server Information' (Account Type: IMAP, Incoming mail server: mail.example.com, Outgoing mail server (SMTP): smtp.example.com), and 'Logon Information' (User Name: someone@example.com, Password: masked, Remember password checked, Require logon using Secure Password Authentication (SPA) unchecked). The right column is titled 'Test Account Settings' and contains a button labeled 'Test Account Settings ...'. At the bottom right is a 'More Settings ...' button. At the very bottom are '< Back', 'Next >', and 'Cancel' buttons.

If the part of the test fails, go through the previous steps and double-check all of your settings in Outlook. If the test is successful, click the **Close** button.



Click the **Next** button.



Click the **Finish** button.

