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## Setting Up Email in Outlook 2007

### Entering your email settings

1. Start **Outlook 2007** by double-clicking its desktop icon or by selecting it from the **Start Menu**. What happens next depends on whether you have opened Outlook previously.

\*If you have not started Outlook 2007 before, an Outlook 2007 Startup wizard will open automatically. On the first screen of the wizard, click **Next**.

On the **E-mail Upgrade Options** screen, select the second option **Do not Upgrade**. Click **Next**. On the **E-mail Accounts** screen, click **Yes** when asked if you want to set up an e-mail account. Go to step #2, below.

\***If you have started Outlook 2007 before**, click the **Tools** menu at the top of the Outlook Window, then click **Account Settings**. In this new window, select the **New...** on the E-mail Tab. Microsoft Exchange, POP3, IMAP, or HTTP should already be selected. Click **Next**. Go to step #2, below.

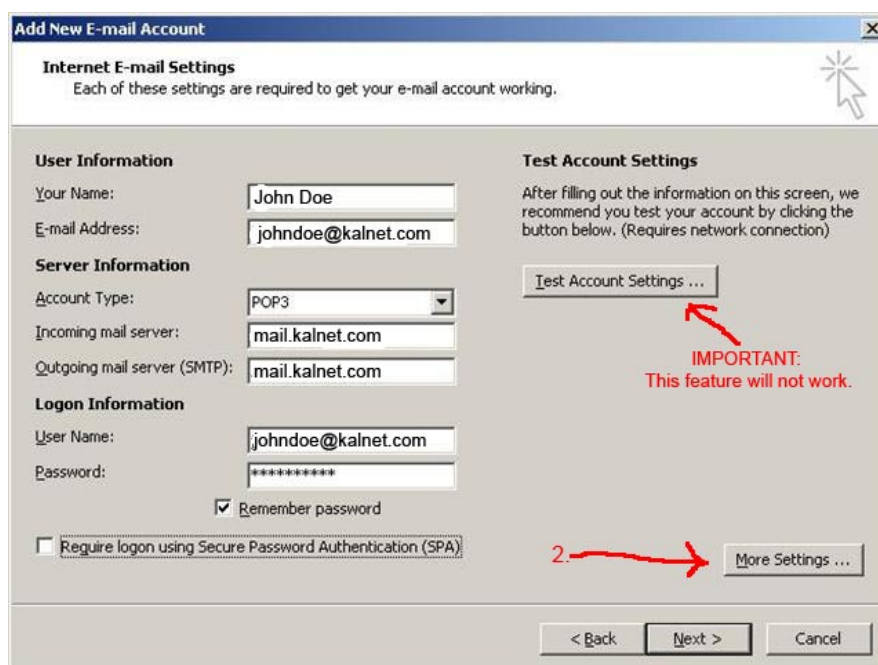
2. On the Auto Account Setup screen, check the box beside **Manually configure server settings or additional server types** and click **Next**.

The screenshot shows the 'Add New E-mail Account' dialog box in Outlook 2007. The title bar reads 'Add New E-mail Account'. The main heading is 'Auto Account Setup'. There are three input fields: 'Your Name:' with an example 'Barbara Sarkovic', 'E-mail Address:' with an example 'barbara@contoso.com', and 'Password:' with a 'Retype Password:' field below it. A note says 'Type the password your Internet service provider has given you.' At the bottom, there is a checked checkbox for 'Manually configure server settings or additional server types'. Navigation buttons at the bottom right include '< Back', 'Next >', and 'Cancel'.

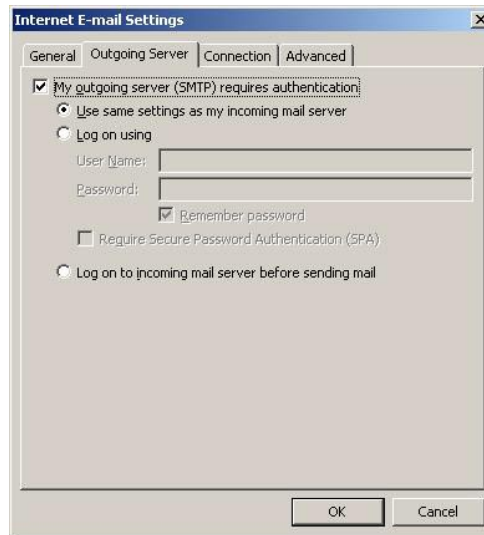
3. Under Choose E-mail Service select Internet **E-Mail** and click **Next**.



4. The Internet E-mail Settings screen appears. Under User Information, enter your personal name as you would like it to appear on email coming from you. Enter your email address. Under Server Information select Account type, either **POP3** or **IMAP** depending on which type of mailbox you use. Most people use POP3. Enter **mail.gwcisp.com** for Incoming mail server, and **mail.gwcisp.com** for Outgoing mail server. Under Logon Information, enter your email address for User Name and the password for that account. Confirm that Remember password is checked. Click the button **More Settings**.



5. Select the Outgoing server tab and check the box My outgoing server (SMTP) requires authentication and click **OK**.

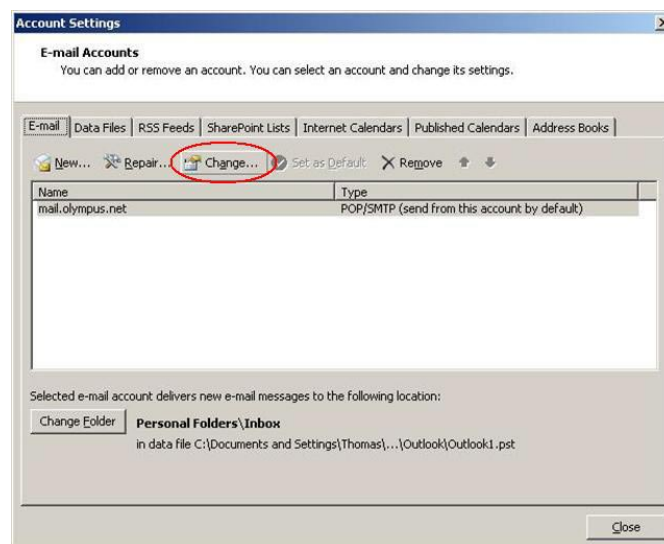


6. Click **Next**, and then click **Finish** on the Congratulations! screen.

We recommend that our customers change the default outbound server port to prevent problems with sending email.

### Editing your email settings

1. Click the **Tools** menu at the top of the Outlook Window, then click **Accounts Settings**.
2. On the **E-mail Accounts** screen under E-mail tab select the account you wish to edit and click **Change...**



3. Make the desired corrections on the settings screen, click **Next**, then click **Finish**.