

## Microsoft Outlook 2007 Setup

This simple tutorial will guide you through setting up your PES Energize e-mail account(s) in Microsoft Outlook 2007. If you do not already have an e-mail account with us, you will need to contact our helpdesk in order to have one created for you.



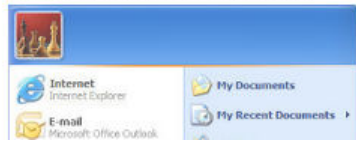
**E-mail**  
Microsoft Office Outlook

Open the application by locating Microsoft Outlook 2007 in your Start Menu. Microsoft Windows usually places your default e-mail client near the top-left corner of your Start Menu. If Microsoft Outlook 2007 is not in that location, search within the Microsoft Office folder.

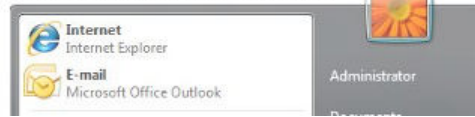
**Note:** If you are asked whether to make Microsoft Outlook your default e-mail client, click **Yes** unless you wish to use another program as your primary client.

**Note:** This walkthrough assumes you have used Microsoft Outlook 2007 before. If this is the first time you have run Microsoft Outlook 2007, you may be presented with initial setup options. We cannot offer assistance with such questions.

Microsoft Windows XP - Sample Start Menu

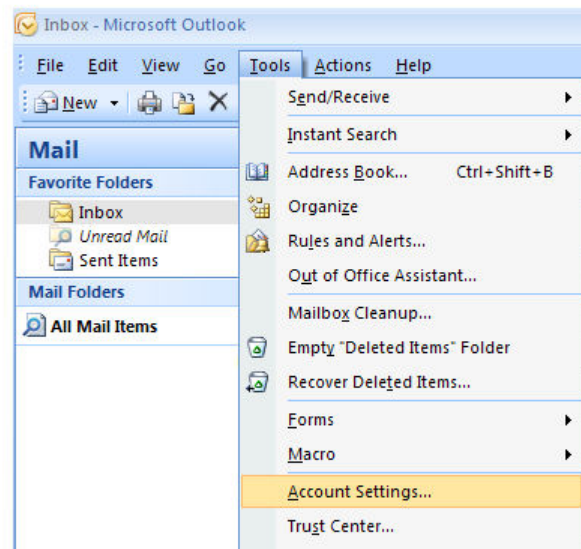


Microsoft Windows Vista - Sample Start Menu



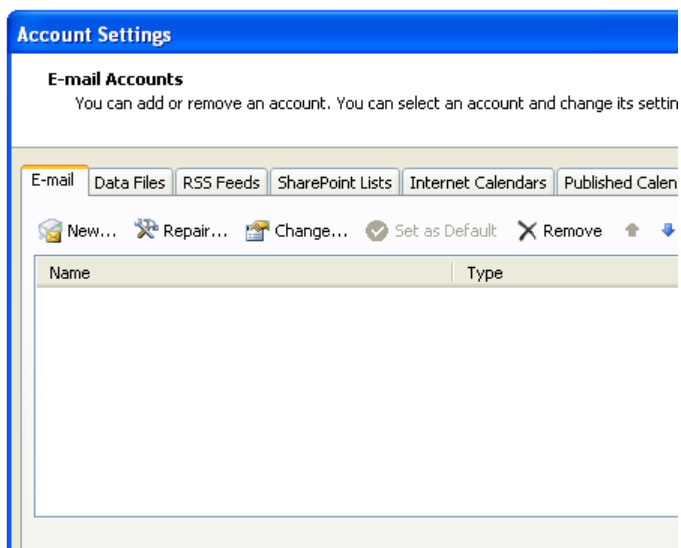
### Step 1

Open the **Tools** menu and select **Account Settings**.



### Step 2

If you have any e-mail accounts configured with your previous ISP, now is a great time to remove them. If your old ISP chooses to remove your e-mail account from their servers, the resulting errors that occur when you attempt to send/receive messages could keep you from using your new PES Energize e-mail account as well. To remove an account, select it in the list and click the **Remove** button. If you are ready to proceed, click the **New** button.



### Step 3

Select **Microsoft Exchange, POP3, IMAP, or HTTP** from the list presented. Click **Next** to continue.

The screenshot shows a dialog box titled "Add New E-mail Account" with a close button in the top right corner. The main heading is "Choose E-mail Service". There are two radio button options: "Microsoft Exchange, POP3, IMAP, or HTTP" (which is selected) and "Other". Below the "Other" option is a text box for server details. At the bottom, there are three buttons: "< Back", "Next >", and "Cancel".

### Step 4

Please place a checkmark in the **Manually configure server settings or additional server types** checkbox. Our servers do not support the Auto Account Setup function. Click **Next** to continue.

The screenshot shows a dialog box titled "Add New E-mail Account" with a close button in the top right corner. The main heading is "Auto Account Setup". It contains four text input fields: "Your Name:" (with example "Barbara Sankovic"), "E-mail Address:" (with example "barbara@contoso.com"), "Password:", and "Retype Password:" (with instruction "Type the password your Internet service provider has given you."). At the bottom, there is a checked checkbox labeled "Manually configure server settings or additional server types". At the very bottom, there are three buttons: "< Back", "Next >", and "Cancel".

## Step 5

Choose **Internet E-mail** from the list presented, and click **Next** to continue the configuration process.

The screenshot shows a window titled "Add New E-mail Account" with a sub-header "Choose E-mail Service". There are three radio button options: "Internet E-mail" (selected), "Microsoft Exchange", and "Other". Below "Other" is a list box containing "CallPilot Desktop Messaging", "Fax Mail Transport", and "Outlook Mobile Service (Text Messaging)".

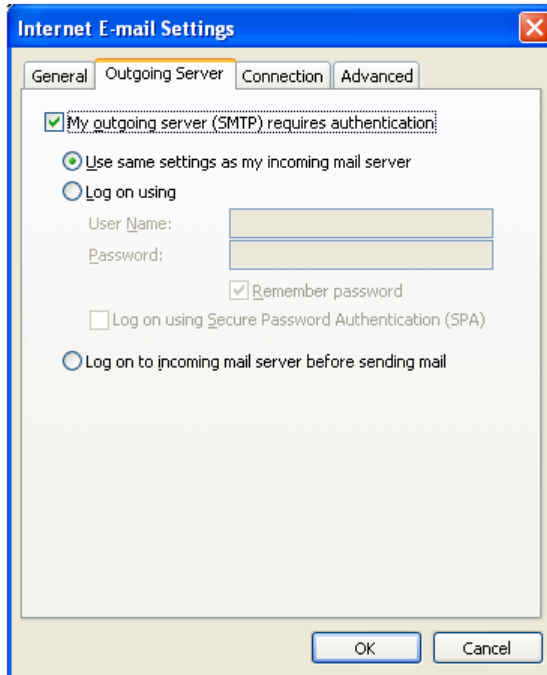
## Step 6

Fill out the Internet E-mail Settings form with your information. Please be sure to include **@energize.net** in the User Name field. Click **More Settings** to continue.

The screenshot shows a window titled "Add New E-mail Account" with a sub-header "Internet E-mail Settings". Below the header is a note: "Each of these settings are required to get your e-mail account working." The form is divided into several sections: "User Information" (Your Name: Customer Name, E-mail Address: customer@energize.net), "Server Information" (Account Type: POP3, Incoming mail server: mail.energize.net, Outgoing mail server (SMTP): mail.energize.net), and "Logon Information" (User Name: customer@energize.net, Password: \*\*\*\*\*). There are checkboxes for "Remember password" (checked) and "Require logon using Secure Password Authentication (SPA)". A "Test Account Settings ..." button is present. At the bottom right is a "More Settings ..." button. At the bottom are three buttons: "< Back", "Next >", and "Cancel".

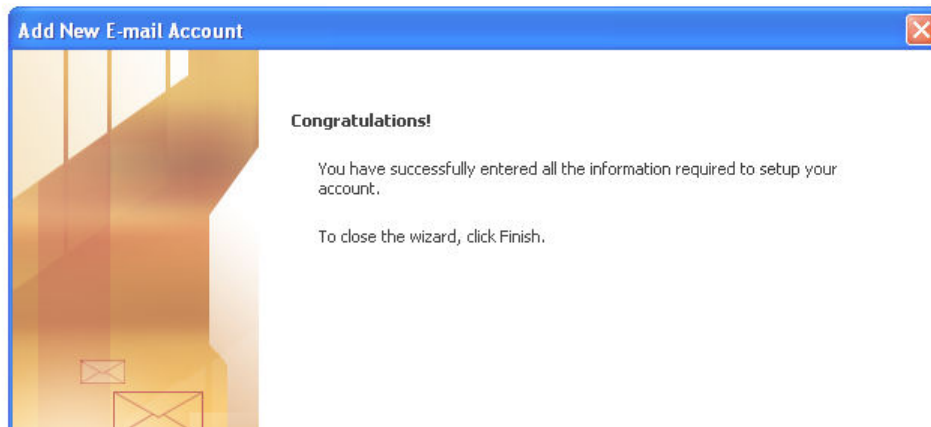
## Step 7

Choose **My outgoing server (SMTP) requires authentication** from the list presented, be sure **Use same settings as my incoming mail server** is selected, and click **OK**. Click **Next** in the Internet E-mail Settings dialog to continue.



## Finish

You should now have a functioning PES Energize e-mail account! Feel free to test the account by sending an e-mail to [support@energize.net](mailto:support@energize.net). Our Technical Support Specialists will respond shortly.



## Disclaimer

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