

## Manually Set Up an Email Account in Microsoft Outlook 2007

If the automatic setup of your email account in Microsoft Outlook 2010 does not work, you can set up your account manually. To set up an IMAP account in Microsoft Outlook 2007:

1. Open Microsoft Outlook 2007.
2. Click **Tools > Account Settings...** in the top menu bar.
3. In the following window click on the **New** button.
4. Select Microsoft Exchange, POP3, **IMAP** or HTTP and click **Next**.
5. Check **Configure server settings or additional server types manually** and click **Next**.
6. In the next window, select **Internet E-mail** and click **Next**.
7. Enter **user, server and logon information**.
8. To allow emails to be sent from this new account, click **More settings**.

### USER INFORMATION

You can choose your name.

Email Address                      The full email address you want to set up in Outlook 2007.

### SERVER INFORMATION

Account type	IMAP
Incoming mail server	imap.ionos.co.uk
Outgoing mail server	smtp.ionos.co.uk

### LOGON INFORMATION

Username	Your full email address
Password	The password that you assigned when setting up the email address

**Logon using Secure Password Authentication (SPA) required. Since this feature is not supported by our mail servers, please do not check this box.**

9. Click **Outgoing Server**, Check the **My outgoing server (SMTP) requires authentication**. Select the menu item **Use same settings as my incoming mail server**.
10. Now switch to the **Advanced** tab. Enter the data for the **incoming** and **outgoing mail servers**.

#### SERVER PORT NUMBERS

Incoming Mail Server (IMAP)	993	Encrypted Connection Type: SSL
Outgoing Mail Server (SMTP)	587	Encrypted Connection Type: AUTO

11. Complete the process with **OK**
12. Click **NEXT > FINISH**.
13. You have completed setting up your email account in Microsoft Outlook.