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Setting Up Outlook 2007

for customers who use mail.excell.net/mail.excell.net email settings

Add and manually configure a POP3 e-mail account
POP3 e-mail accounts can be added to the current Outlook profile at any time. In addition, you can add the account to any other profile by clicking the Mail icon in Control Panel in Windows.

1. Do one of the following:

To add an account to the profile that you are using now

On the Tools menu, click Account Settings.

To add an account to another existing profile

Close Outlook.

In Control Panel, open the Mail module.

Note The Mail icon in Control Panel will not appear unless you have Outlook installed and have accessed it at least once.

The title bar of the Mail Setup dialog box contains the name of the current profile. To select a different profile, click Show Profiles, select the profile name, and then click Properties.

Click E-mail Accounts

To add an account to a new profile

Close Outlook.

In Control Panel, open the Mail module.

Note: The Mail icon in Control Panel will not appear unless you have Outlook installed and have accessed it at least once.

Under Profiles, click Show Profiles.

Click Add.

In the New Profile dialog box, type a name for the profile, and then click OK.

This is the name that you will see when starting Outlook if you configure Outlook to prompt you for a profile to use.

Click E-mail Accounts.

2. Click New

Click POP3, then click Next.

In the Your Name box, type your name as you want it to appear to other people.

In the E-mail Address box, type the complete e-mail address assigned by your mail administrator or ISP. Make sure to include your user name, the @ symbol, and the domain name, for example, name@domain.com

In the Password and Retype Password boxes, type the password that was assigned to you.

Your password is case sensitive. Make sure that your CAPS LOCK key is not on.

Select the Manually configure server settings or additional server types check box.

Click Next.

Click Internet E-mail.

Click E-mail, and then click Next.

Based on your earlier input, some of the text fields in the dialog box may already have text in them. Verify that the entries are correct.

Under User Information, do the following:

In the Your Name box, type your full name the way that you want it to appear to other people.

In the E-mail Address box, type the complete e-mail address assigned by your mail administrator or ISP. Make sure to include your user name, the @ symbol, and the domain name, for example, name@domain.com

Under Server Information, do the following:

In the Account Type list box, choose POP3.

In the Incoming mail server box, type: mail.excell.net

In the Outgoing mail server box, type: mail.excell.net

Under Logon Information, do the following:

In the User Name box, type your full email address

In the Password box, type the password provided by your ISP.

Select the Remember password check box.

Note You have the option to have Outlook remember your password by typing it in the Password box and selecting the Remember password check box. If you choose Outlook to remember your password, you won't have to type your password each time you access the account.

Click More Settings. On the Outgoing tab, select the My outgoing server (SMTP) requires authentication check box.

Optionally, do any of the following:

Click More Settings. On the General tab, under Mail Account, type a name that will help you identify the account, for example, My Home ISP E-mail.

If you are adding a POP3 server account, click Test Account Settings to verify that your account is working. If there is missing or incorrect information, such as your password, you are prompted to supply it or correct it. Make sure that your computer is connected to the Internet.

Click Next.

Click Finish.