



VELOCITY INTERNET

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SETTING UP MICROSOFT OUTLOOK 2007

1. Open **Outlook 2007**
2. Under the **Tools** menu, click **Account Settings**
3. Under **Email**, select **New**, Click **Next**
4. At the bottom of the page, tick **Manually configure server settings or additional server types** and click **Next**
5. Select **Internet Email** and click **Next**
6. Under **User Information**, **Your Name** box, type *your name* (eg. John Smith)
7. Under **User Information**, **Your E-mail Address** box, type your Velocity email address (eg. johnsmith@velocitynet.com.au)
8. Under **Server Information**, make sure **Account Type** is set to **POP3**
9. Under **Server Information**, **Incoming Mail Server** box type **mail.velocitynet.com.au**
10. Under **Server Information**, **Outgoing Mail Server (SMTP)** box type **mail.velocitynet.com.au**
11. Under **Logon Information**, **User Name** box type your full email address (eg. johnsmith@velocitynet.com.au)
12. Under **Logon Information**, **Password** box type your password
13. Select the **Remember Password** box
14. Do not select **Require logon using Secure Password Authentication (SPA)**
15. Click on **Next**
16. Click **Finish**, and then click **Close**
17. Close Outlook