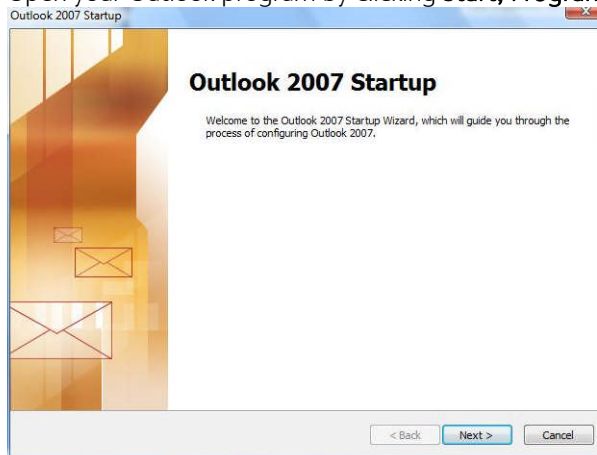
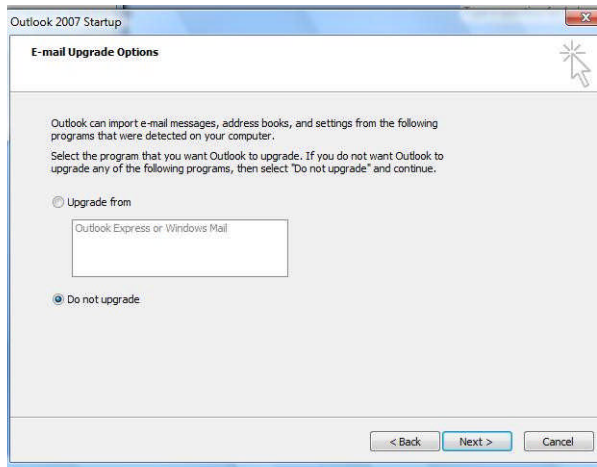


# Setting up Outlook 2007 for Manxnet Mail

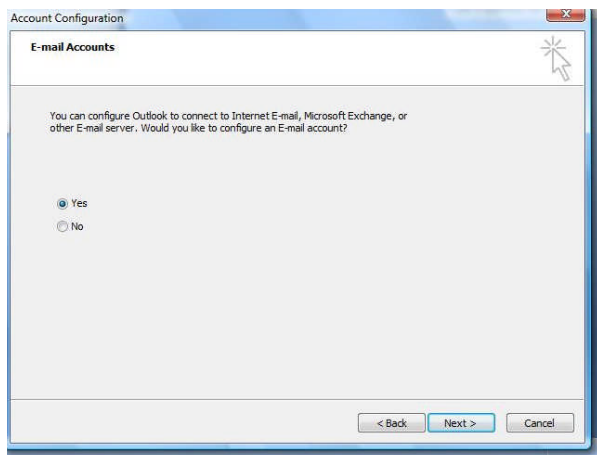
- Open your Outlook program by clicking **Start; Programs** and clicking **Microsoft Outlook**



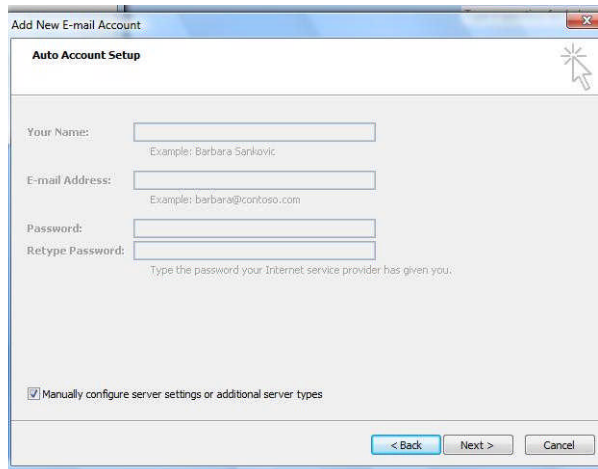
- At the **Outlook Startup** screen, click **Next**



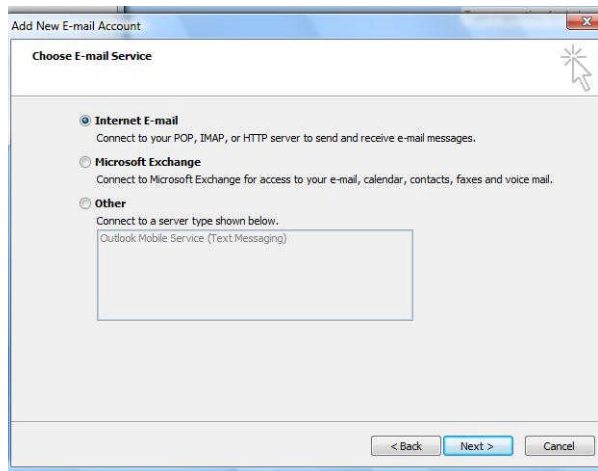
- If you are upgrading to Outlook and wish to import your old e-mails and contacts select the appropriate option and follow the instructions. For this procedure we are not going to upgrade so select **Do not upgrade** and click **Next**. If you are adding an additional account simply click **Tools and Accounts**, in the **Account Settings** screen select **E-Mail** and click **New**.



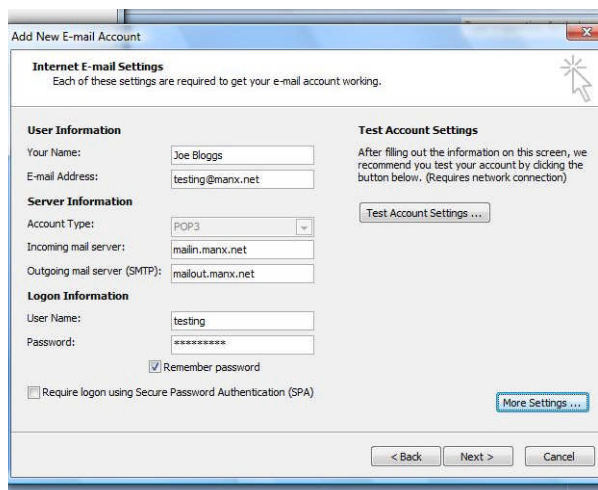
- As we are configuring an e-mail account select **Yes** on the **E-Mail Accounts** screen and click **Next**



- In the **Auto Account Setup** Screen tick the box **Manually configure server settings or additional server types** and click **Next**



- As Manxnet Mail is an Internet Mail service select **Internet E-mail** and click **Next**

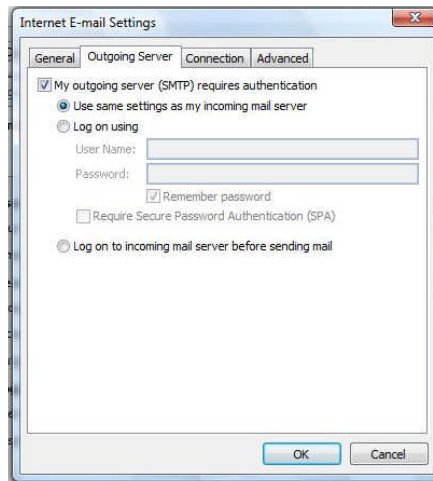


- Fill out the **Internet E-Mail Settings** as follows:  
**Your Name:** Enter your name as you would like it to appear when you send an e-mail to someone  
**E-mail Address:** Enter your full e-mail address  
**Account Type:** POP3  
**Incoming Mail Server:** mailin.manx.net  
**Outgoing Mail Server:** mailout.manx.net

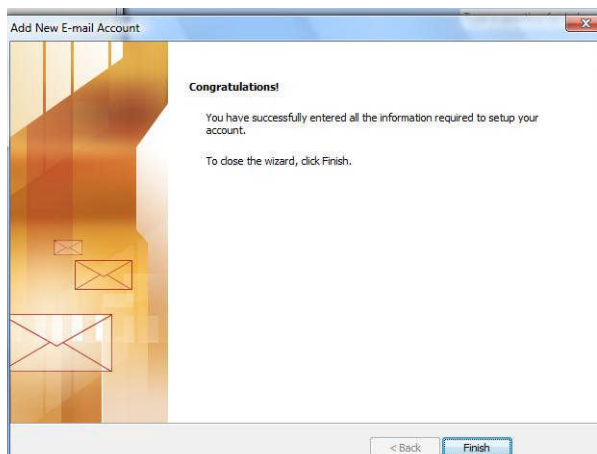
**Username:** Enter the first part of your e-mail address, without the @manx.net. If your e-mail address is [joebloggs@manx.net](mailto:joebloggs@manx.net) then your username is joebloggs

**Password:** Enter your e-mail password here

- Click the **More Settings** button



- Click the **Outgoing Server** button and tick the box **My outgoing server (SMTP) requires authentication**. Make sure the option **Use same settings as my incoming mail server** is ticked. Then click **OK**. When back on the **Internet E-mail Settings** screen click **Test Settings**
- Once the tests are completed successfully, click **Close**. If your tests fail, go back and review the details you have entered. If you need assistance please contact our Service Centre on 624624 at any time.



- Congratulations! You have now set up your Manxnet e-mail.

If you have any problems with this procedure or require assistance with any Manxnet product please visit our support website located at <http://www.manxtelecom.com/support.aspx> or contact our Service Centre on 624624 at any time.